HAPPY VALLEY SCHOOL DISTRICT
BOARD OF TRUSTEES
February 15, 2023
Multi-Purpose Room
3:30 pm

A. Approval of Agenda

B. Approval of Minutes- Regular Board Meeting, January 18, 2023

C. Community Input

Members of the audience are welcome to address the Board of Trustees at this time during the meeting regarding items not listed on this agenda. The Trustees may ask questions for clarity but cannot take action on those matters, if desired, until such matters are appropriately placed on a future agenda, according to law. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter (Board bylaws 9323).

D. Board Report

E. Superintendent's Report

F. Staff Report

G. Student Report

H. Information Items

1. **2022-2023 First Interim Financial Report**
   The Board will receive information regarding the positive certification of the 2022-2023 First Interim Financial Report from the Santa Cruz County Office of Education.

2. **ELOP Offerings**
   The Board will receive information regarding ELOP offerings at Happy Valley School.

3. **Community Foundation of Santa Cruz**
   The Board will receive an update regarding the Happy Valley School Foundation Fund through December 31, 2022.

I. Action Items

1. **Art, Music, and Instructional Material Block Grant (Public Hearing held 12/14/22)**
   The Board will consider approval of a Music, Art, and Instructional Material Block Grant.

2. **2022/2023 Comprehensive Safety Plan**
   The Board will consider approval of the 2022/2023 Comprehensive Safety Plan Part 1- Public Components.

3. **Temporary Employment Notices**
   The Board will consider approval of the March 15th, layoff notices for the following positions- .40 FTE Temporary Art/Music Teacher, 1.0 FTE Temporary Classroom Teacher, and .0325 FTE Temporary Instructional Aide.

4. **2nd Quarter Williams Complaint Report**
   The Board will receive the 2nd quarterly report of 2022/2023 Uniform Complaints related to the Williams Settlement.

5. **J-13A Request for Allowance of Attendance Due to Emergency Conditions**
   The Board will consider approval of the Request for Allowance of Attendance Due to Emergency Conditions.

6. **Board Policy Update**
   The Board will receive information regarding the board policy updates and will consider them for approval.

7. **Classified TA Salary Schedule**
   The Board will consider approval of the Classified TA Salary Schedule for 2023/2024 and 2024/2025 effective July 1, 2023.

8. **Designation of California School Board Association (CSBA) Delegate for Subregion 9-A**
   The Board will vote for one candidate to serve a two-year term as CSBA Delegate for Subregion 9-A.

J. Consent Items

1. The Board will consider approval of vendor warrants paid since the last meeting.

K. Communications and Announcements

1. Feb. 15- Parent Club Meeting, 6:30 pm, MPR
2. Feb. 17- No School, Lincoln Day
3. Feb. 20- No School, Presidents' Day
4. Feb. 24- PeaceBuilder Assembly, 10:20 am, Stage
5 Feb. 24- Spirit Day, Decades
6. Feb. 24- End of Trimester
7. Mar. 12- Daylight Savings Begins
8. Mar. 15- Board Meeting, 3:30 pm, MPR
9 Mar. 15- Parent Club Meeting, 6:30 pm, MPR

L. Closed Session

Superintendent goals, negotiations, and 2022/2023 Comprehensive Safety Plan-Part II

M. Report Out of Closed Session

N. Adjournment

Happy Valley School District
Regular Board Meeting
January 18, 2023
MINUTES

The meeting was called to order by the Board President at 3:30pm

BOARD MEMBERS PRESENT: Willet, Freeman, Hodges, Frandle
BOARD MEMBERS ABSENT: Click Richardson
STAFF MEMBERS PRESENT: Stewart, Lynd
STUDENTS PRESENT: None

A. APPROVAL OF THE AGENDA

MSC FREEMAN/FRANDLE to approve the Board Meeting agenda as written. Unanimous.

B. APPROVAL OF THE MINUTES

MSC FREEMAN/WILLET to approve the minutes from the Regular Board Meeting December 14, 2022. Unanimous.

C. COMMUNITY INPUT

Nothing to report.

D. BOARD REPORT

1. Katie Freeman informed the Board of a SCZCSBA meeting on January 23, 2023 with local elected officials.
2. Cliff Hodges informed the Board that the Heroes of Happy Valley ceremony and Field Work Day will both be on April 16, 2023 and will include a BBQ.

E. SUPERINTENDENT'S REPORT

Michelle Stewart informed the Board of the following:

1. We are preparing a J-13 for days missed due to emergency weather conditions.
2. We have only had one positive COVID test from our surveillance testing. We will discontinue school surveillance testing. Testing is still available at Cabrillo College and the Santa Cruz County Office of Education.
3. The Interdistrict Transfer and enrollment for 2023-2024 letter will be going out to all families tonight.

F. ACTION ITEMS

1. 2023-2024 SCHOOL CALENDAR
   MSC FREEMAN/FRANDLE to approve the 2023-2024 school calendar. Unanimous.
2. SCHOOL ACCOUNTABILITY REPORT CARD
   MSC FRANDLE/FREEMAN to approve the 2021-2022 SARC. Unanimous.
3. RESOLUTION 22-23-03 EMERGENCY PROVISION TO FOREGO BID PROCESS
   MSC WILLET/FREEMAN to approve Resolution 22-23-03, Emergency Provision to

Forego the Bid Process for repairs to the Art and Music Room. Unanimous.

G. CONSENT ITEMS

MSC FREEMAN/WILLET to approve the vendor warrants paid since the last meeting. Unanimous.

H. COMMUNICATION AND ANNOUNCEMENTS

1. January 27, 2023 - PeaceBuilders Assembly, 10:20am, Stage
2. January 27, 2023 - Spirit Day, Identity Swap
3. February 8, 2023 - Board Meeting, 3:30pm, Multi-Purpose Room
4. February 15, 2023 - Parent Club Meeting, 6:30pm, MPR or Via Zoom
5. February 17, 2023 - No School, Lincoln Holiday
6. February 20, 2023 - No School, Presidents' Holiday

I. INFORMATION ITEMS

1. STRATEGIC PLAN

The Board discussed a Strategic Plan for Happy Valley School. The Board wrote a draft vision statement and core values. Goal areas and action steps were considered.

J. ADJOURNMENT

MSC Willet/Frandle to adjourn the meeting, there being no further business, 5:57pm. Unanimous.

pl

SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR.FARIS SABBAH · SUPERINTENDENT OF SCHOOLS

BOARD OF EDUCATION
Mr. Ed Acosta
Ms. Alyssa Alto
Ms. Rose Filicetti
Ms. Sandra Nichols
Ms. Sue Roth
Mr. Abel Sanchez
Mr. Bruce Van Allen

400 Encinal Street, Santa Cruz, CA 95060 • Tel (831) 466-5600 • Fax (831) 466-5607 • www.santacruzcoe.org

January 13, 2023

Mr. Cliff Hodges
President, Governing Board
Happy Valley Elementary School District
280 Branciforte Ridge
Santa Cruz, CA 95065

Re: 2022-23 First Interim Financial Report

Dear Mr. Hodges:

In accordance with Education Code Section 42131, the Santa Cruz County Office of Education (SCCOE) has reviewed the First Interim Financial Report for the Happy Valley Elementary School District for fiscal year 2022-23.

The Education Code requires that the County Superintendent review the district Interim Report in order to:

- Determine whether the financial report complies with the standards and criteria established pursuant to Education Code Section 33127.

- Determine whether the Interim Report indicates that the district will be able to meet its financial obligations during the current fiscal year and subsequent two fiscal years.

The district's 2022-23 First Interim Budget has been analyzed in the context of the guidance provided by the California County Superintendents and the California Department of Education (CDE).

The review included an assessment and analysis of the following major components of the district's report:

- Enrollment, Average Daily Attendance (ADA), Unduplicated Pupil Counts
- Unrestricted Ending Fund Balance and State Minimum Reserve
- Unrestricted Deficit Spending Trends
- Current and Multiyear Projections
- Staffing Projections/Salary Settlements
- Ending Cash and Monthly Cash Flow

Assembly Bill (AB) 2756 requires school districts to submit copies of any study or reports that indicate signs or symptoms of fiscal distress to the County Office of Education. Should the district be issued any such reports or studies during the fiscal year, please submit them to the attention of Liann Reyes, Deputy Superintendent, Business Services as soon as they are available.

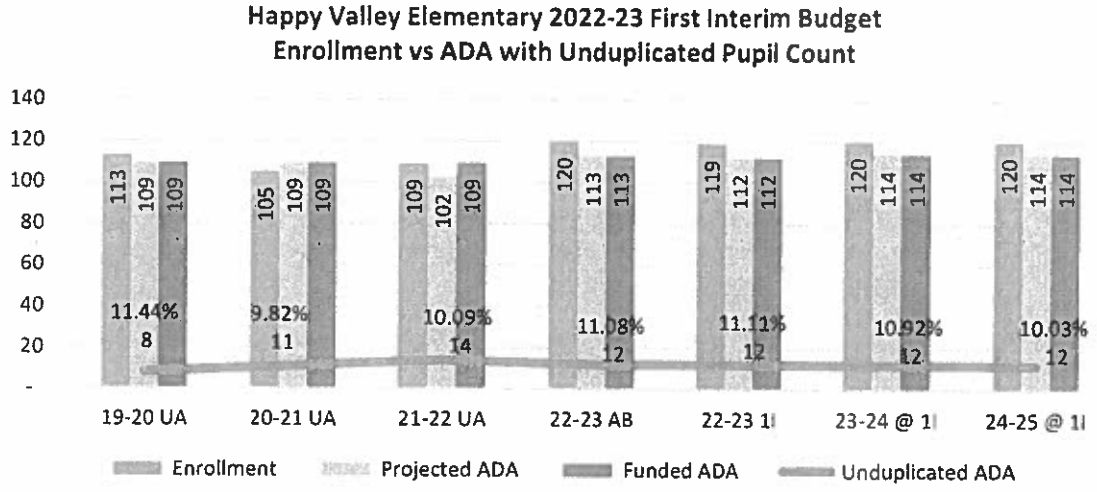
The analysis and comments regarding the First Interim Budget are contained on the following pages.

ENROLLMENT, AVERAGE DAILY ATTENDANCE AND UNDUPLICATED PUPIL COUNT PROJECTIONS

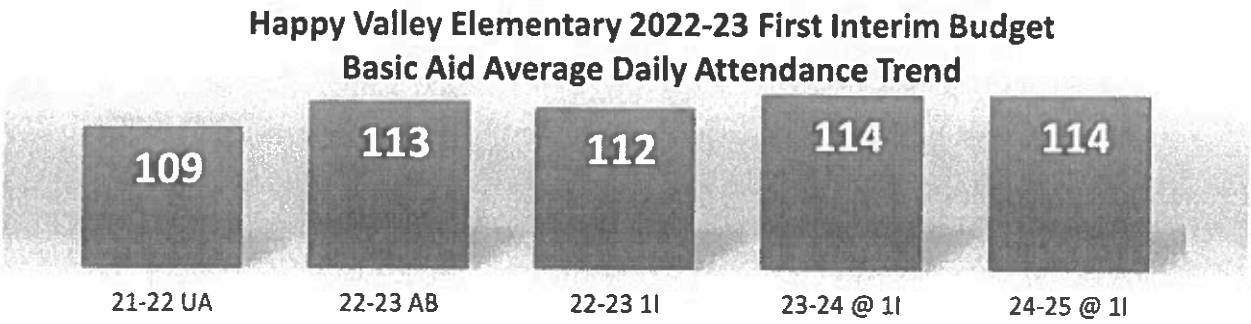
The district is projecting a decrease in enrollment of one student in the budget year from the adopted budget to a total of 119. The district is projecting to increase by one to 120 for 2023-24 and remain flat for 2024-25. For Basic Aid districts, the SCCOE will typically note how much of an enrollment increase the district would need to experience before it grows out of Basic Aid status. Based on the current data available, it is estimated that an increase of roughly three students over current 2022-23 projections would begin to push the district out of Basic Aid status in 2023-24. There are multiple variables in this calculation, including but not limited to, changes in property tax, ADA funding levels in each of the grade spans as well as ADA growth or decline.

For the Local Control Funding Formula (LCFF) calculation, the district is projecting a funded ADA of 114 for the budget year and to remain flat for 2023-24 and 2024-25. Based on current law, funded ADA may be calculated using one of the following criteria: current year, prior year, or a three-year rolling average. The district's funded ADA for the budget year was calculated using the current year method. The district's ADA to enrollment ratio was 96.79% in 2019-20 and 97.31% the prior year. The district suffered the effects of the pandemic as evident with the 2021-22 ratio coming in at 93.64%. The district is being conservative by keeping the 2022-23 ratio at 94.20%, the 2023-24 at 95.00% and the 2024-25 fiscal year at 95.00%.

The district is Basic Aid and therefore the revenue is primarily derived from property taxes. However, it is still imperative to monitor the correlation between enrollment and ADA closely. Unduplicated Pupil counts remain relatively flat when compared to prior years. The following chart displays the district's enrollment, P-2 ADA, funded ADA and the unduplicated pupil percentage.



The chart below shows the district's funded ADA. It is important to monitor ADA closely as much of the County as well as the State continues to be in declining enrollment. This trend has been softened slightly by the addition of the Universal Transitional Kindergarten program.



UNRESTRICTED ENDING FUND BALANCE AND STATE MINIMUM RESERVE

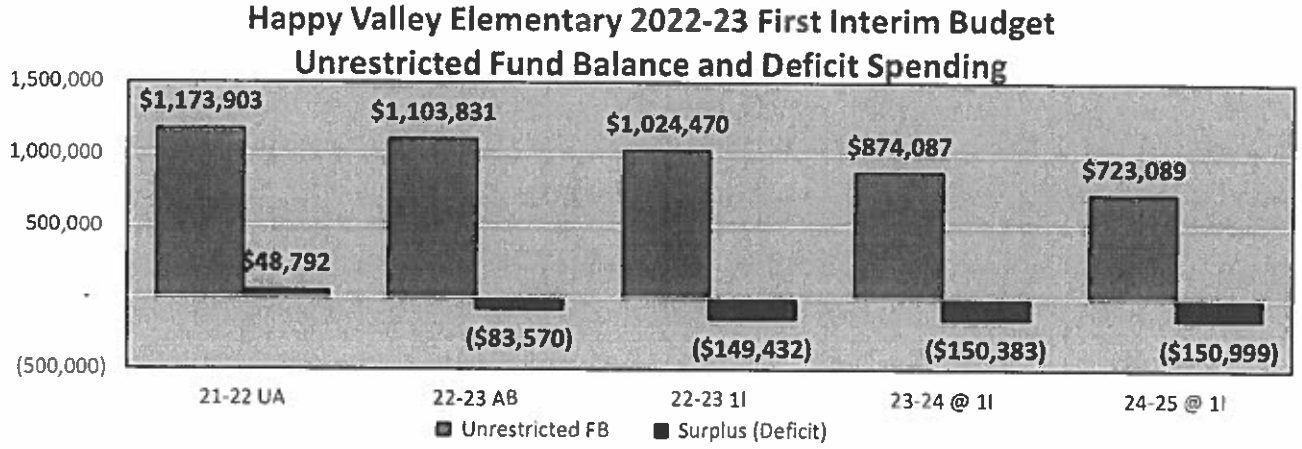
As certified by the Governing Board, the district is projecting an unrestricted ending balance in the General Fund of $1,024,470 in the current year, $874,087 in 2023-24, and $723,089 in 2024-25. The District's State Required Minimum Reserve percentage is 5.0% or $99,848 for 2022-23. The district also maintains a balance in Fund 17, Special Reserve for Other Than Capital Outlay.

UNRESTRICTED DEFICIT SPENDING

The district is projecting to deficit spend by $149,432 in the unrestricted resources in the budget year, by $150,383 in 2023-24 and by $150,999 in 2024-25.

The State's established standard for deficit spending is one-third (1/3) of the district's available unrestricted reserve percentage. While the district's projected deficit spending is within the established state standard for the 2022-23 budget year, the district is cautioned against on-going deficit spending, other than one-time, planned expenditures.

The following chart displays the unrestricted general fund balance and projected deficit spending.



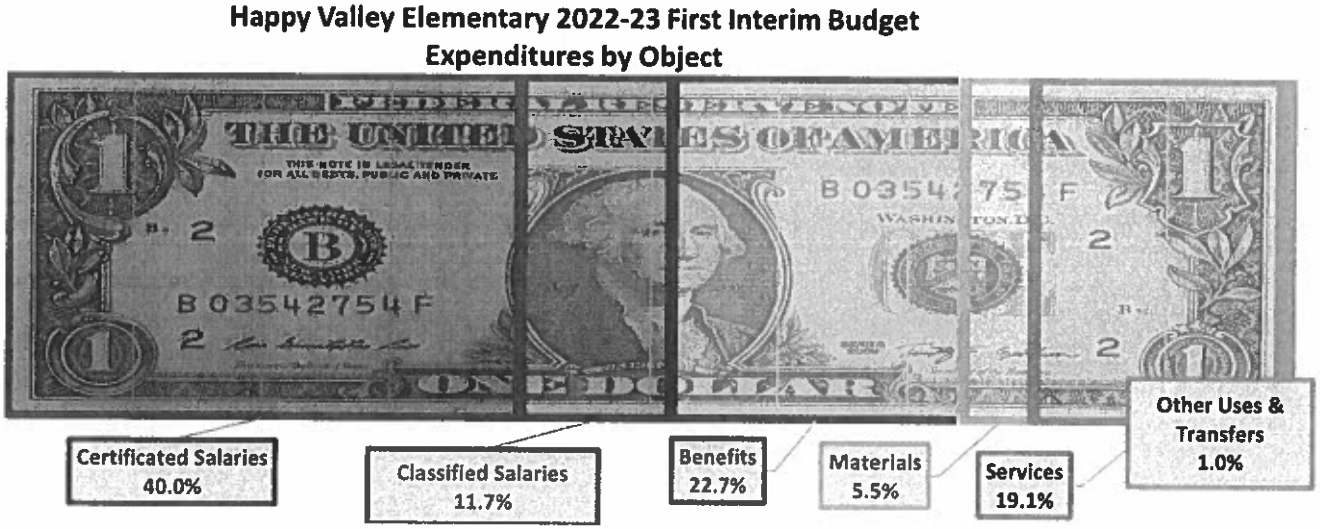
CURRENT AND MULTI-YEAR PROJECTIONS

The district's projection of revenues in the current and two subsequent fiscal years was reviewed and found reasonable. Expenditure projections for the current and two subsequent years also appear to be reasonable.

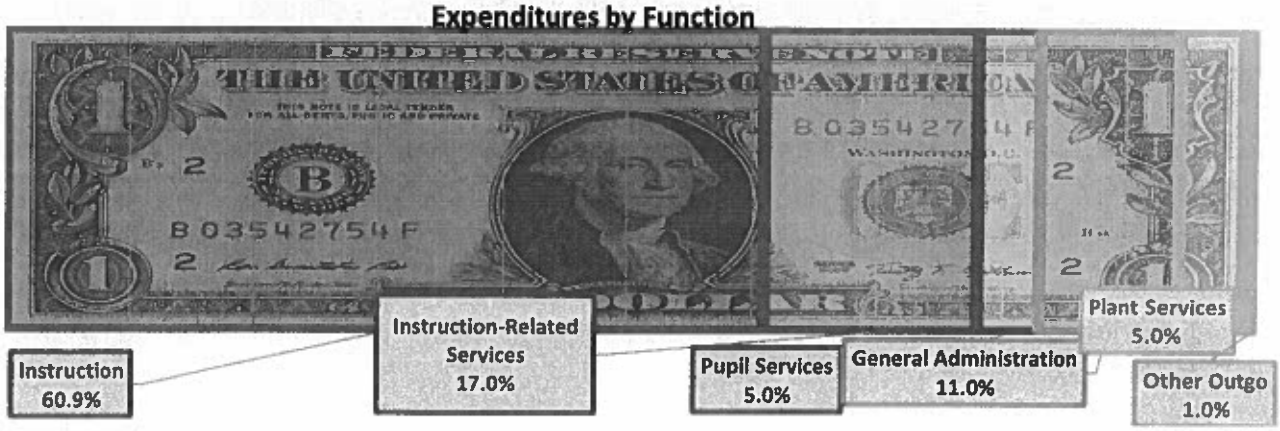
The district included parcel tax revenue of $52,173 for the budget year and 2023-24. As the district is in the fifth year of a six-year parcel tax, it intends to seek a new parcel tax. All revenue and associated expenditures were removed from 2024-25 as the current parcel tax expires.

Contributions are projected to decrease from $33,499 to $24,524 in the budget year which is an 26.8% decrease when compared to the adopted budget. Contributions are projected to decrease by 14.0% in 2023-24 and then increase by 8.4% in 2024-25. The contributions are to Special Education (74.4%) and the Parent Club donation account for the aide and the Arts and Music program (22.2%).

The following graphics provide a breakdown of expenditures by object code and then by function for the budget year.



Happy Valley Elementary 2022-23 First Interim Budget
Expenditures by Function



STAFFING PROJECTIONS AND SALARY SETTLEMENTS

Negotiations are settled with the district's certificated bargaining unit and the unrepresented group for the budget year and those costs are included in the budget and MYP. The district also budgeted a $100 annual increase in the health and welfare benefits cap.

Most of a school district's budget is spent on salaries and benefits. The percentage of unrestricted salaries and benefits to the total unrestricted general fund expenditures for the budget year and multiyear projections are 77.3%, 79.1% and 80.4%.

The state's established standard for unrestricted salary and benefits ratio is based on plus or minus 5% of the average of the district's three prior years of unrestricted salaries to total unrestricted expenditures. The district's historical average ratio of unrestricted salaries and benefits to total unrestricted expenditures has been validated at 82.8%. As the budget projection have slightly exceeded the ratio plus 5% variance, the district is not within the state's established standard.

ENDING CASH POSITION AND MONTHLY CASH FLOW

Our review of the cash flow provided indicates that the district will have a positive cash balance at the end of each month and at the end of the fiscal year.

APPROVAL STATUS

Based on our analysis, the Santa Cruz County Superintendent of Schools concurs with the district's **POSITIVE** certification for its First Interim Financial Report for the 2022-23 fiscal year.

If you have any questions about the First Interim budget, please contact Liann Reyes, Deputy Superintendent, Business, at (831) 466-5601 or Rebecca Olker, Executive Director, Fiscal Services at (831) 466-5630.

The district's budget will be re-evaluated at the Second Interim reporting cycle to determine its certification.

Sincerely,

Liann Reyes
Deputy Superintendent, Business Services

LR/rmh

c: Dr. Faris Sabbah, County Superintendent of School
Michelle Stewart, Superintendent, Happy Valley Elementary School District
Rebecca Olker, SCCOE Executive Director, Fiscal Services

SANTA CRUZ COUNTY SCHOOLS

HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT

FINANCIAL ANALYSIS OF GENERAL FUND UNRESTRICTED AND RESTRICTED MONIES

GENERAL FUND	2021-22 Unaudited Actuals			2022-23 Adopted Budget			2022-23 1st Interim			2023-24 Projected @ 22-23 1I			2024-25 Projected @ 22-23 1I		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Revenues															
8010-8099 Local Control Funding Formula	$ 1,214,163	$ -	$ 1,214,163	$ 1,248,155	$ -	$ 1,248,155	$ 1,248,259	$ -	$ 1,248,259	$ 1,283,198	$ -	$ 1,283,198	$ 1,318,794	$ -	$ 1,318,794
8100-8299 Federal	533	110,662	111,195	-	161,924	161,924	-	172,420	172,420	-	58,714	58,714	-	58,714	58,714
8300-8599 Other State	26,202	173,450	199,652	22,824	88,556	111,380	23,490	231,395	254,885	23,660	144,458	168,118	23,660	146,189	169,849
8600-8799 Other Local	27,573	158,894	186,467	65,765	94,733	160,498	71,567	103,641	175,208	71,567	29,470	101,037	19,592	29,470	49,062
8910-8929 Interfund Transfers In	22,243	-	22,243	38,791	-	38,791	38,791	-	38,791	42,160	-	42,160	42,160	-	42,160
8930-8979 Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8980-8998 Contributions	(11,731)	11,731	-	(33,499)	33,499	-	(24,524)	24,524	-	(21,097)	21,097	-	(22,875)	22,875	-
Total Revenue, Transfers, and Other So	$ 1,278,982	$ 454,736	$ 1,733,719	$ 1,342,037	$ 378,712	$ 1,720,749	$ 1,357,584	$ 531,979	$ 1,889,563	$ 1,399,489	$ 253,739	$ 1,653,227	$ 1,381,332	$ 257,248	$ 1,638,579
Expenditures															
1000-1999 Certificated Salary	$ 575,634	$ 157,586	$ 733,220	$ 625,197	$ 145,304	$ 770,501	$ 650,879	$ 147,217	$ 798,096	$ 683,403	$ 59,016	$ 742,419	$ 685,297	$ 60,196	$ 745,493
2000-2999 Classified Salary	147,303	58,953	206,257	166,879	47,681	214,560	174,158	58,507	232,664	185,984	33,530	219,514	189,801	34,201	224,001
3000-3999 Employee Benefit	264,485	128,749	393,235	308,155	128,144	436,299	323,753	129,785	453,538	340,579	99,249	439,828	340,604	101,071	441,674
4000-4999 Books & Supplies	21,435	19,781	41,217	30,614	46,256	76,870	40,828	69,115	109,943	41,829	43,562	85,392	29,241	43,669	72,909
5000-5899 Services & Other Operating Expen	194,933	67,781	262,714	281,399	53,885	335,284	302,697	79,701	382,399	282,576	34,198	316,774	272,842	33,552	305,593
6000-6599 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7100-7299 Other Outgo	138	-	138	322	-	322	322	-	322	322	-	322	322	-	322
7300-7399 Direct & Indirect Support	(7,668)	7,668	-	(6,959)	6,959	-	(5,620)	5,620	-	(4,822)	4,822	-	(4,975)	4,975	-
7610-7629 Interfund Transfers Out	33,929	-	33,929	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000
7630-7699 Other Uses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Adjustments (Form MYP)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures, Transfers, and Othe	$ 1,230,190	$ 440,519	$ 1,670,709	$ 1,425,606	$ 428,230	$ 1,853,837	$ 1,507,016	$ 489,945	$ 1,996,961	$ 1,549,872	$ 274,378	$ 1,824,249	$ 1,532,330	$ 277,663	$ 1,809,993
Excess (Deficiency)	$ 48,792	$ 14,217	$ 63,009	$ (83,570)	$ (49,519)	$ (133,088)	$ (149,432)	$ 42,034	$ (107,398)	$ (150,383)	$ (20,639)	$ (171,022)	$ (150,999)	$ (20,415)	$ (171,414)
Beginning Balance	$ 1,125,111	$ 163,745	$ 1,288,855	$ 1,187,401	$ 125,840	$ 1,313,241	$ 1,173,903	$ 177,962	$ 1,351,865	$ 1,024,470	$ 219,996	$ 1,244,466	$ 874,087	$ 199,357	$ 1,073,444
Audit Adjustments / Restatements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Balance	$ 1,173,903	$ 177,962	$ 1,351,865	$ 1,103,831	$ 76,321	$ 1,180,153	$ 1,024,470	$ 219,996	$ 1,244,466	$ 874,087	$ 199,357	$ 1,073,444	$ 723,089	$ 178,942	$ 902,030
Reserves															
Minimum Reserve Level per Criteria & Standa	5%			5%			5%			5%			5%		
CBS)	$ 83,535			$ 92,692			$ 99,848			$ 91,212			$ 90,500		
Reserves per District (REU 9789)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Nonspendable (Rev. Cash, Prepaid, Stores)	150	-	150	-	-	-	150	-	150	150	-	150	150	-	150
Restricted	-	177,962	177,962	-	76,321	76,321	-	219,996	219,996	-	199,357	199,357	-	178,942	178,942
Committed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assigned	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Unassigned	1,173,753	-	1,173,753	1,103,831	-	1,103,831	1,024,320	-	1,024,320	873,937	-	873,937	722,939	-	722,939
Excess (Deficiency) above state recommende	1,173,753	-	1,173,753	1,103,831	-	1,103,831	1,024,320	-	1,024,320	874,146	-	874,146	720,648	-	720,648
Contributions to Restricted Programs			11,731			33,499			24,524			21,097			22,875
Special Reserve Fund 17 (REU Only)	$ 83,535			$ 92,692			$ 99,848			$ 91,422			$ 88,209		

SANTA CRUZ COUNTY SCHOOLS

HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT

FINANCIAL ANALYSIS OF GENERAL FUND

GENERAL FUND	2021-22 Unaudited Actuals	2022-23 Adopted Budget	2022-23 1st Interim	22-23 AB vs. 22-23 1I	2023-24 Projected @ 22-23 1I	22-23 1I vs. 23-24 PB	2024-25 Projected @ 22-23 1I	23-24 PB vs. 24-25 PB
Revenues								
8010-8099 Local Control Funding Formula	1,214,163	1,248,155	1,248,259	0.01%	1,283,198	2.80%	1,318,794	2.77%
8100-8299 Federal	111,195	161,924	172,420	6.48%	58,714	-65.95%	58,714	0.00%
8300-8599 Other State	199,652	111,380	254,885	128.84%	168,118	-34.04%	169,849	1.03%
8600-8799 Other Local	186,467	160,498	175,208	9.17%	101,037	-42.33%	49,062	-51.44%
8910-8929 Interfund Transfers In	22,243	38,791	38,791	0.00%	42,160	8.69%	42,160	0.00%
8930-8979 Other Sources	-	-	-		-		-	
8980-8998 Contributions	-	-	-		-		-	
Total Revenue, Transfers, and Other Sources	**1,733,719**	**1,720,749**	**1,889,563**	**9.81%**	**1,653,227**	**-12.51%**	**1,638,579**	**-0.89%**
Expenditures								
1000-1999 Certificated Salary	733,220	770,501	798,096	3.58%	742,419	-6.98%	745,493	0.41%
2000-2999 Classified Salary	206,257	214,560	232,664	8.44%	219,514	-5.65%	224,001	2.04%
3000-3999 Employee Benefit	393,235	436,299	453,538	3.95%	439,828	-3.02%	441,674	0.42%
4000-4999 Books & Supplies	41,217	76,870	109,943	43.02%	85,392	-22.33%	72,909	-14.62%
5000-5899 Services & Other Operating Expenditures	262,714	335,284	382,399	14.05%	316,774	-17.16%	305,593	-3.53%
6000-6599 Capital Outlay	-	-	-		-		-	
7100-7299 Other Outgo	138	322	322	0.00%	322	0.00%	322	0.00%
7300-7399 Direct & Indirect Support	(0)	-	-		-		-	
7610-7629 Interfund Transfers Out	33,929	20,000	20,000	0.00%	20,000	0.00%	20,000	0.00%
7630-7699 Other Uses	-	-	-		-		-	
Other Adjustments (From MYP)	-	-	-		-		-	
Total Expenditures, Transfers, and Other Uses	**1,670,709**	**1,853,837**	**1,996,961**	**7.72%**	**1,824,249**	**-8.65%**	**1,809,993**	**-0.78%**
Excess (Deficiency)	**63,009**	**(133,088)**	**(107,398)**	**-19.30%**	**(171,022)**	**59.24%**	**(171,414)**	**0.23%**
Beginning Balance	**1,288,855**	**1,313,241**	**1,351,865**	**2.94%**	**1,244,466**	**-7.94%**	**1,073,444**	**-13.74%**
Audit Adjustments / Restatements	-	-	-		-		-	
Ending Balance	**1,351,865**	**1,180,153**	**1,244,466**	**5.45%**	**1,073,444**	**-13.74%**	**902,030**	**-15.97%**
Reserves								
Minimum Reserve Level per Criteria & Standards	5%	5%	5%	0.00%	5%	0.00%	5%	
Recommended REU (Computed in C85)	$ 83,535	$ 92,692	$ 99,848	7.72%	$ 91,212	-8.65%	$ 90,500	-0.78%
Reserves per District (REU 9789)	-	-	-		-		-	
Nonspendable (Rev. Cash, Prepaid, Stores)	150	-	150		150	0.00%	150	0.00%
Restricted	177,962	76,321	219,996	188.25%	199,357	-9.38%	178,942	-10.24%
Committed	-	-	-		-		-	
Assigned	-	-	-		-		-	
Unassigned	1,173,753	1,103,831	1,024,320	-7.20%	873,937	-14.68%	722,939	-17.28%
Excess (Deficiency) above state recommended REU	1,173,753	1,103,831	1,024,320	-7.20%	874,146	-14.66%	720,648	-17.56%
Contributions to Restricted Programs	11,731	33,499	24,524	-26.79%	21,097	-13.97%	22,875	8.43%
Special Reserve Fund 17	83,535	92,692	99,848	19.53%	91,422	-8.44%	88,209	-3.51%

HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT
All Funds Summary
2022-23
1st Interim

	01 General	13 Cafeteria	17 Special Reserve	25 Capital Facilities	35 County Sch Facilities	57 Foundation	Total All Funds
Revenue							
8000-8099 Local Control Funding Formula	1,248,259	-	-	-	-	-	1,248,259
8100-8299 Federal Revenue	172,420	-	-	-	-	-	172,420
8300-8599 State Revenue	254,885	-	-	-	-	-	254,885
8600-8699 Local Revenue	175,208	-	2,600	5,130	120	35,650	218,708
Total Revenue	1,850,772	-	2,600	5,130	120	35,650	1,894,272
Expenditures							-
1000 Certificated Salaries	798,096	-	-	-	-	-	798,096
2000 Classified Salaries	232,664	-	-	-	-	-	232,664
3000 Employee Benefits	453,538	-	-	-	-	-	453,538
4000 Books & Supplies	109,943	-	-	-	-	-	109,943
5000 Services & Other Oper.	382,399	-	-	-	-	-	382,399
6000 Equipment	-	-	-	-	-	-	-
7100-7299 Other Outgo (74XX)	322	-	-	-	-	-	322
7300 Indirect Costs	-	-	-	-	-	-	-
Total Expenditures	1,976,961	-	-	-	-	-	1,976,961
Surplus (Deficit)	(126,189)	-	2,600	5,130	120	35,650	(82,689)
Other Sources/Uses							-
89XX Transfers In	38,791	-	20,000	-	-	-	58,791
8930-8979 Other Sources	-	-	-	-	-	-	-
7610-7629 Transfers Out	20,000	-	-	-	-	38,791	58,791
7630-7699 Other Uses	-	-	-	-	-	-	-
Total Other Sources/Uses	18,791	-	20,000	-	-	(38,791)	-
Total Incr (Decr) in Fund Balance	(107,398)	-	22,600	5,130	120	(3,141)	(82,689)
Beginning Fund Balance	1,351,865	-	339,840	20,634	13,217	1,049,942	2,775,498
Audit Adjustments/Restatements	-	-	-	-	-	-	-
Ending Fund Balance	1,244,466	-	362,440	25,764	13,337	1,046,801	2,692,809
Deficit (Surplus) as % of Fund Balance	-7.94%		6.65%	24.86%	0.91%	-0.30%	-2.98%

EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN GUIDE

Prepared by: Expanded Learning Division

California Department of Education 1430 N Street, Suite 3400
Sacramento, CA 95814-5901
916-319-0923

This Program Plan Template Guide is required by California Education Code (EC) Section 46120(b)(2)

Note: This cover page is an example, programs are free to use their own logos and the name of their program.

Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

Name of Local Educational Agency or Equivalent:	Happy Valley Elementary School District
Contact Name:	Michelle Stewart
Contact Email:	mstewart@hvesd.com
Contact Phone:	831-429-1456

Instructions: Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. Happy Valley Elementary School

Purpose

This template will aid LEAs in the development of a program plan as required by EC Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (EC Section 8482.1[a])

"Expanded learning opportunities" has the same meaning as "expanded learning" as defined in EC Section 8482.1. "Expanded learning opportunities" does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (EC Section 46120[e][1])

Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with EC Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the Quality Standards for Expanded Learning in California (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative response, it

may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education's (CDE) Quality Standards and CQI web page, located at https://www.cde.ca.gov/ls/ex/qualstandcqi.asp.

1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the schoolsite or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

HVESD is committed to educate the whole child in a small, safe, community supported school that provides a solid foundation to achieve academic, social, and emotional success. The ELO-P program will be offered at the school site. The school administration and
ELO-P coordinator (if applicable) will meet with the support staff personnel to review and discuss the safety guidelines and procedures to be followed during the extended day programs. Classroom walk-throughs will be conducted to support staff in regards to academics, extra curricular activities, and most importantly, classroom management. Social emotional strategies and best practices will be implemented in the Extended Day programs to ensure that all students are developing the social and emotional skills they need to succeed in school and in life.

The Happy Valley Expanded Learning Opportunities Program (ELO-P), will be offered in partnership with the Boys and Girls Club (BGC) of Santa Cruz. BGC has worked collaboratively with many districts for many years to provide engaging, high-quality programming
to area youth in a positive and safe environment. The HVESD ELO-P will be open to all TK-6th graders, with total enrollment numbers based on the availability of space. Priority enrollment will be given to "unduplicated" student groups, as defined by the California Department of Education as students from socio-economically disadvantaged homes, students who are English Learners, foster youth, and students experiencing homelessness. All program fees will be paid by the District for any unduplicated student. Additional scholarships may be available for families upon request through the BGC, based on financial need.

As part of the ELO-P enrollment process, staff will work with participating families to clearly identify the health and medical needs of students to ensure proper support is put in place. An additional component of enrollment will include parent notification as to the location, dates, and hours of program operation. Staff will also maintain regular communication with families, sending home information about program highlights and events. BGC ELO-P staff will follow established systems for participating in safety and first aid training, documenting and communicating incidents, and maintaining an easily accessible list of all student participants, including emergency contact information. Staff will also receive training on how to respectfully welcome and release students from the program, engage in positive behavior intervention and support, and build trusting and nurturing relationships with students.

2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

HVESD will assess the needs of the community, students, parents, and school staff with the use of surveys, state and local assessment data, discipline data, and attendance reports. Ongoing input and outcome-based decision making of the program administration will occur continuously with educational partners. In addition to homework help and tutoring, ELO-P participants will exercise choice in selecting enrichment clubs and activities aligned to specific areas of interest.

3—Skill Building

Describe how the program will provide opportunities for students to experience skill building.

HVESD will provide additional support and intervention in the core areas of ELA and math which will be given to support our students according to their diverse needs. All program activities will support student development of 21st Century Skills such as creativity, critical thinking, and technology. All classes will provide opportunities for students to practice skills, learn from their experiences, and make a connection between the activity and their lives outside of the program, including creative arts, athletics and sports, lifeskills classes, and tutoring. Enrichment activities will support engagement with school, youth development and offer learning opportunities unavailable to students during the regular day o support the improvement of student academic achievement as well as overall student success.

4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

Students are surveyed and evaluated by staff to guide in the development of training, curricula, and projects that will meet students' needs, interest and real world problems. The administrator will work with Student Council to elicit suggestions.

5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programing.

The ELO-P will promote student well-being through the alignment to the MUESD Wellness Policy. All students in the district will receive free breakfast and lunch through the National School Lunch Program. The afternoon ELO-P programs will provide students with a daily nutritious snack in compliance with California Nutritional guidelines. Participants will be given the opportunity to engage in daily research-based nutrition and physical activities which support program goals.

Through structured physical activities students learn and grow through play. Play provides students with an opportunity to learn while engaging in fun activities, discover themselves, and build social skills in both recreational and physical activities. The daily physical activity sessions also extend the activities students use in their regular day PE curriculum. The promotion of healthy practices integrated within the ELO program will include numerous options for daily physical activity to cultivate dexterity, teamwork, social skills, and fitness.

The health and safety of all students begins with a smooth transition from the regular school day to the after school program *when offered). Student attendance in after school programs is tracked at the end of the regular school day when the after school program starts and monitored throughout the after school program sessions. After school program staff monitor student behavior to ensure that all students are safe, treated with respect, and valued for their individuality. Rules and expectations are outlined in the registration packets that go home to parents and are reviewed with students in after school program classes. Nutritious snacks are provided daily for every student in attendance.

6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

HVESD ELO-P will create an environment where students experience values that embrace diversity and equity regardless of race, color, religion, sex, age, income level, national origin, physical ability, sexual orientation and/or gender identity and expression. The program will create plans that outreach to all students and create a welcoming environment representing the diversity of participants. Program staff will participate in ongoing diversity an sensitivity training and adapt activities to accommodate the physical and developmental abilities of all participants. The District encourages all students to participate in its after-school program especially students with disabilities, English learners, Foster and Homeless Youth.

In order to best support the needs of diverse program participants, a survey will be periodically sent to expanded learning students, participants' families, as well as teachers who work with the program. The survey will gather feedback on ELO-P areas of strength and growth, in addition to recommendations for future program design and continuous improvement. The survey will also provide a platform for students to share their experiences, and provide valuable input to drive program practices, activities, and goals. Embedded social-emotional learning lessons will reinforce the development of healthy relationships, effective peer communication, and appreciation of the unique strengths and differences of others.

7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

Job openings are posted Online using Edjoin and through the newsletter. The ELO-P program will also solicit qualified outside agency personnel to engage with the ELO-Program which our students will benefit from their expertise and experience. All Staff will demonstrate professionalism, integrity, and competency as a positive role model. All Program contractors will be required to maintain ongoing assurance of compliance with CUSD's requirements for instructional aides as well as criminal background checks required by the Department of Justice and Federal Bureau of Investigation. HVESD will recruit and retain high-quality staff for the District expanded learning program. Staff will be focused on creating a positive learning environment for students and will embrace lifelong learning, attending ongoing professional development opportunities to hone professional skills. When assigning HVESD staff to work with the ELO-P, experience, knowledge, interest, diversity, and capacity for engaging children in age-appropriate and meaningful learning will be taken into careful consideration. Staff working with students will undergo rigorous federal background checks and will receive, as part of the onboarding process, robust safety training. Staff will be selected to work with ELO-P based on their ability to facilitate and integrate program curricula, evidence-based youth development principles, and best practices in designing and implementing program activities. Staff will be expected to facilitate learning opportunities that engage students in active and meaningful experiences to build skill development. As described in the previous plan section, an annual stakeholder survey will provide parents, participants, and school staff the opportunity to evaluate the expanded learning program, and to provide input with regard to areas of strength and growth. This information will identify areas of focus, goals, and specific actions to achieve identified goals, based upon the principles described within California Quality Standards for Expanded Learning.

8—Clear Vision, Mission, and Purpose

Describe the program's clear vision, mission, and purpose.

The purpose of the ELO program is to provide students with a safe environment to learn and grow outside of the traditional school day and year, enable students to form meaningful connections with peers and caring adult

professionals, ensure access to life-enhancing programs and character development opportunities, and instill self-confidence and growth mindsets in youth.

—Collaborative Partnerships

Describe the program's collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

10—Continuous Quality Improvement

Describe the program's Continuous Quality Improvement plan.

Student progress will be measured by progress reports completed by ELO-P personnel regarding students' performance. Input will also be sought from the regular classroom teachers regarding areas of need and areas of improvement.
The District will continue to provide a rigorous, standards-aligned curriculum that meets the needs of our population. We will continue to obtain information on students' classroom performance, attendance, and participation to align our program to the needs of our students, parents, and community. Data will be collected in a variety of ways which will include; surveys, interviews, observations and self-assessments. The information will be collected from all stakeholders, which will include, students, parents, community members and staff. The results will be used to drive improvement of the program.

11—Program Management

Describe the plan for program management.

The district director will collaborate with the site administrators to ensure that a comprehensive expanded learning site plan that is aligned to the programs vision, mission, and focused on the needs of the school. O

Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:

EC Section 46120(b)(2):

[LEAs] operating expanded learning opportunities programs may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following;

(2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple schoolsites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:

(A) The department's guidance.

(B) Section 8482.6.

(C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.

(D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 46120(b)(1)(A):

On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

EC Section 46120(b)(1)(B):

For at least 30 nonschooldays, during intersessional periods, no less than nine hours of in-person expanded learning opportunities per day.

EC Section 46120(b)(3):

[LEAs] shall prioritize services provided pursuant to this section at schoolsites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

EC Section 46120(b)(4):

[LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

EC Section 46120(b)(6):

[LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

EC Section 46120(c):

A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

EC Section 8482.3(d):

[LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.

[LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

EC Section 8482.6:

Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

EC sections 8483.4 and 46120(b)(2)(D):

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 8482.3(c)(1)(A–B):

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.

COMMUNITY FOUNDATION
SANTA CRUZ COUNTY
at the Jack & Peggy Baskin Center for Philanthropy
7807 Soquel Drive • Aptos, CA 95003 • 831.662.2000 • www.cfscc.org

Happy Valley School Foundation Fund - **Donor Gifts** - **HVSDDG** *not on books

Fund Type: Designated Fund

Date Established: October 30, 2017

Investment Pool: Endowed - Socially Responsible Long Term Pool

Fund Report for October 01, 2022 – December 31, 2022

	Current Period 10/1/2022 - 12/31/2022	Year To Date 1/1/2022- 12/31/2022
Beginning Fund Balance	**$555,136.85**	**$737,259.28**
Plus Additions to Fund		
Contributions	$ 0.00	$75.00
Earnings/(Losses)	$46,640.02	$(120,133.76)
Total Income	**$46,640.02**	**$(120,058.76)**
Less Distributions from Fund		
Distributions for Fund Purpose	$ 0.00	$10,495.00
Foundation Services Fee*	$1,461.17	$6,389.82
Total Expenditures	**$1,461.17**	**$16,884.82**
Ending Fund Balance	**$600,315.70**	**$600,315.70**

*The Foundation Services Fee helps to support fund stewardship as well as Foundation programs that assist donors, educate and strengthen local nonprofits, and build regional partnerships to address critical local issues.

If you have questions regarding your fund statement, please contact Hilary Bryant at hbryant@cfscc.org or (831) 662-2065.

total Fund57 : $1,591,985.84
(including county treasury amount of: $74,784.20)

Last Quarter total Fund57: $ 1,477,403.17
(including county treasury amount of: $74,383.82)

COMMUNITY FOUNDATION
SANTA CRUZ COUNTY
at the Jack & Peggy Baskin Center for Philanthropy
7807 Soquel Drive • Aptos, CA 95003 • 831.662.2000 • www.cfscc.org

Happy Valley School Legacy Flex Fund - HVSL

Fund Type: Agency Fund
Date Established: July 09, 2014
Investment Pool: Nonendowed - Socially Responsible Long Term Pool

Fund Report for October 01, 2022 – December 31, 2022

	Current Period 10/1/2022 – 12/31/2022	Year To Date 1/1/2022– 12/31/2022
Beginning Fund Balance	**$213,240.24**	**$278,935.31**
Plus Additions to Fund		
Earnings/(Losses)	$17,915.45	$(45,892.39)
Total Income	**$17,915.45**	**$(45,892.39)**
Less Distributions from Fund		
Foundation Services Fee*	$561.27	$2,448.50
Total Expenditures	**$561.27**	**$2,448.50**
Ending Fund Balance	**$230,594.42**	**$230,594.42**

*The Foundation Services Fee helps to support fund stewardship as well as Foundation programs that assist donors, educate and strengthen local nonprofits, and build regional partnerships to address critical local issues.

If you have questions regarding your fund statement, please contact Hilary Bryant at hbryant@cfscc.org or (831) 662-2065.

COMMUNITY FOUNDATION
SANTA CRUZ COUNTY
at the Jack & Peggy Baskin Center for Philanthropy
7807 Soquel Drive • Aptos, CA 95003 • 831.662.2000 • www.cfscc.org

Happy Valley School Foundation Fund - HVSD

Fund Type: Agency Fund
Date Established: February 26, 1998
Investment Pool: Endowed - Socially Responsible Long Term Pool

Fund Report for October 01, 2022 – December 31, 2022

	Current Period 10/1/2022 – 12/31/2022	Year To Date 1/1/2022– 12/31/2022
Beginning Fund Balance	**$634,642.26**	**$859,181.74**
Plus Additions to Fund		
Contributions	$0.00	$850.00
Earnings/(Losses)	$53,319.70	$(138,265.86)
Total Income	**$53,319.70**	**$(137,415.86)**
Less Distributions from Fund		
Distributions for Fund Purpose	$0.00	$28,148.00
Foundation Services Fee*	$1,670.44	$7,326.36
Total Expenditures	**$1,670.44**	**$35,474.36**
Ending Fund Balance	**$686,291.52**	**$686,291.52**

*The Foundation Services Fee helps to support fund stewardship as well as Foundation programs that assist donors, educate and strengthen local nonprofits, and build regional partnerships to address critical local issues.

If you have questions regarding your fund statement, please contact Hilary Bryant at hbryant@cfscc.org or (831) 662-2065.

Art, Music and Instructional Material Block Grant

$67,986

Must use by 2025-26

Plan is to use for intervention supplies and services over the next 3 years.

State may "claw" some of the funds back

Directions for the Santa Cruz Countywide Comprehensive School Safety Template
Part I - Public Components

1. All sections of this template are required.

2. Add documents as Attachments.

COMPREHENSIVE SCHOOL SAFETY PLAN
Part I – Public Components
2022-2023

School:	Happy Valley Elementary School
Address:	3125 Branciforte Dr. Santa Cruz, CA 95065-9775
Principal:	Michelle Stewart, Superintendent/Principal
Phone Number:	831-429-1456
E-mail Address:	mstewart@hvesd.com
District:	Happy Valley Elementary School District
Superintendent	Michelle Stewart
Phone Number:	831-429-1456
E-mail Address:	mstewart@hvesd.com

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Procedures to Notify Teachers of Dangerous Pupils – BP 4158 9

Nondiscrimination/Harassment Policy – BP 5145.3 9

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Rules and Procedures for School Discipline – BP 5144 10

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Purpose of the Comprehensive School Safety Plan (CSSP)

Sections 32280-32288 of the California Education Code outline the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a Comprehensive School Safety Plan relevant to the needs and resources of that particular school.

It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated Comprehensive School Safety Plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses. Comprehensive School Safety Plans are required under SB 719 & AB 115 and must contain the following elements:

- Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual School Accountability Report Card (SARC).

A copy of the Comprehensive School Safety Plan Public Version – Part I is available for review at the Happy Valley Elementary School office, and online at www.hvesd.com.

Plan Development and Approval
The Happy Valley Elementary School Comprehensive School Safety Plan has been developed by:

School Site Council

X School Safety Planning Committee

Which includes the following members:

Name	Membership Role
Michelle Stewart, Superintendent/Principal	Principal or Principal's Designee
Carron Prudhon	Teacher from Happy Valley Elementary School
Carly Trotter	Parent whose child attends the School
Paige Lynd and Donna Walker	Classified Employee
	Law Enforcement Agency Representative
Branciforte Fire Department Representative	Other

Key Dates of Plan Development and Approval	Date(s)
Meeting with representative of law enforcement agency to develop the Plan	
Meeting at the school site to allow members of the public the opportunity to review and express opinions about the Plan	
School Site Council approval of the Plan	01/18/2023
School District Board approval of the Plan	
Submission to Santa Cruz County Office of Education for audit review	

Current Status of School Crime

This section presents data that will be analyzed to assess the current status of school crime committed on the Happy Valley Elementary School campus and at school-related functions. Data presented include:

Findings from the analysis of the data presented above include:

There is no crime or crime reports from Happy Valley

School Safety Strategies and Programs

Happy Valley Elementary School is committed to school safety for all students, staff, and visitors. Many strategies and programs provide and maintain a high level of school safety.

School Vision/Mission Statement
Happy Valley School's Mission is to educate the whole child in a small, safe community based school that provides a solid foundation to achieve academic, social, and emotional success.

Providing a safe learning environment is a priority for staff, parents, students, and school community members. Happy Valley Elementary School prepares students to be self-disciplined and responsible citizens who can meet the challenge of living in an ethnically and socio-economically diverse community. Happy Valley Elementary School promotes caring and nurturing relationships and work cooperatively with parents, students, law enforcement representatives, and other community agencies. Happy Valley Elementary School stresses prevention of violence on campus and prepares students to handle conflict, anger, and other threats to safety.

Programs are implemented to prevent drug, alcohol, and tobacco use. The Happy Valley Elementary School discipline policy provides students with behavior guidelines that are aligned to the California Education Code and district policies. School-wide rules, classroom rules, the dress code, and consequences for rule infractions provide students with clear expectations for behavior. The focus is to reduce barriers to learning as well as to build protective factors leading to student success, both academically and socially.

Intervention and prevention programs focus on positive youth development. Happy Valley Elementary School implements programs to create a positive school climate and promote social-emotional learning using research-based strategies. Happy Valley Elementary School implements multi-tiered systems of support/response to intervention for students that promote high expectations, maintain student engagement in school, and provide systems for student success.

Strategies and programs unique to Happy Valley Elementary School that provide a safe learning environment for all students, including specifically for LGBTQ students.
PeaceBuilders, Sanford Harmony Social Emotional Program.

Child Abuse Reporting Procedures

(EC 35294.2 [a] [2]; PC 11166)

All school staff members actively monitor the safety and welfare of all students. Staff members understand their responsibility as child-care custodians and will immediately report all cases of known and suspected child abuse pursuant to Penal Code Section 11166. District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

Penal Code 11166. (a) Except as provided in subdivision (d), and in Section 11166.05, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible, and shall prepare and send, fax, or electronically transmit a written follow up report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any non-privileged documentary evidence the mandated reporter possesses relating to the incident.

Plans are also completed to assure ongoing monitoring of the student. School staff work closely with police and Child Protective Services with follow up actions as needed. Considerable effort is made to maintain the confidentiality of the student and employee in all cases of child abuse reporting. Copies of all written reports are maintained in a confidential file in the principal's office. Board Policy 5141.4 addresses Child Abuse Prevention and Reporting and is included in the Appendix of the Comprehensive School Safety Plan.

Staff is trained on a yearly basis regarding Child Abuse Reporting.

Emergency/Disaster Preparedness Training Schedule

Happy Valley Elementary School will provide all students and staff with emergency/disaster preparedness training in a variety of procedures according to the following schedule:

Training	Date(s)
Fire Procedures	08/25/2022, 09/14/2022, 10/13/2022,11/14/2022, 12/01/2022, 01/05/2023, 02/08/2023, 03/162023, 04/27/2023, 05/10/2023
Lock Down Procedures	01/24/2023
Code Red Procedures	01/24/2023
Shelter in Place Procedures	01/24/2023
Earthquake Emergency Procedures	10/13/2022, 12/01/2022, 02/08/2023, 04/27/2023

Procedures for Emergency Use by Public Agency – BP 3516
As documented in Board Policy 3516, public agencies, including the American Red Cross, have permission to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board will cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. Board Policy 3516 is included in the Appendix.

Happy Valley has been used as an evacuation site before and will be of assistance if needed in the future.

Suspension/Expulsion Policies – BP 5144.1
As documented in Board Policy 5144.1, the school desires to provide students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. Rules and regulations set the standards of behavior expected of students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion. Board Policy 5144.1 is included in the Appendix.

There have been 0 expulsions in the history of Happy Valley and there have been 0 suspensions in five years.

Procedures to Notify Teachers of Dangerous Pupils – BP 4158
As documented in Board Policy 5148, the Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom. Board Policy 5148 is included in the Appendix.

Nondiscrimination/Harassment Policy – BP 5145.3
As documented in Board Policy 5145.3, the Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and/or bullying of any student, based on actual or perceived characteristics of race or ethnicity, color, nationality, national origin, ethnic group identification, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. Board Policy 5145.3 is included in the Appendix.

Strategies and programs unique to Happy Valley Elementary School that provide a safe school environment for all students, including specifically for LGBTQ students.
There is information in the Parent Handbook regarding bullying and harassment. Student leadership includes Student Councils, the Peace Patrol who support students at recess, and the Green Team.

Dress Code – BP 5132
As documented in Board Policy 5132, the Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. Students are prohibited from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Board Policy 5132 is included in the Appendix.

Students follow the dress code that is outlined in the Parent/ Student Handbook.

Rules and Procedures for School Discipline – BP 5144
As documented in Board Policy 5144, the Board of Education is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

Code of Conduct and Procedures and Rules are outlined in the Parent Student Handbook as well as reviewed by the classroom teachers and reviewed at Back to School Night

Bullying Prevention – BP 5131.2

As documented in Board Policy 5131.2, the Board of Education is committed to creating a safe learning and working environment for all students and employees. The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or groups of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Board Policy 5131.2 is included in the Appendix.

Strategies and programs unique to Happy Valley Elementary School that prevent bullying for all students, including specifically for LGBTQ students.
PeaceBuilders, Sanford Harmony Social Emotional Program

Positive School Climate – BP 5137
As documented in Board Policy 5137, the Board of Education desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

The district's curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. The Superintendent or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and after-school programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools. Board Policy 5137 is included in the Appendix.

Sanford Harmony Social Emotional program was implemented at Happy Valley in 2017. Since that time, we have implemented PeaceBuilders program that is used in class each and every day. Students read a pledge in their classrooms each day about how they can be a peace builder. There are peace paths in each classroom that children can navigate if they get into conflicts. There is a peace bench on the play ground where a child can sit if they need a friend or help.

Describe strategies and programs that this school uses to promote a positive school climate here:

Teachers were trained in the PeaceBuilders program. There are several themes that the teachers teach in class and then reinforce on the playground and at monthly assemblies. The themes are: Praise People, Give up put-downs, Seek Wise People, Notice Hurts, Right Wrongs, Help others. There is also a focused characteristic each month.

Describe roles and responsibilities of mental health professionals, school counselors, and school resource officers in these strategies and programs, if applicable.

Happy Valley does not have any of the above mentioned personnel. Happy Valley contracts with a Mental Health counselor.

Strategies and programs unique to Happy Valley Elementary School that create a positive school climate for all students, including specifically for LGBTQ students.

PeaceBuilders, Sanford Harmony

Uniform Complaint Procedure – BP 1312.3

As documented in Board Policy 5137, the Board of Education recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation. Board Policy 1312.3 is included in the Appendix.

Strategies and programs unique to Happy Valley Elementary School that encourage early resolution of complaints for all students, including specifically for LGBTQ students.

Peacebuilders, Sanford Harmony, Code of Conduct and rules and procedures. Also, Ed. code 48900

Protocols to Address Mental Health Care of Pupils Who Have Witnessed a Violent Act

Pupils who have witnessed a violent act at school or at a school-sponsored activity, while going to or coming from school or a school sponsored activity, or during a lunch period on or off campus, will need attention to address their mental health. Witnessing violence and being a victim of violence at school have been found both positively and significantly associated with child psychological trauma symptoms and self-reported violent behavior, even after controlling for the effects of various demographic factors. Serious emotional and behavioral consequences can occur for students who are merely witnesses to violence (Flannery, D. J., Wester, K. L., & Singer, M. I., 2004).

Students who are experiencing mental health or social issues are referred to our Mental Health counselor.

Procedures for Safe Ingress and Egress of Pupils, Parents, and School Employees to and from school
In an effort to assure the safety and welfare of students, parents, and visitors to Happy Valley Elementary School, the following procedures should be followed when traveling to and from the school site:

- Daily Bus Drop-off & Pick-up at School:
- Students Walking to School:

There are almost no students who bike or walk to school. Parents drive their children to school in private cars as Happy Valley school is in a rural area.

Appendix

Board Policy 5141.4 Child Abuse Prevention and Reporting

Board Policy 3516 Emergencies and Disaster Preparedness

Board Policy 5144.1 Suspension and Expulsion/Due Process

Board Policy 4158 Employee Security/Teacher Notification

Board Policy 5145.3 Nondiscrimination/Harassment

Board Policy 5132 Dress and Grooming

Board Policy 5144 Discipline

Board Policy 5131.2 Bullying Prevention

Board Policy 5137 Positive School Climate

Board Policy 1312.3 Uniform Complaint Procedure

Policy 5144.1: Suspension And Expulsion/Due Process

Status: ADOPTED

Original Adopted Date: 11/14/2018 | **Last Revised Date:** 04/15/2020 | **Last Reviewed Date:** 04/15/2020

The Board of Trustees desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school activity or school attendance occurring within the district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent/Principal or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school

or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

2. Selling or otherwise furnishing a firearm

3. Brandishing a knife at another person

4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4

6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct

2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent/Principal or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

Maintenance and Monitoring of Outcome Data

The Superintendent/Principal or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent/Principal or designee shall disaggregate data on suspensions and expulsions by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

Policy 4158: Employee Security

Status: ADOPTED

Original Adopted Date: 06/20/2018 | **Last Revised Date:** 07/21/2021 | **Last Reviewed Date:** 07/21/2021

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 AR 3515.2 - Disruptions.

Any employee against whom 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 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.

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 Labor Code 230-230.1 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 administrative regulations and Penal Code 22810. Any employee who is negligent or careless in the possession or handling of pepper spray 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 school grounds or at a school-related or school-sponsored activity. Employees shall exercise their best judgment as to the potential danger involved and shall do one of the following:

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

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 5145.3: Nondiscrimination/Harassment

Status: ADOPTED

Original Adopted Date: 06/20/2018 | **Last Revised Date:** 06/10/2020 | **Last Reviewed Date:** 06/10/2020

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within the district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The Board of Trustees desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at the district school or ant school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent/Principal or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent/Principal or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent/Principal or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent/Principal or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent/Principal or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

The Superintendent/Principal or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in the district school.

Policy 5132: Dress And Grooming

Status: ADOPTED

Original Adopted Date: 06/16/2019 | **Last Revised Date:** 11/13/2019

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The Superintendent/Principal or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent/Principal or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

Policy 5144: Discipline **Status:** ADOPTED

Original Adopted Date: 02/20/2019

The Board of Trustees is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent/Principal or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent/Principal or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

The Superintendent/Principal or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at the school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent/Principal or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including, but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

At the beginning of each school year, the Superintendent/Principal or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Policy 5131.2: Bullying

Status: ADOPTED

Original Adopted Date: 06/16/2019 | **Last Revised Date:** 02/12/2020 | **Last Reviewed Date:** 02/12/2020

The Board of Trustees recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent/Principal or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent/Principal or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

If the Superintendent/Principal or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent/Principal or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent/Principal or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Policy 5137: Positive School Climate

Status: ADOPTED

Original Adopted Date: 09/09/2009

The Board of Trustees desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

Staff shall consistently enforce Board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyberbullying, harassment of students, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use.

The district's curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. Teachers are encouraged to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

The Superintendent/Principal or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and after-school programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school.

The school shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction, and mediation skills.

Staff shall receive professional development designed to improve classroom management, conflict resolution techniques, and communications with students and parents/guardians including persons of diverse backgrounds.

Policy 1312.3: Uniform Complaint Procedures **Status:** ADOPTED

Original Adopted Date: 04/17/2019 | **Last Revised Date:** 02/09/2022 | **Last Reviewed Date:** 02/09/2022

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

Complaints Subject to UCP

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

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)

19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)

20. School safety plans (Education Code 32280-32289)

21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)

22. State preschool programs (Education Code 8207-8225)

23. State preschool health and safety issues in license-exempt programs (Education Code 8212)

24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

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

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

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

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

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

Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)

3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)

6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)

7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)

8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

QUARTERLY DISTRICT STATUS REPORT OF UNIFORM COMPLAINTS
TO THE COUNTY SUPERINTENDENT OF SCHOOLS
QUARTER ENDED December 31, 2022

DISTRICT: Happy Valley Elementary Date Reported to District Governing Board February 15, 2023

I. INSTRUCTIONAL MATERIALS

A) Insufficient textbooks or instructional materials in the classroom:

# of Complaints	# of Complaints Resolved	# of Complaints Unresolved*
0	0	0

- **Explanation:**

B) Insufficient textbooks or instructional materials to take home:

# of Complaints	# of Complaints Resolved	# of Complaints Unresolved*
0	0	0

- **Explanation:**

C) Textbooks or instructional materials in poor or unusable condition:

# of Complaints	# of Complaints Resolved	# of Complaints Unresolved*
0	0	0

- **Explanation:**

II. TEACHER VACANCY OR MISASSIGNMENT

A) No assigned certified teacher at beginning of semester:

# of Complaints	# of Complaints Resolved	# of Complaints Unresolved*
0	0	0

- **Explanation:**

B) Teacher lacking credentials or training to teach English Language Learners (ELL) with More than 20% Ell in class:

# of Complaints	# of Complaints Resolved	# of Complaints Unresolved*
0	0	0

- **Explanation:**

D) Teacher instructing class lacking subject matter competency:

# of Complaints	# of Complaints Resolved	# of Complaints Unresolved*
0	0	0

- **Explanation:**

III. FACILITIES

A) Conditions pose an emergency or urgent threat to the health or safety of students/staff:

# of Complaints	# of Complaints Resolved	# of Complaints Unresolved*
0	0	0

- **Explanation:**

REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS

Form J-13A

(Revised December 2017)

California Department of Education

School Fiscal Services Division
Website: https://www.cde.ca.gov/fg/
Telephone: 916-324-4541
Email: attendanceaccounting@cde.ca.gov

Form J-13A Instructions

Why file:

The Request for Allowance of Attendance Due to Emergency Conditions, Form J-13A is used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* (*EC*) Section 41422.
- When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *California Code of Regulations* (*CCR*), Title 5, Section 428.
- When attendance records have been lost or destroyed as described in *EC* Section 46391.

The California Department of Education's (CDE) approval of the J-13A, combined with other attendance records, serve to document the local educational agency's (LEA) compliance with instructional time laws and provide authority to maintain school for less than the required instructional days and minutes without incurring a fiscal penalty to the LEA's Local Control Funding Formula (LCFF) funding.

How to file:

The Form J-13A is available at https://www.cde.ca.gov/fg/aa/pa/j13a.asp. Also available on the J-13A Web page are FAQs and supplemental pages for sections B and C in Excel format. All affidavits must have original signatures.

Charter schools must file separately from the authorizing school district or county office of education (COE).

The LEA governing board must approve each request by completing Section E, Affidavit of School District, County Office of Education, or Charter School Governing Board Members. Once the majority of the governing board members have approved the request, the LEA should keep a copy of the request and then submit the original to the county superintendent who must approve the request before it can be submitted to the State Superintendent of Public Instruction, CDE. Charter schools must submit the request to their authorizing LEA for approval, who will then forward to the county superintendent for approval.

The following summarizes the J-13A submittal and CDE review process:

- The county superintendent executes the Affidavit of County Superintendent of Schools, certifying the approval.
- The COE should keep a copy of the request and mail the original request to the listed CDE address.
- Once CDE has received the Form J-13A, the request will go through a review process. If the request is approved, CDE will e-mail the approval letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the approval letter. If the request is denied, CDE will e-mail the denial letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the denial letter.

Where to file:

Mail the entire original Form J-13A to:

School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

General Instructions:

- Multiple emergency events and schools may be included on one Form J-13A. Be sure to include specific detailed information and supporting documents for each event and school.
- If the emergency event resulted in a closure and material decrease, complete sections B and C.
- Supplemental pages for sections B and C are available in Excel format for a request that requires more lines than allocated on Form J-13A.
- Attach supporting documentation. Redact any personally identifiable information. Examples of required supporting documentation:
  - Declaration of a State of Emergency
  - News articles
  - E-mails
  - Invoices

- A local safety officer letter for any incident involving police activity, threats, cyber threats, etc.
- A county public health officer letter for any incident involving epidemic-type illness. The letter is to specify that the illness was an epidemic or that there was an increase in the number of cases of a disease above what is normally expected of the population in that area.

SECTION A: REQUEST INFORMATION

Refer to the California School Directory at https://www.cde.ca.gov/schooldirectory/ for information needed to complete this section.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

- LEA Name – Enter the name of the school district, COE, or charter school submitting the Form J-13A.
- County Code – Enter the two-digit county code associated with this entity.
- District Code – Enter the five-digit district code associated with this entity.
- Charter Number – If this request is for a charter school, enter the charter number associated with this entity.
- LEA Superintendent or Administrator Name – Enter the name of the superintendent or administrator associated with this entity.
- Fiscal Year – Enter the fiscal year of the requested emergency closure, material decrease and/or lost or destroyed attendance records.
- Address – Enter the LEA's full address including:
  - Number and street
  - County name
  - City
  - State
  - Zip code
- Contact Information – Enter a contact person for this request. Include the following:
  - Name
  - Title
  - Phone number
  - E-mail address

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST

Select the LEA type associated with the request and, for a school district or COE request, if all or select school sites are included in the request. Only one LEA type may be selected.

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST

Read each condition carefully and select one or more that apply to this request. In addition, indicate if the request is associated with a Declaration of a State of Emergency by the Governor of California.

SECTION B: SCHOOL CLOSURE

This section is used for closures pursuant to *EC* Section 41422. If the request does not include any school closures, select the "Not Applicable" box on the top right corner and proceed to Section C.

PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the school closure.

PART II: SCHOOL INFORMATION

The fields below correspond to the columns on Form J-13A.

A. School Name – Enter the school name of each school closed on a separate line. Use the supplemental Excel form at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than 10 lines are needed for this request and select the "Supplemental Page(s) Attached" box on the top right corner.

B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at https://www.cde.ca.gov/schooldirectory/ to locate the school code.

C. Site Type – Enter the site type associated with the school listed in Column A. This site information is need for CDE to determine the specific instructional time requirements for the listed school. Choose one of the following site type options:
   - Charter School
   - Community Day
   - Continuation School
   - County Community
   - Juvenile Court School

- Opportunity School
- Special Education
- Traditional

D. Days in School Calendar – Provide the number of days in the school calendar. Attach a copy of the school calendar to the request. If the request includes multiple schools, attach a copy of each different school calendar and clearly identify which schools follow each calendar. If all schools have the same school calendar, note "all schools" at the top of the calendar.

E. Emergency Days Built In – Provide the number of additional days the school has built in to the school calendar to use as make-up days for emergency closures.

F. Built In Emergency Days Used – Provide the number of built in emergency days the school has used so far in the school year.

G. Date(s) of Emergency Closure – Enter the date(s) closed for the emergency in the current request.

H. Closure Dates Requested – Of the dates provided in Column G, enter the dates the school will not be able to make-up, and is requesting as part of the Form J-13A.

I. Total Number of Days Requested – Enter the total number of days for the dates requested in Column H.

PART III: CLOSURE HISTORY

In this section, provide the closure history for the current and five prior fiscal years for all schools included in the request, regardless if a J-13A request was submitted. For example, if a school had multiple closures in one year, group the closures by fiscal year and nature.

School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
School #1	0123456	2016-17	12/5, 2/10	Flooding	Yes
School #1	0123456	2016-17	4/17-4/18	Power Outage	No
School #1	0123456	2015-16	12/15-12/6	Road Closures	Yes

SECTION C: MATERIAL DECREASE

This section is used to claim attendance for material decreases pursuant to *EC* Section 46392. If the request does not include any credits for a material decrease in attendance, select the "Not Applicable" box on the top right corner and proceed to Section D.

If the attendance of an LEA or a school is less than or equal to 90 percent of "normal" attendance for a reasonable time during or after an emergency event, the LEA may assume that a case exists for claiming emergency attendance credit for the "material decrease" of attendance. According to *CCR*, Title 5, Section 428, "normal" attendance is the average daily attendance (ADA) for the month of either October or May of the same school year. If the emergency occurred between July and September of the current year, the LEA must wait to submit the request until after October ADA of the current year can be calculated. The October or May ADA is used as a proxy for a normal day of attendance for the emergency day. However, if an emergency occurs in October or May, the LEA may request to use a different month as a proxy for a normal day of attendance for the emergency day.

Pursuant to *EC* Section 46392, the 90 percent threshold may be waived when the Governor has declared a "State of Emergency." A copy of the Governor's declaration should be included in the submittal. Any reduction of attendance in a necessary small school (NSS), even if less than 10 percent, may be considered material.

Attendance must be provided at the school site level. Approval of a districtwide material decrease is contingent upon the inclusion of all district sites, and a districtwide percentage of 90 percent or less on each emergency day. For non-districtwide emergencies, each school must meet the 90 percent threshold on each emergency day for approval of attendance credit.

PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the material decrease in attendance. Provide a detailed explanation for any gap in between emergencies. Request should be accompanied by supporting documents, if applicable.

PART II: MATERIAL DECREASE CALCULATION

The information provided in Parts II and III will be used to determine if the loss of attendance meets the 90 percent threshold for attendance credit approval (except when the governor declares a state of emergency or in the case of a NSS site), and to calculate the estimated attendance credit

amount. The fields below correspond to the columns on Form J-13A.

A. School Name – Enter the school name of each school requesting attendance credit on a separate line. Use the supplemental Excel form at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than 10 lines are needed for this request and select the "Supplemental Page(s) Attached" box on the top right corner.

B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at https://www.cde.ca.gov/schooldirectory/ to locate the school code

C. "Normal" Attendance – Provide the ADA for the school month of October or May of the same school year.

A school month is 20 days, or four weeks of five days each, including legal holidays but excluding weekend makeup classes (*EC* Section 37201). The school calendar begins on the first Monday of the week that includes July 1 or the Monday of the first week of school. As a result, school months can be split between September and October; October and November; April and May; May and June. Therefore, the CDE advises LEAs to use the school month that has the most school days in either October or May.

D. Dates Used for Determining "Normal" Attendance – Enter the date range of the school month used to provide the ADA in Column C.

E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**

F. Actual Attendance – Provide the actual attendance for the school site on the date of emergency listed in Column E.

G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with *EC* Section 46392, the school may qualify for an attendance adjustment when the Actual Attendance (Column F) divided by the "Normal" Attendance (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.

H. Net Increase of Apportionment Days (C-F) – Calculated field. The Actual Attendance (Column F) is subtracted from the "Normal" Attendance (Column C) to determine the Net Increase of Apportionment Days (Column H). When attendance on the date of emergency is greater than the "normal" attendance, this field will yield zero and should be removed from the material decrease calculation table.

If the request is approved, CDE's approval letter will include the total net increase of apportionment days, which may differ from the amount shown. The LEA will then divide this number by the days in the applicable P-1, P-2, or Annual reporting period to determine the ADA increase.

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS

Continuation education is an hourly program, therefore the attendance must be provided in hours for continuation schools. Three hours equals one apportionment day. The fields below correspond to the columns on Form J-13A.

A. School Name – Enter the school name of each continuation school requesting attendance credit on a separate line. Use the supplemental Excel file at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than five lines are needed for this request and select the "Supplemental Page(s) Attached" box on the top right corner.

B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at https://www.cde.ca.gov/schooldirectory/ to locate the school code.

C. "Normal" Attendance Hours – Provide the attendance hours for the continuation school on the same day of the week prior to, or the week following the emergency.

Example: If the emergency day is on a Tuesday, provide the attendance hours on the Tuesday of the week prior to or following the emergency.

D. Date Used for Determining "Normal" Attendance – Enter the date of the school day used to provide the attendance hours in Column C.

E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**

F. Actual Attendance Hours – Provide the actual attendance hours for the continuation school on the date of emergency.

G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with *EC* Section 46392, the school may qualify for an attendance adjustment when the Actual Attendance Hours (Column F) divided by the "Normal" Attendance Hours (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.

H. Net Increase of Hours (C-F) – Calculated field. The Actual Attendance Hours (Column F) is subtracted from the "Normal" Attendance Hours (Column C) to determine the Net Increase of Hours (Column H). When attendance on the date of emergency is greater than the "normal" attendance, this field will yield zero and should be removed from the material decrease calculation table.

If the request is approved, the approval letter will include the total net increase of hours for all continuation schools on the form, which may differ from the amount shown. The LEA will then convert the hours to apportionment days and divide this number by the days in the applicable P-1, P-2, or Annual reporting period to determine the ADA increase.

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

If this request does not include any lost or destroyed attendance records, select the "Not Applicable" box on the top right corner and proceed to Section E.

PART I: PERIOD OF REQUEST

Enter the dates of the records that were lost or destroyed.

PART II: CIRCUMSTANCES

Provide a detailed explanation on the emergency condition(s) and the extent of the lost or destroyed records.

PART III: PROPOSAL

Provide a detailed proposal or estimation in the allotted space.

SECTION E: AFFIDAVIT

A completed affidavit is required before submitting the entire Form J-13A request to CDE.

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS

- Enter the name of the school district, COE, or charter school.
- Enter the names of the all the board members.
- At least a majority of the board members must sign this affidavit.
- The governing board signatures must be witnessed. The witness person must complete the following fields:
  - Witnessed date
  - Name
  - Signature
  - Title
  - County name

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER

Only complete for a charter school request. Once the governing board members and witness fields have been completed, this request will be submitted to the charter school's authorizer for approval. An authorizer for a charter school may be

a school district, COE or State Board of Education. If approved, the superintendent of the charter school's authorizer will complete the following fields:

- Name
- Signature
- Authorizing LEA Name

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

All requests must go to the COE for approval. If approved, the COE will complete Part III of the affidavit. The county superintendent's signature must be witnessed.

- Name of the County Superintendent of Schools (or designee)
- Signature of the County Superintendent of Schools (or designee)
- Witnessed date
- Witness name
- Witness signature
- Witness title
- County name
- Contact person/individual responsible for completing the county affidavit. Include the contact person's name, title, phone number and e-mail address.

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K–12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at https://www.cde.ca.gov/fg/aa/pa/j13a.asp for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Happy Valley Elementary School District	COUNTY CODE: 44	DISTRICT CODE: 69757	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: Michelle Stewart			FISCAL YEAR: 2022-2023
ADDRESS: 3125 Brnaciforte Drive		COUNTY NAME: Santa Cruz	
CITY: Santa Cruz	STATE: CA		ZIP CODE: 95065
CONTACT NAME: Paige Lynd	TITLE: Administrative Assistant	PHONE: 831-429-1456	E-MAIL: plynd@hvesd.com

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

☒ SCHOOL DISTRICT Choose one of the following: ☒ All district school sites ☐ Select district school sites	☐ COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: ☐ All COE school sites ☐ Select COE school sites	☐ CHARTER SCHOOL

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

☒ **SCHOOL CLOSURE:** When one or more schools were closed because of conditions described in *EC* Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per *EC* Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *EC* Section 46200, et seq.

☒ There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

☐ **MATERIAL DECREASE:** When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of *EC* Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.

☐ There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

☐ **LOST OR DESTROYED ATTENDANCE RECORDS:** When attendance records have been lost or destroyed as described in *EC* Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to *EC* Section 46391:

"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION B: SCHOOL CLOSURE

☐ **Not Applicable (Proceed to Section C)**
☐ **Supplemental Page(s) Attached**

PART I: NATURE OF EMERGENCY (Describe in detail.)

Inclement weather with flash flood warnings and road closures. 1-4-2023 Santa Cruz County Sheriff asked that schools in rural areas be closed due to flooding and unsafe conditions. 1-9-2023 Flash flood warnings emergency notifications to not leave your house unless to evacuate to safer conditions. Fire department came out to pump water flooding in the back of the school. See attached notifications, letters and pictures.

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
Happy Valley Elementary School	69757	School	180	0	0	1-4-2023 and 1-9-2023	1-4-2023 and 1-9-2023	2

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
Happy Valley Elementary School	69757	2020-2021	8/24/2020-8/28/2020	Fire Evacuations, poor air quality	No
Happy Valley Elementary School	69757	2019-2020	10/28/2019	PSPS, dry war and strong wind conditions - power lines down	Yes
Happy Valley Elementary School	69757	2018-2019	12/18/2018	inclement weather, road closures and downed power lines	Yes
Happy Valley Elementary School	69757	2016-2017	1/20/17 and 2/9/17	inclement weather, road closures and downed power lines	Yes
Happy Valley Elementary School	69757	2015-2016	1/20/16	inclement weather, road closures and downed power lines	Yes
Happy Valley Elementary School	69757	2014-2015	12/11/14	inclement weather, road closures and downed power lines	Yes

SECTION C: MATERIAL DECREASE

☒ Not Applicable (Proceed to Section D)
☐ Supplemental Page(s) Attached

PART I: NATURE OF EMERGENCY (Describe in detail.)

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
	Total	0.00			0		0.00

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at https://www.cde.ca.gov/fg/aa/pa/j13a.asp if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
	Total:	0.00			0.00		0.00

**Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.*

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

☐ **Not Applicable (Proceed to Section E)**

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____.

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Happy Valley Elem School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names	Board Members Signatures
Clifford Hodges	
Jacob Willet	
Katie Freeman	
Kyle Frandle	
Rachel Click Richardson	

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 15th day of February, 2023.

Witness Michelle Stewart (Name) _____ (Signature) Title: Superintendent of Santa Cruz County, California

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): _____ (Name) _____ (Signature) Authorizing LEA Name: _____

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): _____ (Name) _____ (Signature)

Subscribed and sworn (or affirmed) before me, this _____ day of _____, _____.

Witness: _____ (Name) _____ (Signature) Title: _____ of _____ County, California

COE contact/individual responsible for completing this section:

Name: _____ Title: _____ Phone: _____ E-mail: _____

Happy Valley Elementary

School Overview

[Update Overview Data]

School

Happy Valley Elementary

CDS Code

44697576049571

District

Happy Valley Elementary

County

Santa Cruz

Address

3125 Branciforte Dr.
Santa Cruz, CA 95065-9775

Superintendent/Principal

Michelle Stewart
(831) 429-1456
mstewart@hvesd.com

Superintendent

Michelle Stewart
(831) 429-1456
mstewart@hvesd.com

Incident Overview and Responses

Incident Name

2022-23 Early Winter Storms

Incident Type

Storm

School Status

Currently Affected

Incident Status

Ongoing

Earliest Reported

Jan 5, 2023

Last Updated

Jan 11, 2023

1. Is your school closed due to the incident?

◉ Yes ○ No

2. Has your school received damage from the incident?

◉ Yes ○ No

3. Have staff been impacted by the incident?

◉ Yes ○ No

4. Have students been impacted by the incident?

◉ Yes ○ No

5. Is your school without power due to the incident?

○ Yes ◉ No

6. (Optional) Provide additional information on school status or specify what resources are needed.

Emergency School Closure days: January 4, 2023 and January 9, 2023. Flooding in one classroom due to the

Save Responses

Questions: **Emergency Services Team** | EmergencyServices@cde.ca.gov

© California Department of Education

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

PROCLAMATION OF A STATE OF EMERGENCY

WHEREAS beginning December 27, 2022, severe winter storms related to a series of atmospheric river systems struck California, bringing high winds, substantial precipitation, and river and urban flooding; and

WHEREAS it is forecasted that additional and continuing storms related to this series of atmospheric river systems threaten California, bringing heavy rainfall, expected flooding, strong winds and wind gusts, falling debris, downed trees, and widespread power outages; and

WHEREAS in preparation for the forecasted storms, multiple California Conservation Corps flood fight crews, fire swift water rescue, and urban search and rescue teams have been strategically prepositioned for emergency response; sandbags have been made available throughout the State; and shelters are opening for displaced individuals; and

WHEREAS these storms forced the closure and caused damage to highways and roads, as well as caused levee and culvert failures, and mandatory evacuations in severely impacted counties, and such impacts will likely continue to be caused by the forecasted storms; and

WHEREAS these storms threatened and continue to threaten critical infrastructure, movement of resources, burn scars from recent wildfires potentially causing mud and debris flows; resulted in and threaten power outages to thousands of households and businesses; and caused and continue to threaten river and urban flooding due to excessive and prolonged rainfall; and

WHEREAS due to the series of atmospheric river systems continuously impacting counties throughout the State, the counties have not had time to mitigate the cascading impacts of these storms; and

WHEREAS under the provisions of Government Code section 8558(b), I find that conditions of extreme peril to the safety of persons and property exist due to these storms; and

WHEREAS under the provisions of Government Code section 8558(b), I find that the conditions caused by these storms, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single local government and require the combined forces of a mutual aid region or regions to appropriately respond; and

WHEREAS under the provisions of Government Code section 8625(c), I find that local authority is inadequate to cope with the magnitude of the damage caused by these storms; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this Proclamation would prevent, hinder, or delay the mitigation of the effects of these storms.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code section 8625, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist throughout California.

IT IS HEREBY ORDERED THAT:

1. All agencies of the state government utilize and employ state personnel, equipment, and facilities for the performance of any and all activities consistent with the direction of the Office of Emergency Services and the State Emergency Plan. Also, all residents are to obey the direction of emergency officials with regard to this emergency in order to protect their safety.

2. The Office of Emergency Services shall provide assistance to local governments, if appropriate, under the authority of the California Disaster Assistance Act, Government Code section 8680 et seq., and California Code of Regulations, Title 19, section 2900 et seq.

3. As necessary to assist local governments and for the protection of public health and the environment, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services necessary to quickly assist with the response to and recovery from the impacts of these storms. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, are suspended to the extent necessary to address the effects of these storms.

4. Any fairgrounds the Office of Emergency Services determines suitable to assist individuals impacted by these storms shall be made available to the Office of Emergency Services pursuant to the Emergency Services Act, Government Code section 8589. The Office of Emergency Services shall notify the fairgrounds of the intended use and may immediately utilize the fairgrounds without the fairground board of directors' approval.

5. The California Department of Transportation shall formally request immediate assistance through the Federal Highway Administration's Emergency Relief Program, United States Code, Title 23, section 125, in order to obtain federal assistance for highway repairs or reconstruction.

6. The California National Guard may be mobilized under Military and Veterans Code section 146 to support disaster response and relief efforts, as directed by the Office of Emergency Services, and to coordinate with all relevant state agencies and state and local emergency responders and law enforcement within the impacted areas. Sections 147 and 188 of the Military and Veterans Code are applicable during the period of participation in this mission, exempting the California Military Department from applicable procurement rules

for specified emergency purchases, and those rules are hereby suspended.

7. Any state-owned properties the Office of Emergency Services determines suitable for staging of debris as a result of these storms shall be made available to the Office of Emergency Services for this purpose in accordance with Government Code section 8570.

8. Drivers may exceed the hours-of-service limits specified in California Vehicle Code section 34501.2 and California Code of Regulations, Title 13, section 1212.5 while operating a vehicle engaged in fuel transportation in support of emergency relief efforts, subject to the following conditions:

    a. Motor carriers or drivers currently subject to an out-of-service order are eligible for the exemption once the out-of-service order expires or when they have met the conditions for its rescission.

    b. In accordance with Section 1214, Title 13, California Code of Regulations, no motor carrier operating under the terms of this Proclamation will require or allow an ill or fatigued driver to operate a motor vehicle. A driver who notifies a motor vehicle carrier that they need immediate rest shall be given at least ten consecutive hours off-duty before being required to return to service.

    c. Drivers shall maintain a driver's record of duty status, regardless of number of hours worked each day. These records shall be prepared, submitted, and maintained as required by Section 1213, Title 13, California Code of Regulations.

9. Consistent with Parts 390 and 395, Title 49, Code of Federal Regulations, drivers may exceed the hours-of-service limits specified while operating a vehicle engaged in fuel transportation in support of emergency relief efforts. These waivers shall be in effect for the duration of the driver's direct assistance in providing emergency relief, or thirty (30) days from the date of this Proclamation, whichever is less.

10. In order to allow out-of-state contractors and other utilities driving their own vehicles to provide mutual aid assistance for the restoration of electrical power within the counties impacted by these storms, applicable provisions of the Vehicle Code including, but not limited to, Vehicle Code section 34620 requiring a motor carrier permit [licensing] and imposition of certain fees, are suspended for motor carriers providing such assistance. Also, the requirements for motor carriers and drivers in Vehicle Code sections 1808.1 [pull-notice program that checks for driver's license violations], 27900 [display name on vehicle], 27901 [size and color of display name on vehicle], 34505.5 [requirement to have been inspected within 90 days], and 34501.12 [requirement to set up home base in California] are suspended while providing mutual aid assistance for the emergency restoration of services.

I FURTHER DIRECT that as soon as hereafter possible, this Proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Proclamation.

This Proclamation is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 4th day of January 2023.

GAVIN NEWSOM
Governor of California

ATTEST:

SHIRLEY N. WEBER, Ph.D.
Secretary of State

Jim Hart
Sheriff – Coroner
County of Santa Cruz

January 9, 2023

Happy Valley Elementary School
3125 Branciforte Dr.
Santa Cruz, CA 95065

Dear Mrs. Stewart-

On January 3, 2023, I attended a meeting where the county meteorologist described the storm as "catastrophic" with large amounts of rain and high winds in the 50 MPH to 60 MPH. Due to Happy Valley Elementary School being in an isolated region of our county and the high probability of the winds knocking out the power, I recommended that you close the school for the following two days or until the storm left our county. I understand this was a big request, but the safety of the children and parents having to drive in dangerous conditions was very concerning.

Please let me know if I can be of further assistance.

Best regards,

Jim Hart, Sheriff-Coroner

5200 Soquel Avenue • Santa Cruz, California 95062 • 831-454-7618 • fax 831-454-7608

BRANCIFORTE FIRE PROTECTION DISTRICT

2711 Branciforte Drive, Santa Cruz, California 95065-9731 * 831.423.8856 * Fax 831.423.8859

****For Immediate Release****

January 3, 2023

The Santa Cruz County area is expecting a severe storm over the next several days. According to the National Weather Service, we are expecting 6"- 8" of rain and accompanying winds with gusts up to 70 miles per hour.

As such, the Branciforte Fire District encourages you to take the following measures:

- Check/ensure culverts and drain pipes/systems on your property are clear of debris and functioning properly.
- Ensure you have plenty of non-perishable food, water, medications, emergency contact info, flashlights, batteries readily available in the event of a power outage or other emergency.
- Check the District's website (www.branciforte-fire.com), Facebook page (https://www.facebook.com/profile.php?id=100057412841291), and Instagram page (https://www.instagram.com/branciforte_fire_district/) for updated road closure status and other emergency messages.
- Visit the Santa Cruz Regional 9-1-1 website (https://www.scr911.org/) to register your mobile phone number for "*Reverse911*" notifications and to access "*ZoneHaven*" in the event that evacuations are being ordered in our response area.

In the event of any emergency, please call 9-1-1 so that proper resources can be dispatched.

Thank you.

Nate Lackey
Fire Chief

Board of Directors

Tim Dodds | Fareed Rayyis | Pat O'Connell

JANUARY 09, 2023

President Joseph R. Biden, Jr. Approves California Emergency Declaration

Late Sunday evening while in Mexico City, Mexico for the 10th North American Leaders' Summit, President Joseph R. Biden, Jr., declared that an emergency exists in the State of California and ordered Federal assistance to supplement State, tribal, and local response efforts due to the emergency conditions resulting from successive and severe winter storms, flooding, and mudslides beginning on January 8, 2023, and continuing.

The President's action authorizes the Department of Homeland Security, Federal Emergency Management Agency (FEMA), to coordinate all disaster relief efforts which have the purpose of alleviating the hardship and suffering caused by the emergency on the local population, and to provide appropriate assistance for required emergency measures, authorized under Title V of the Stafford Act, to save lives and to protect property and public health and safety, and to lessen or avert the threat of a catastrophe in the counties of El Dorado, Los Angeles, Mariposa, Mendocino, Merced, Monterey, Napa, Placer, Riverside, Sacramento, San Bernardino, San Mateo, Santa Clara, Santa Cruz, Sonoma, Stanislaus, and Ventura.

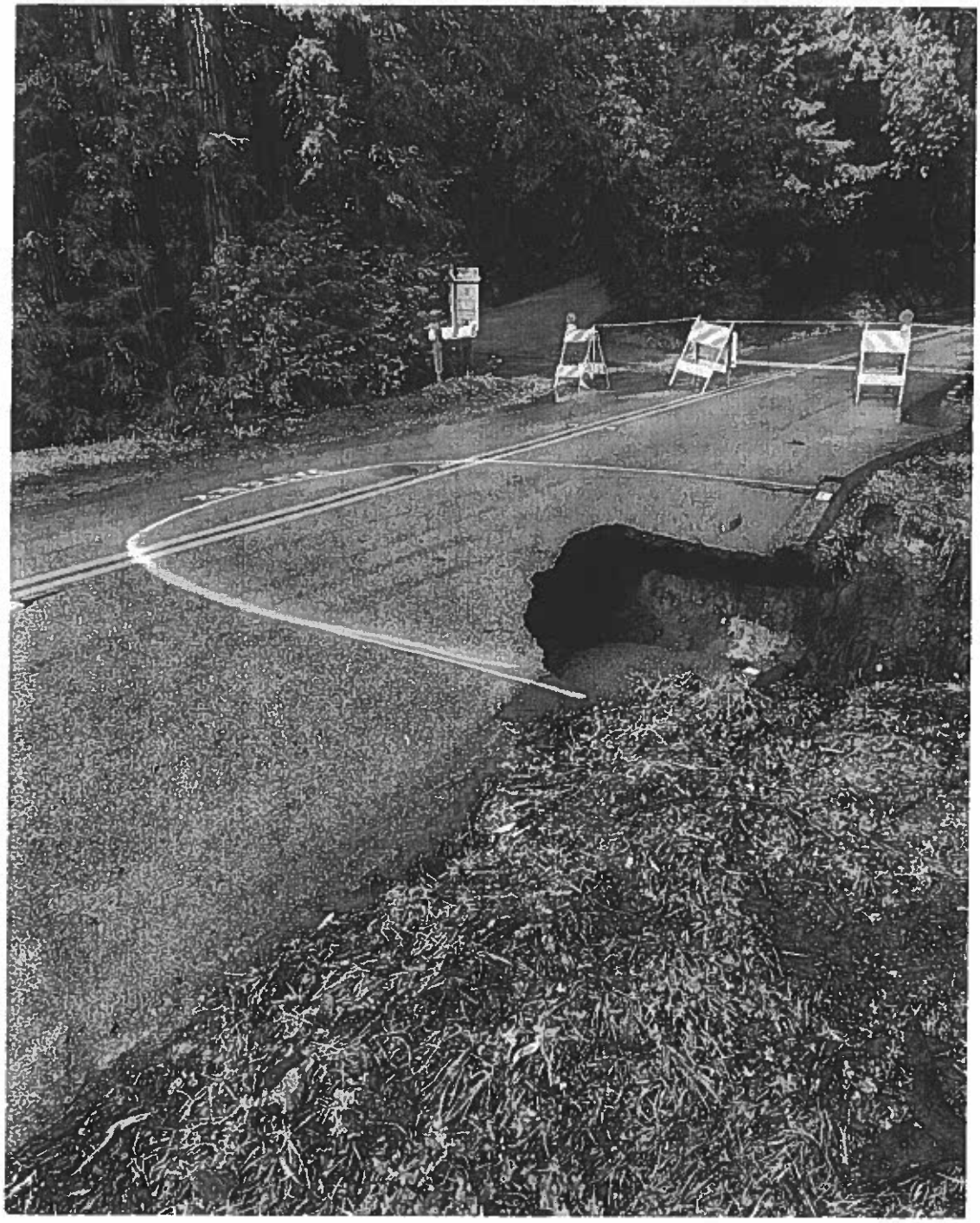
Specifically, FEMA is authorized to identify, mobilize, and provide at its discretion, equipment and resources necessary to alleviate the impacts of the emergency. Emergency protective measures (Category B), limited to direct Federal assistance, under the Public Assistance program will be provided at 75 percent Federal funding.

Deanne Criswell, Administrator, Federal Emergency Management Agency (FEMA), Department of Homeland Security, named Andrew F. Grant as the Federal Coordinating Officer for Federal recovery operations in the affected areas.

FOR FURTHER INFORMATION MEDIA SHOULD CONTACT THE FEMA NEWS DESK AT (202) 646-3272 OR FEMA-NEWS-DESK@FEMA.DHS.GOV.

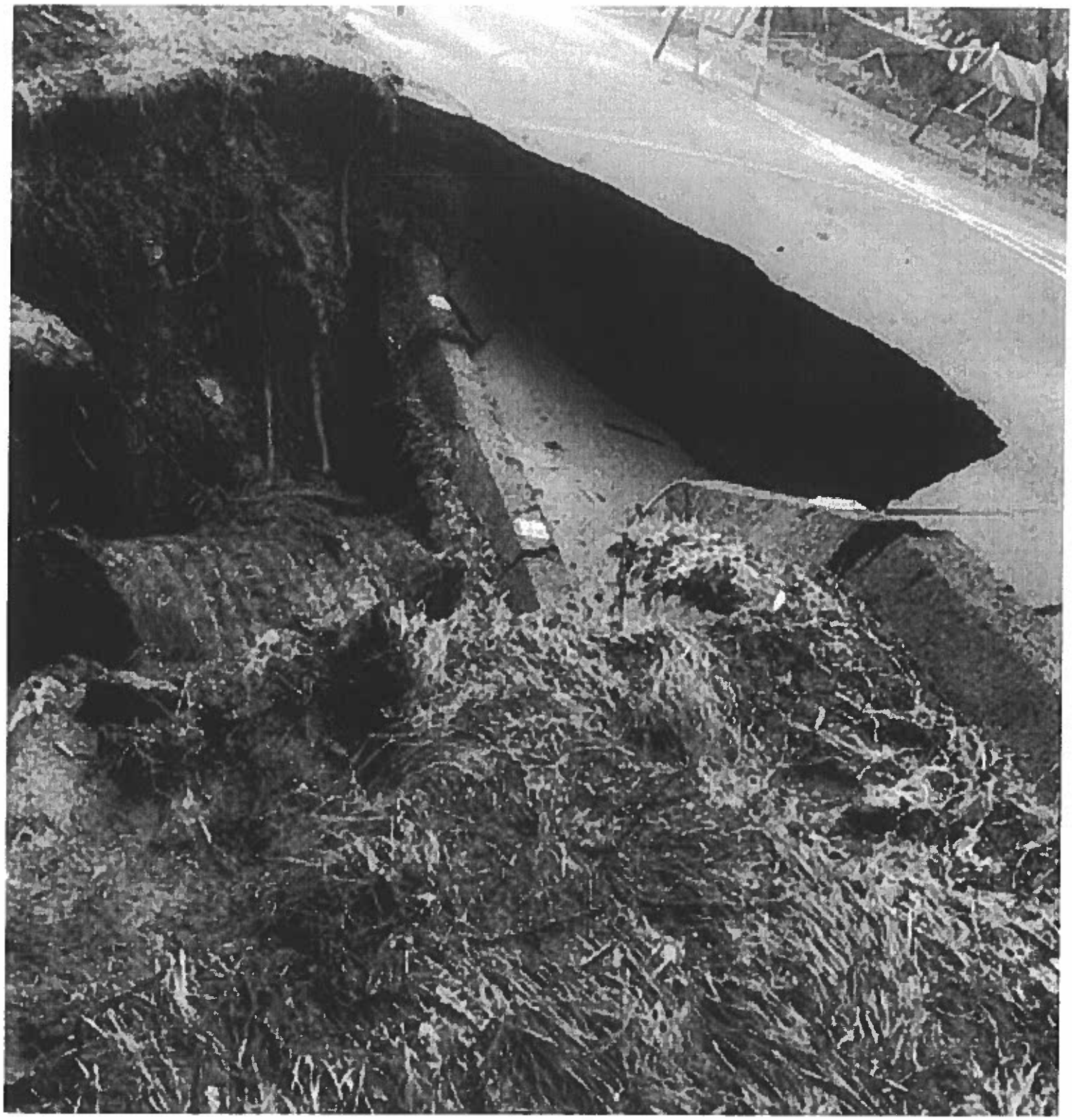
###

branciforte_fire_district



13 likes

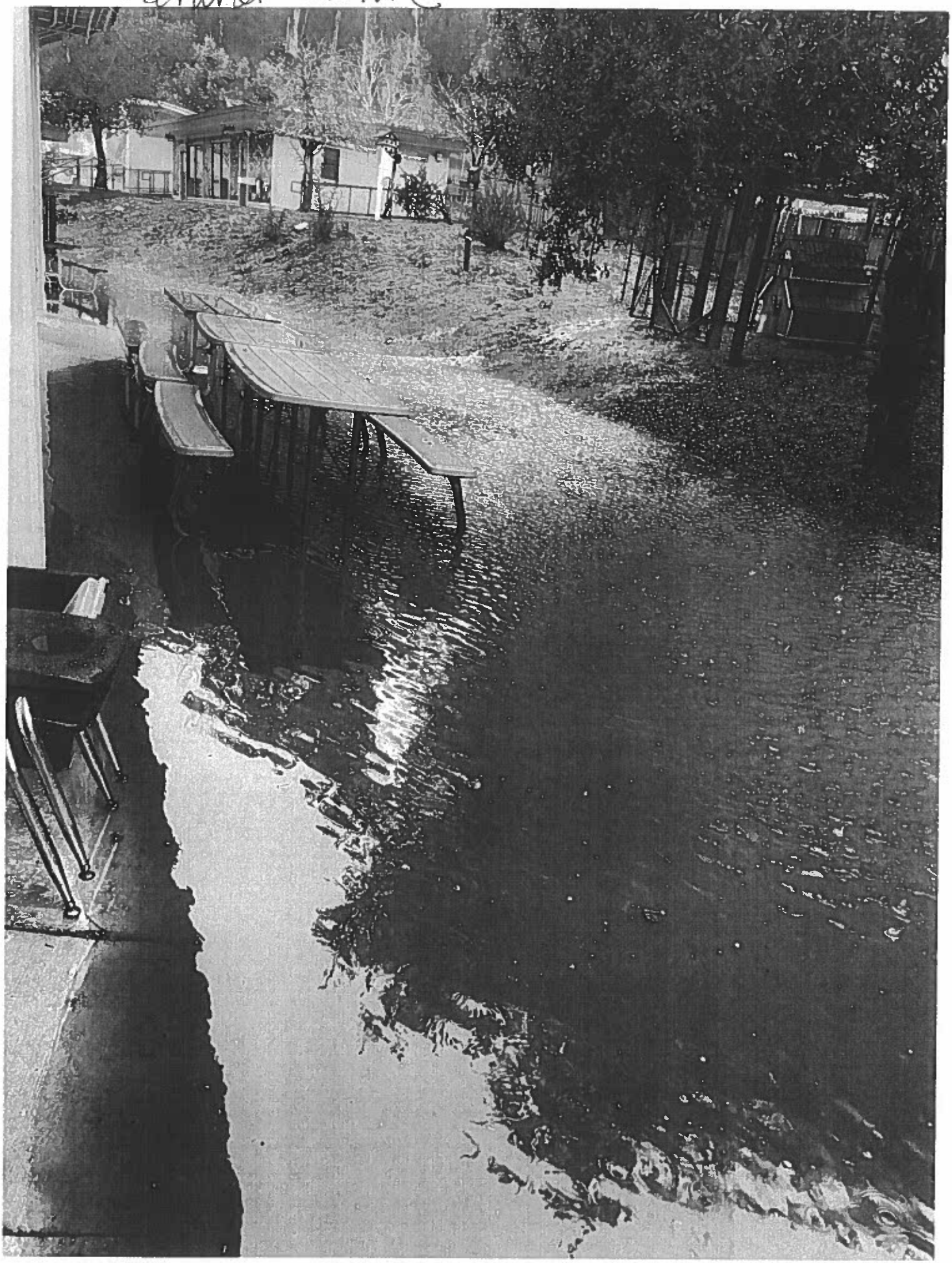
branciforte_fire_district Some of our roads in the district have been hit hard by the previous storm, and we are preparing for this next system heading our way. We encourage people to avoid driving on flooded roads as the water might be deeper

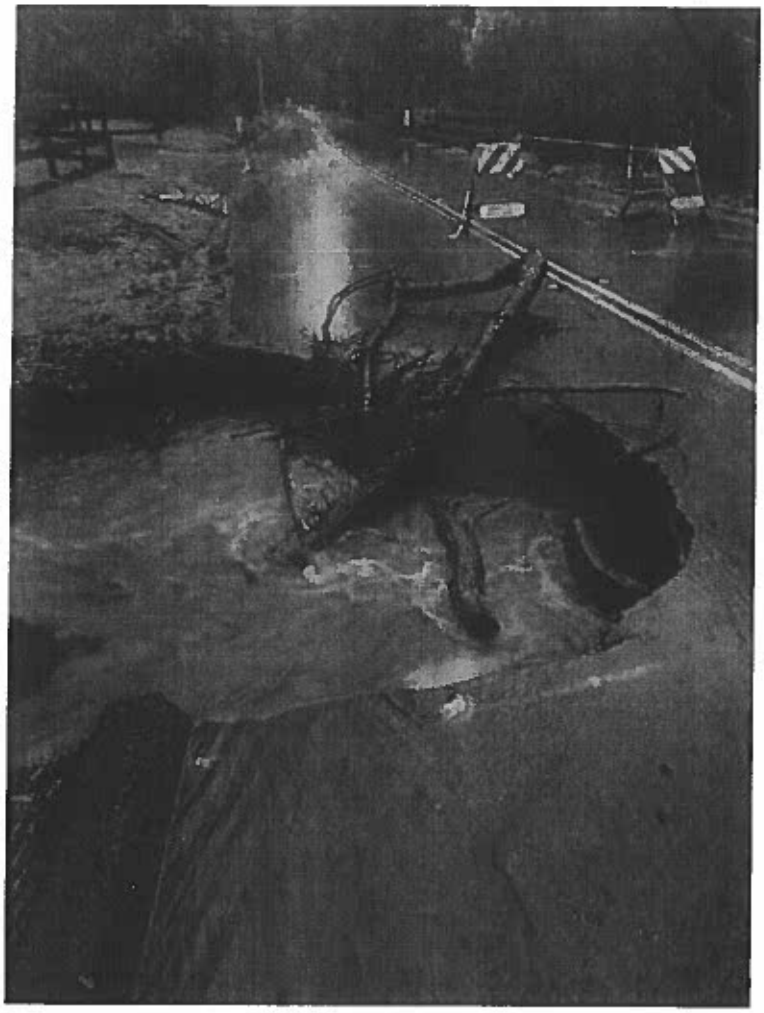


Emergency Alert

National Weather Service: A FLASH FLOOD WARNING is in effect for this area until 3:45 PM PST. This is a dangerous and life-threatening situation. Do not attempt to travel unless you are fleeing an area subject to flooding or under an evacuation order.

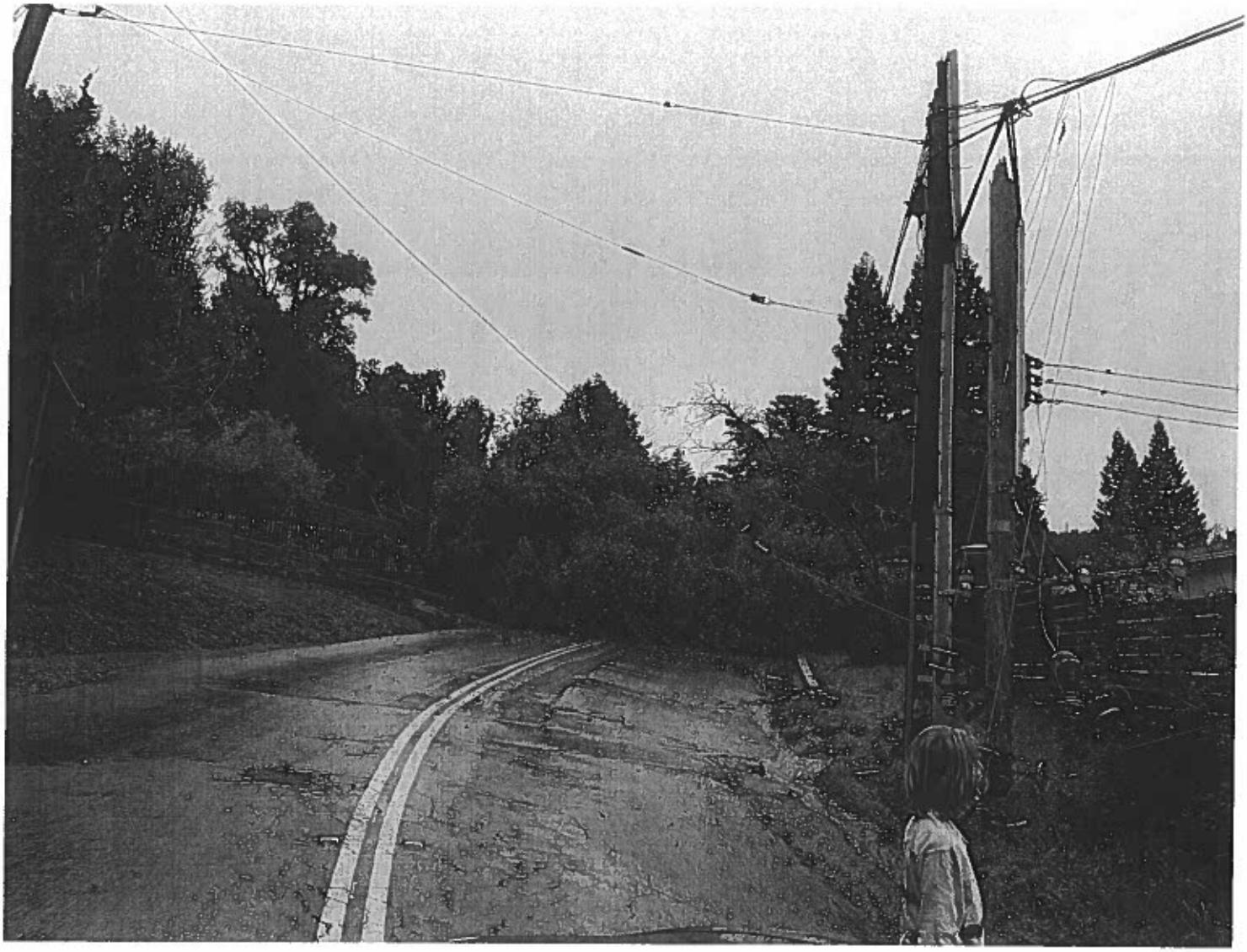
1.9.2023
warning given
@ 7AM





Granite creek

Granite
Creek
Road.



1.9.2023 power lines down @ Granite Creek

Gmail

Paige Lynd <plynd@hvesd.com>

Storm Update, Proclamation of a Local Emergency

1 message

Supervisor Manu Koenig <first.district@santacruzcounty.us> Mon, Jan 9, 2023 at 1:16 PM
To: plynd@hvesd.com

January 9th, 2023

Storm Update

Pictured: view of the San Lorenzo River from 701 Ocean St

The current weather system has largely passed us. The San Lorenzo River and creeks in north and central county are expected to begin receding. The Pajaro River could still rise further, surrounding areas should stay on alert.

There is flooding in Soquel Village. Residents were evacuated from Soquel Wharf Road and Old Mill Mobile Home park early this morning. The Village is closed to automobile traffic, which means that the **Soquel San Jose Rd is closed** as well.

Other major road closures include:

- **Highway 17 Southbound**. A large slide will take approximately 24hrs to clear.
- **Highway 152**
- **Highway 129**
- **Highway 9**

Highway 1 is currently the only way in and out of the County.

For more information on road closures use these links:
County Road Closures
Caltrans Road Closures

Another weather system is expected tonight. It is smaller than the one we just experienced, but the same areas that have experienced flooding should remain on alert. To put it in context, our County has received more than 20 inches of rain since Christmas and all of our soils are completely saturated. This means that even a small amount of rain can greatly impact creeks and rivers.

You can see a live map of evacuation orders and warnings here:
https://aware.zonehaven.com/

Shelters are available at the following locations:

1. Santa Cruz County Fairgrounds
2. Cabrillo College
3. Scotts Valley Community Center
4. Resurrection Church
5. 7th Day Adventist

A live list of shelter sites is available here:
https://www.co.santa-cruz.ca.us/OR3/ShelterInformation.aspx

All other information about the County's disaster response, including requesting flood clean-up and volunteering, is available here:
https://www.co.santa-cruz.ca.us/OR3/Emergency.aspx

CALIFORNIA DEPARTMENT OF EDUCATION
SCHOOL FISCAL SERVICES DIVISION
September 2022

Certification Form for Independent Study Plan

Local Educational Agency: Happy Valley Elementary School District	**CDS Code:** 44-69757
Fiscal Year: 2022-2023	**County:** Santa Cruz

This form shall accompany Form J-13A submittals beginning with fiscal year 2022 23. Instructions on how to complete this form are provided on page 2.

Independent Study Plan Certification

Pursuant to *Education Code* (*EC*) Section 46393, for Form J-13A submissions due to a school closure and/or material decrease in attendance occurring after September 1, 2021, a school district, county office of education, or charter school that provides a Form J-13A affidavit to the Superintendent, pursuant to *EC* Section 41422 (school closure) or *EC* Section 46392 (material decrease), shall certify that it has a plan for which independent study will be offered to students, pursuant to Article 5.5 (commencing with *EC* Section 51745) of Chapter 5 of Part 28 of Division 4. The independent study plan shall comply with all of the following:

(1) Independent study is offered to any student impacted by any of the conditions listed in *EC* Section 46392 within 10 days of the first day of a school closure or material decrease in attendance. Students who are individuals with exceptional needs shall receive the services identified in their individualized education programs pursuant to paragraph (9) of subdivision (a) of *EC* Section 56345 and may participate in an independent study program.
(2) Require reopening for in-person instruction as soon as possible unless prohibited under the direction of the local or state health officer.
(3) Notwithstanding subdivision (c) of *EC* Section 51745 or subparagraph (F) of paragraph (9) of subdivision (g) of Section 51747, include information regarding establishing independent study master agreements in a reasonable amount of time.

A copy of the independent study plan, and if applicable, the state or local public health or public safety order that required school closure shall accompany the Form J-13A submitted to the California Department of Education.

☒ **I hereby certify that the independent study plan accompanying this Form J-13A submission meets the requirements described above and is true and correct to the best of my knowledge and belief.**

School District Superintendent, Charter School Administrator, or County Superintendent (or designee):

Name: Michelle Stewart	**Title:** Superintendent
Wet Signature:	**Date:** 1/6/2023

CALIFORNIA DEPARTMENT OF EDUCATION
SCHOOL FISCAL SERVICES DIVISION
September 2022

Certification Form for Independent Study Instructions

The Independent Study Certification and independent study plan is an annual requirement that must be submitted with the local educational agency's (LEA's) first Form J-13A submission in a FY. To the extent that there are no changes to the LEA's certified plan for the FY, all subsequent Form J-13A submissions for the FY do not need to include the certification and certified plan.

How to file:

The Certification Form for Independent Study is available at https://www.cde.ca.gov/fg/aa/pa/j13aforms.asp. All sections of the form must be completed. The executed certification form and certified independent study plan must be attached to the entire Form J-13A package and mailed to the California Department of Education.

Signature:

The school district superintendent, charter school administrator, county superintendent, or a designee must sign the form. Only an original wet signature is acceptable for the Certification Form for Independent Study.

Where to file:

Mail the entire Form J-13A package to:

School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

Questions:

Please send questions about the completion and submittal of this form to attendanceaccounting@cde.ca.gov

Happy Valley School District

Plan for Return to In-Person Instruction
2022-2023

Michelle A. Stewart
August 2022

Updated November 15, 2022

Introduction

Happy Valley is committed to support the safety, academic, and social-emotional needs of students and staff following the pandemic. The purpose of this document is designed to provide a continuum of instructional opportunities and safety protocols that may be implemented based on health and safety restrictions in our State and County. It is obvious COVID-19 will be present in our community during the 2022-2023 school year and beyond, and we must plan to deliver instructional options that mitigate transmission potential and respond appropriately to protect students and staff. The delivery of the instructional plans may vary, based on changes in our community's rate of infection, over the course of the academic year.

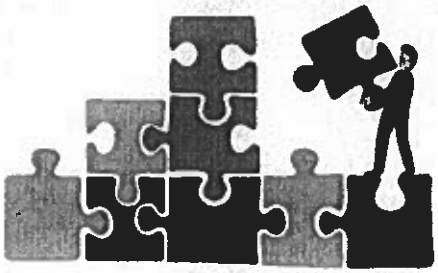
School leaders and the school community are prepared for the future possibility of variants of COVID-19 and the impact on students, and to respond to guidance while students are in school.

As we prepare to return to full in-person learning in August, we look forward to feedback and collaboration with our stakeholders: Board members, Staff, Parents, Students, and Community Members. This document is based on guidance and information taken from the California Department of Health CDPH Guidance, and in conjunction with the Santa Cruz County Office of Education COVID-19 Health and Safety Guidance.

Guiding Principles

- Keep students, staff and families safe and healthy.
- Ensure equitable access and opportunities for all students.
- Include flexibility and options that meet the needs of our students.
- Engage and communicate with stakeholders.
- Leverage county and community resources
- Comply with public health directives and guidelines.
- Support students' academic, social, emotional, and mental health.

Instruction



Happy Valley is committed to students' academic, social, emotional, and mental health. In order to address the academic impact of lost instructional time due to COVID-19, we will implement increased evidence-based interventions. These interventions include, but are not limited to, aide support, an intervention teacher committed to supporting students both in and out of the classroom, outdoor learning environments, counseling, Social-Emotional curriculum (Peacebuilders), and safety protocols. The current curriculum and resources meet the needs of most students, and additional resources may be purchased or investigated to support specific needs in all subject areas.

Health and Safety

Masks

It is recommended that K-12 students mask indoors. Adults in K-12 school settings who are a close contact at school are required to mask when sharing indoor spaces with students. Masks are optional outside, and parents are encouraged to set the masking expectation with their child.

Screening

We are asking parents to check their children for any COVID symptoms before coming to school. All of the Districts in Santa Cruz County are participating in a weekly PCR screening system. Every student who signs up will be tested twice weekly for COVID. Please see the FAQS on the PCR system for more information. Families giving consent for student screening will sign up through Inspire Diagnostics.

Social distancing

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g. masking) are implemented. This is consistent with CDC K-12 School Guidance.

Ventilation recommendations

For indoor spaces, ventilation should be optimized, which can be done by following CDPH Guidance on Ventilation of Indoor Environments and Ventilation and Filtration to Reduce Long-Range Airborne Transmission of COVID-19 and Other Respiratory Infections: Considerations for Reopened Schools. There are ventilation system filters in every classroom that are MERV-rated at MERV 13 or better. Portable air cleaners are also available in every classroom. Windows and doors will be opened when appropriate.

Hygiene

Signs are posted around campus, bathrooms, and classrooms with Mask Guidance and Hand Washing reminders. Hand sanitizer is available in every classroom. Classrooms have sinks for handwashing as well.

Cleaning and Disinfecting

Each room used will be cleaned daily. Students and staff are highly encouraged to bring their own water bottles.

Food Service

CDHP recommends maximizing physical distance as much as possible while eating (especially indoors). There are outside spaces available for eating when the weather allows and as much as feasible.

COVID-19

Any student or staff who is COVID-19 positive must quarantine for 10 days.

Students or staff who **test positive for COVID-19** must isolate for 10 days and may return if:

- at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **AND**
- Symptom improvement; **AND**
- At least 10 days have passed since symptom onset

Students may return after Day 5 **IF** the following apply.

- Tests Negative on Day 5 from a CLIA certified program **AND**
- No symptoms or improving symptoms **AND**
- Monitor symptoms through day 10. (Return to isolation if symptoms develop.)
- Masking is Strongly Recommended indoors

Students or staff **with COVID-19 symptoms** must be isolated. If symptoms occur at school, students will be isolated until they are picked up by their caregivers.
Students may return to school when:

1. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and**
2. Other symptoms have improved; **and**
3. One of the following:
    a. They have a negative test for SARS-CoV-2 administered by a CLIA certified lab, **OR**
    b. A healthcare provider has provided documentation that the symptoms are typical of an underlying chronic condition (e.g., allergies or asthma) **OR**
    c. A healthcare provider has confirmed an alternative diagnosis, **OR**
    d. At least 10 days have passed since symptom onset.

When there is an exposure indoors at school, the following applies:

- Exposed students, regardless of COVID-19 vaccination status, should get tested for COVID-19 with at least one diagnostic test obtained within 3-5 days after last exposure, unless they had COVID-19 within the last 90 days.
    - Inspire Diagnostics will be on campus to test students Mondays and Thursdays. If you have not yet registered, here is the link.
    - PCR and antigen testing must be performed/observed by a healthcare provider, laboratory, or a CLIA certified program.
- Exposed students who had COVID-19 within the last 90 days should monitor for symptoms. If symptoms develop, they should isolate and get tested.
- All students with known exposure should wear a well-fitting mask around others for a total of 10 days.

Independent Study

Should parents be uncomfortable sending their child back to school in person, Pacific Elementary School is offering Long Term Independent Study to Happy Valley students, with an approved Interdistrict Transfer.

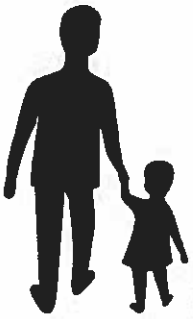
Should Happy Valley need to close school for emergency situations, Independent Study will be offered with the following conditions:

(1) Independent study will be offered within 10 days of the first day of a school closure.

(2) Students who are individuals with exceptional needs shall receive the services identified in their individualized education programs.

(3) Independent study is voluntary, and families must sign a master agreement.

Please call our school office for more information.



Parent Involvement

There are many ways parents can be involved in their children's education at Happy Valley.
Opportunities for parents to be involved include:

- Parent Club
- LCAP Parent Advisory Committee
- Safety Committee
- On-site volunteers
- Field trips as allowable

Conclusion

Happy Valley School's mission is to educate the whole child in a small, safe, community supported school that provides a solid foundation to achieve academic, social , and emotional success. Happy Valley will continue to work with the County Office of Education and the Santa Cruz Public Health Officer to identify and clarify public health restrictions. This document will be regularly updated as regulations, mandates, and schedules change.

For more information, please contact Michelle Stewart, Superintendent, Happy Valley Elementary School mstewart@hvesd.com .

3125 Branciforte DR | Santa Cruz, CA 95065 | PH: 831-429-1456 | Fax: 831-429-6205

Search

HAPPY VALLEY
SCHOOL DISTRICT

Home Staff HVS School Families Support Employee Resources

Parent Information and Forms

- Independent Study for School Closure.pdf
- Parent HandbookSun 7.2022-updated complaint n-a.pdf
- Driver Certification Form 2021.pdf
- Administration Of Medication At School
- Vaccination Requirements
- Daily Schedule
- IDT Attendance Permit Form
- Emergency Communication To Families (1).pdf

Superintendent/Principal
Michelle Stewart
mstewart@hvesd.com

Happy Valley School

A California Distinguished School
Small School, Big Goals, Amazing Results
3125 Branciforte Drive
Santa Cruz, CA 95065
(831)429-1456

Administrative Assistant
Paige Lynd
plynd@hvesd.com

January 10, 2023

Dear Families:

Due to the winter storms, Happy Valley needed to close schools on January 4 and January 9, 2023. Parents may request work through Independent Study within 10 days of each school closure date. Independent study is voluntary. Please contact your child's teacher, or the school office, for more information.

Michelle A. Stewart
Happy Valley Superintendent/Principal
(831)429-1456

Gmail

Paige Lynd <plynd@hvesd.com>

Pump

1 message

Michelle Stewart <mstewart@hvesd.com> Mon, Jan 9, 2023 at 9:02 AM
To: Paige Lynd <plynd@hvesd.com>, Donna Walker <dwalker@hvesd.com>

The fire department cleared the back and dug a trench to the garden. They recommend that someone additionally comes out and looks at the pump. There was plenty of water coming out of the white pipe by room 6, so I think it was working. They plugged it back in.
Michelle A. Stewart
Happy Valley Superintendent/Principal
(831)429-1456

Gmail

Paige Lynd <plynd@hvesd.com>

No School Wednesday, January 3, 2023

1 message

Michelle Stewart <mstewart@hvesd.com>
Bcc: hvs-staff@hvesd.com

Tue, Jan 3, 2023 at 12:24 PM

Dear Happy Valley Community,

We have been notified by the Santa Cruz Sheriff's Office, due to the incoming weather system, Happy Valley will not be in session tomorrow, Wednesday, January 4th. We plan to resume school on Thursday, January 5th.

We are sending this same communication through our automated system shortly, so you may receive this email more than once.

Please stay safe!

Michelle A. Stewart
Happy Valley Superintendent/Principal
(831)429-1456

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You received this message because you are subscribed to the Google Groups "HVS Staff" group.
To unsubscribe from this group and stop receiving emails from it, send an email to hvs-staff+unsubscribe@hvesd.com.
To view this discussion on the web visit https://groups.google.com/a/hvesd.com/d/msgid/hvs-staff/CAEG-UMDZf32PcvC-mxsr5ucYQ9VMtOXbG3B4jZyTxGcH_Knp%2BQ%40mail.gmail.com.

Gmail

Paige Lynd <plynd@hvesd.com>

School cancelled today

1 message

Michelle Stewart <mstewart@hvesd.com>
To: HVS Staff <hvs-staff@hvesd.com>

Mon, Jan 9, 2023 at 8:38 AM

Hello, Team.

We decided that due to the horrible road conditions and the continuing alerts, we are cancelling school today. Please remember this is a paid day for aides and teachers, so do what you can to work from home. Please do not attempt to come to school.

Hopefully we will back in session tomorrow. Stay safe, friends.

Michelle A. Stewart
Happy Valley Superintendent/Principal
(831)429-1456

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You received this message because you are subscribed to the Google Groups "HVS Staff" group.
To unsubscribe from this group and stop receiving emails from it, send an email to hvs-staff+unsubscribe@hvesd.com.
To view this discussion on the web visit https://groups.google.com/a/hvesd.com/d/msgid/hvs-staff/CAEG-UMBJgLRKrWjArgHn1W%2BgB-uk9QHBQty2rkvVL0faetbc2g%40mail.gmail.com.

Gmail

Paige Lynd <plynd@hvesd.com>

School Canceled January 9th

1 message

HappyValley <Notification@target101.brightarrow.com> Mon, Jan 9, 2023 at 8:42 AM
Reply-To: HappyValley <dwalker@hvesd.com>
To: plynd@hvesd.com

School is canceled today, Monday January 9th, due to road conditions and continuous weather alerts. Thank you.

HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT
2022-2023 SCHOOL CALENDAR

Approved 1/26/2022

JULY 2022

M	T	W	T	F	
				1	July 4 - Independence Day
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

AUGUST 2022

M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	Aug 8 &9 - Teacher Workdays
15	16	17	18	19	Aug 10- First Day of School
22	23	24	25	26	
29	30	31			16 Instructional Days

SEPTEMBER 2022

M	T	W	T	F	
			1	2	
5	6	7	8	9	Sept 5- Labor Day
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	21 Instructional Days

OCTOBER 2022

M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					21 Instructional Days

NOVEMBER 2022

M	T	W	T	F	
					Nov. 1- Staff Development Day/No School
	1	2	3	4	Nov 4-End of First Trimester
7	8	9	10	11	Nov 11- Veteran's Day
14*	15*	16*	17*	18*	Nov 14-18* - Par/Teach Conf.-Early Release
21	22	23	24	25	Nov 21-25 - Thanksgiving Break
28	29	30			15 Instructional Days

DECEMBER 2022

M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	Dec 19-Jan 2 - Winter Break
26	27	28	29	30	12 Instructional Days

JANUARY 2023

M	T	W	T	F	
2	3	4	5	6	Jan 2- Winter Break
9	10	11	12	13	
16	17	18	19	20	Jan 16- M.L. King Jr. Day (observed)
23	24	25	26	27	
30	31				20 Instructional Days

FEBRUARY 2023

M	T	W	T	F	
		1	2	3	
6	7	8	9	10	Feb 17- Lincoln Holiday (observed)
13	14	15	16	17	Feb. 20- Presidents' Holiday
20	21	22	23	24	Feb 24- End of Second Trimester
27	28				18 Instructional Days

MARCH 2023

M	T	W	T	F	
		1	2	3	March 2- Report cards go home
6	7	8	9	10	
13	14	15	16	17	March 17- Staff Development Day/No School
20	21	22	23	24	
27	28	29	30	31	22 Instructional Days

APRIL 2023

M	T	W	T	F	
3	4	5	6	7	Apr. 3 - Apr. 7- Spring Break
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
					15 Instructional Days

MAY 2023

M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	May 26-Last Day of School/Minimum Day
22	23	24	25	26	May 29 Memorial Day
29	30	31			20 Instructional Days

JUNE 2023

M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

Every Friday is a restructured day - Grades 1-6 dismissed at 12:45pm Days Taught 180, Teacher Contract Days 184

○ First/Last day of school *Parent/Teacher conferences

Policy 6158: Independent Study **Status:** ADOPTED

Original Adopted Date: 03/11/2015 | **Last Revised Date:** 10/12/2022 | **Last Reviewed Date:** 10/12/2022

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered for short- or long-term placements, on a full-time or part-time basis, and/or in conjunction with part- or full-time classroom study.

The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult education students. (Education Code 51747; 5 CCR 11701)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

Student participation in independent study shall be voluntary and no student shall be required to participate. (Education Code 51747, 51749.5, 51749.6)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

The minimum period of time for any independent study option shall be three consecutive school days. (Education Code 46300)

General Independent Study Requirements

The Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for participation and is likely to succeed as well as or better than the student would in the regular classroom setting.

The minimum instructional minutes shall be the same for all students at each school including students participating in independent study, except as otherwise permitted by law. (Education Code 46100)

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of programs. When necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due. However, in no event shall the due date of an assignment be extended beyond the termination date specified in the student's written agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060

2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments

3. Learning of required concepts, as determined by the supervising teacher

4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California (UC) or the California State University (CSU) as creditable under the A-G admissions criteria. (Education Code 51747)

The Superintendent or designee shall ensure that all students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction

2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction

3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students participating in an independent study program for 15 school days or more, who are: (Education Code 51747)

1. Not generating attendance for more than ten percent of the required minimum instructional time over four continuous weeks of the district's approved instructional calendar

2. Not participating in synchronous instructional offerings pursuant to Education Code 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span

3. In violation of their written agreement

Tiered reengagement strategies procedures used in district independent study programs shall include local programs intended to address chronic absenteeism, as applicable, including but not limited to the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student

2. Notification to parents/guardians of lack of participation within one school day of the recording of a nonattendance day or lack of participation

3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary

4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall, for students who participate in an independent study program for 15 school days of more, develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days. (Education Code 51747)

When any student enrolled in classroom-based instruction is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, the student shall be exempt from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements specified above. In such cases, evidence from appropriately licensed professionals, of the student's need to participate in independent study, shall be submitted to the Superintendent or designee. (Education Code 51747)

The Superintendent or designee shall ensure that a written agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in the section "Master Agreement," the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study for three or more consecutive school days. (Education Code 46300, 51747)

For student participation for 15 school days or more, a signed written agreement shall be obtained before the student begins independent study. For student participation of less than 15 school days, a signed written agreement shall be obtained within ten school days of the first day of the student's enrollment. (Education Code 46300, 51747)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but is not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress

2. The objectives and methods of study for the student's work and the methods used to evaluate that work

3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work

4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study

5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year

6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion

7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports

8. A statement that independent study is an optional educational alternative in which no student may be required to participate

9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

10. Before the commencement of independent study projected to last for 15 school days or more, or within ten school days of the first day of enrollment for independent study for less than 15 school days, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under 18 years of age, the certificated employee responsible for the general supervision of independent study, and for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student

Written agreements may be signed using an electronic signature that complies with state and federal standards, as

determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

Course-Based Independent Study

The district's course-based independent study program for students in grades K-12 shall be subject to the following requirements: (Education Code 51749.5)

1. A signed learning agreement shall be completed and on file for each participating student, pursuant to Education Code 51749.6

2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction

3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the district for graduation and approved by UC or CSU as creditable under the A-G admissions criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. The certification shall also include plans to provide opportunities throughout the school year, for all students in transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for all students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for all students in grades 9-12 to receive at least weekly synchronous instruction.

4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3

5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program as indicated by the student's performance on applicable student-level measures of student achievement and engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

   If satisfactory educational progress in one or more independent study courses is not being made, the teacher providing instruction shall notify the student and, if the student is under 18 years of age, the student's parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be treated as a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

   Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, a plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

6. Examinations shall be administered by a proctor

7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of

comparisons with the test results of students enrolled in classroom-based courses.

8. A student shall not be required to enroll in courses included in the course-based independent study program

9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6

10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208

11. Courses required for high school graduation or for admission to UC or CSU shall not be offered exclusively through independent study

12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011

13. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course

14. A student with disabilities, as defined in Education Code 56026, may participate in course-based independent study if the student's individualized education program specifically provides for that participation

15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study

16. The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days

Learning Agreement for Course-Based Independent Study

Before enrolling a student in a course within a course-based independent study program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5

2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to Item #3 of the Course-Based Independent Study section above

3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years

4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program

5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work

6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports

7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through

course-based independent study only if the student is offered the alternative of classroom instruction.

8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress

9. The objectives and methods of study for the student's work, and the methods used to evaluate that work

10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study

11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.

12. Before the commencement of an independent study course projected to last for 15 school days or more, or within ten school days of the first day of enrollment for an independent study course projected to last less than 15 school days, the learning agreement shall be signed and dated by the student, and by the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee responsible for the general supervision of the independent study course, and as applicable for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552.

    Learning agreements may be signed using an electronic signature that complies with state and federal standards, as determined by CDE. (Education Code 51749.6)

A signed learning agreement from a parent/guardian of a student who is less than 18 years of age shall constitute the parent/guardian's permission for the student to receive instruction through course-based independent study. (Education Code 51749.6)

Upon the request of a student's parent/guardian, and before signing a learning agreement as described above, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference, or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian, an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51749.6)

Student-Parent-Educator Conferences

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or, if requested by a parent/guardian, prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

Records

The Superintendent or designee shall ensure that records are maintained for audit purposes.

These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study

2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education

3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher

4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student

work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)

6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee shall also maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

Signed written and supplemental agreements, assignment records, work samples, and attendance records may be maintained as an electronic file in accordance with Education Code 51747 and 51749.6, as applicable.

Program Evaluation

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

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

State References	Description
5 CCR 11700-11705	Independent study
Ed. Code 17289	Exemption for facilities
Ed. Code 41020	Requirement for annual audit
Ed. Code 41422	Emergency conditions and apportionments
Ed. Code 42238	Revenue limits
Ed. Code 42238.05	Local control funding formula; average daily attendance
Ed. Code 44865	Qualifications for independent study teachers
Ed. Code 46100	Length of school day
Ed. Code 46200-46208	Incentives for longer instructional day and year
Ed. Code 46300-46307.1	Methods of computing average daily attendance
Ed. Code 46390-46393	Emergency average daily attendance
Ed. Code 46600	Interdistrict attendance computation
Ed. Code 47612-47612.1	Charter School Operation
Ed. Code 47612.5	Charter schools operations; general requirements
Ed. Code 48204	Residency requirements for school attendance
Ed. Code 48206.3	Home or hospital instruction; students with temporary disabilities

Ed. Code 48220	Classes of children exempted
Ed. Code 48340	Improvement of pupil attendance
Ed. Code 48915	Expulsion; particular circumstances
Ed. Code 48916.1	Educational program requirements for expelled students
Ed. Code 48917	Suspension of expulsion order
Ed. Code 49011	Student fees
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51744-51749.6	Independent study
Ed. Code 52060	Local control and accountability plan
Ed. Code 52523	Adult education as supplement to high school curriculum; criteria
Ed. Code 56026	Individual with exceptional needs
Ed. Code 58500-58512	Alternative schools and programs of choice
Fam. Code 6550-6552	Caregivers

Federal References	**Description**
20 USC 6301	Highly qualified teachers
20 USC 6311	State plan

Management Resources References	**Description**
California Department of Education Publication	Legal Requirements for Independent Study
California Department of Education Publication	Conducting Individualized Determinations of Need
California Department of Education Publication	2021-22 AA & IT Independent Study FAQs
California Department of Education Publication	California Digital Learning Integration and Standards Guidance, May 2021
California Department of Education Publication	Elements of Exemplary Independent Study
Court Decision	Modesto City Schools v. Education Audits Appeal Panel (2004) 123 Cal.App.4th 1365
Education Audit Appeals Panel Publication	Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Consortium for Independent Study - https://simbli.eboardsolutions.com/SU/6EJ9KJRdGGplusAXslshfOR6gplusRQ==
Website	California Department of Education, Independent Study - https://simbli.eboardsolutions.com/SU/aXxHIGI4L70pDRS6Jnl2Jw==
Website	Education Audit Appeals Panel - https://simbli.eboardsolutions.com/SU/6VovW08Qz3ek2v0oFNslshtMg==

Cross References	**Description**
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/LHbI66X4GzUDYQPvqraNcw==
0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/y4mf234tLs5UeaxslshslshQwfUw==

0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/OIzis7TLTkNbvJDwNW2x0A==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/cOB68jkyfTc58kiqIZgjVg==
0500	Accountability - https://simbli.eboardsolutions.com/SU/oPQ7TiJnslshzK3PXdE6gAaeg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/GrYs2UICEynJslRcs65plusWw==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/Aj0BHq17yd7j9VfnqQNICQ==
3516.5	Emergency Schedules - https://simbli.eboardsolutions.com/SU/BiEWfrP5Vc9YV9VSXwIPuA==
3580	District Records - https://simbli.eboardsolutions.com/SU/cYHF9TkPVgNt8Vi9GxSr6A==
3580	District Records - https://simbli.eboardsolutions.com/SU/zkIQbzslYNQ4xOV1VyFVVg==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/fjSXTF7eyOzOecfvE36MCQ==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/I2ycnOiG1WiQVDj9tmf9VA==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/CimGslshoUovwp435wyfslsh0jKg==
5111.1	District Residency - https://simbli.eboardsolutions.com/SU/pSpUGIe9LDuALYEAYfkBCg==
5111.1	District Residency - https://simbli.eboardsolutions.com/SU/qv6IHMSjNEaul9bAcLHslshTw==
5113	Absences And Excuses - https://simbli.eboardsolutions.com/SU/YvplusPNP1aenQXv9Th7OPNYQ==
5113	Absences And Excuses - https://simbli.eboardsolutions.com/SU/qslshIH4TSDXe7UFHJoxtLV5w==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/eMsCP1fHY5oiwoslshiuplusFM9A==
5113.1	Chronic Absence And Truancy - https://simbli.eboardsolutions.com/SU/uWqAdTplus6s5VPPYyQbbVjLQ==
5121	Grades/Evaluation Of Student Achievement - https://simbli.eboardsolutions.com/SU/4cqWRSslsh5comTH7YdaEPz8g==
5121	Grades/Evaluation Of Student Achievement - https://simbli.eboardsolutions.com/SU/qF51yVtvZkpLyZ3PzXgNQw==
5125	Student Records - https://simbli.eboardsolutions.com/SU/CJwjJexxHfuZ1VSNHJZqEg==
5125	Student Records - https://simbli.eboardsolutions.com/SU/2HddSwaVzaPBkPF0a7UGaQ==
5126	Awards For Achievement - https://simbli.eboardsolutions.com/SU/r4RVPtm6Iq8kVS4s1FxPdA==
5126	Awards For Achievement - https://simbli.eboardsolutions.com/SU/J1sSKTv8bL7toqC9NmSyaA==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/YZ7c8SJtGm0fuTyrnEX64A==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/o39slsh6hwTPRk7JPY5ydQBbQ==

5141.31	Immunizations - https://simbli.eboardsolutions.com/SU/aCGgYROGWAnshyD8YJ6FGw==
5141.31	Immunizations - https://simbli.eboardsolutions.com/SU/mX99CxvFZIjm1pXplusvXZskw==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/G5w08NNOzFkfS2XWzyAFbA==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/DPBTmvMrwZSPpBizKMs1JQ==
5146	Married/Pregnant/Parenting Students - https://simbli.eboardsolutions.com/SU/AdJKycLA2iplusDvjyV9mvwqA==
5147	Dropout Prevention - https://simbli.eboardsolutions.com/SU/VRKBamUw3T0SfEBxslshzdPKA==
6000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/jSUh6FVUtLiplus5bqSVipnoQ==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/3Ov3kmKHd498plusj4mOqBsLQ==
6111	School Calendar - https://simbli.eboardsolutions.com/SU/cVJ4FHUFWimy0F6Hp5slshaWA==
6112	School Day - https://simbli.eboardsolutions.com/SU/t6klBOeNtBE6gmKbrx4CHA==
6112	School Day - https://simbli.eboardsolutions.com/SU/867QE0vhT5qVplusf4HFjV7Gw==
6142.4	Service Learning/Community Service Classes - https://simbli.eboardsolutions.com/SU/dQCkzw9iXgsuZQYGANplusdzQ==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/0wiz8ejjslshVXju2SvFOO1yw==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/ncZNplusIHlW0TqZZ9qmXohvA==
6152	Class Assignment - https://simbli.eboardsolutions.com/SU/zKsGvLq7tOl0SbYTbuSt7A==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/jqeLfBpc1xjkGKtYuEDfmA==
6159	Individualized Education Program - https://simbli.eboardsolutions.com/SU/Yy7DTk2X2REwlu8W1SpmQQ==
6162.5	Student Assessment - https://simbli.eboardsolutions.com/SU/Ckw58zpcIz8vvB6oExHmTg==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/7ToAN6rQC8WcnnjT8CJp0A==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/I0slsht2C8jUnkaCN5C2phBhQ==
6164.5	Student Success Teams - https://simbli.eboardsolutions.com/SU/epGEor3Xkogo5btPim8KNA==
6164.5	Student Success Teams - https://simbli.eboardsolutions.com/SU/MPZW6QpFCss7lC0WfVDKug==
6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/qYdYR9HugVaTKECPhJmFSA==
6172	Gifted And Talented Student Program - https://simbli.eboardsolutions.com/SU/OW2LO1pluseWQiE1VgHUfBMPw==
6183	Home And Hospital Instruction - https://simbli.eboardsolutions.com/SU/KegaUW1aGIXFYv5diFgO8A==

6184	Continuation Education - https://simbli.eboardsolutions.com/SU/UBo2UW6gyoyQbWJBJquK3Q==
6184	Continuation Education - https://simbli.eboardsolutions.com/SU/Rk2ySFdDVe9MHj1A2GQcCQ==

CSBA UPDATE CHECKLIST – December 2022

District: Happy Valley School
Contact Name: Michelle Stewart, mstewart@hvesd.com, 831429-1456

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
BP 0430	Comprehensive Local Plan for Special Education	**OPTION 1:** ☐ **OPTION 2:** ☐ **OPTION 3:** ☒	
AR 0430	Comprehensive Local Plan for Special Education		
BP 0450	Comprehensive Safety Plan	**OPTION 1:** ☐ **OPTION 2:** ☒	
AR 0450	Comprehensive Safety Plan		
BP 0460	Local Control and Accountability Plan		
AR 0460	Local Control and Accountability Plan		
AR 3260	Fees and Charges		
BP 3460	Financial Reports and Accountability		
AR 3460	Financial Reports and Accountability		
BP 3515	Campus Security		
AR 3515	Campus Security		
AR 3516.2	Bomb Threats		
BP 5131.7	Weapons and Dangerous Instrument	**OPTION 1:** ☐ **OPTION 2:** ☒	
AR 5131.7	Weapons and Dangerous Instrument		

CSBA UPDATE CHECKLIST – December 2022

District: Happy Valley School

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
AR 5141.3	Health Examinations		
BP 5142	Safety		
AR 5142	Safety		
AR 5142.2	Safe Routes to School Program		
BP 5148.2	Before/After School Programs	**OPTION 1:** ☐ **OPTION 2:** ☒	
AR 5148.2	Before/After School Programs	**OPTION 1:** ☐ **OPTION 2:** ☒	
AR 6164.4	Identification and Evaluation of Individuals for Special Education	**Fill in the Blanks** superintendent | principal	

CSBA UPDATE CHECKLIST – December 2022

District: Happy Valley School

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
BB 9220	Governing Board Elections	**OPTION 1:** ☐ **OPTION 2:** ☒ **OPTION 3:** ☐ **AND** **OPTION 1:** ☐ **OPTION 2:** ☒ **AND** **OPTION 1:** ☐ **OPTION 2:** ☒ **AND** **OPTION 1:** ☐ **OPTION 2:** ☐ **OPTION 3:** ☐	To discuss
BB 9223	Filling Vacancies		
BB 9323	Meeting Conduct		

Policy 0430: Comprehensive Local Plan For Special Education

Status: ADOPTED

Original Adopted Date: 02/01/1998 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

The Governing Board recognizes its obligation to provide a free appropriate public education to all individuals with disabilities, aged 3 to 21 years, who reside in the district.

OPTION 1: (Single-district SELPA)

In order to meet the needs of individuals with disabilities, the district shall serve as a Special Education Local Plan Area (SELPA) pursuant to Education Code 56195.1.

The Superintendent or designee shall develop a local plan for the education of individuals with disabilities residing in the district. The plan shall be approved by the Board and submitted to the county office of education and the Superintendent of Public Instruction (SPI). (Education Code 56195.1, 56195.3)

OPTION 1 ENDS HERE

OPTION 2: (Districts that participate in a multi-district SELPA)

In order to meet the needs of individuals with disabilities, the district shall participate as a member of a multi-district Special Education Local Plan Area (SELPA) pursuant to Education Code 56195.1.

The district shall enter into agreements with other members of the SELPA in accordance with Education Code 56195.1 and 56195.7. Consistent with these agreements, the district shall adopt policies governing the programs and services it operates. (Education Code 56195.8)

The Superintendent or designee shall work with the other members of the SELPA to develop a local plan for the education of individuals with disabilities. The plan shall be approved by the Board and the other members of the SELPA, and shall be submitted to the county office of education and the SPI. (Education Code 56195.1, 56195.3)

OPTION 2 ENDS HERE

OPTION 3: (Districts that participate in a multi-district SELPA with the county office of education)

In order to meet the needs of individuals with disabilities, the district shall participate as a member of a Special Education Local Plan Area (SELPA) with other districts and the county office of education pursuant to Education Code 56195.1.

The district shall enter into agreements with other members of the SELPA in accordance with Education Code 56195.1 and 56195.7. Consistent with these agreements, the district shall adopt policies governing the programs and services it operates. (Education Code 56195.8)

The Superintendent or designee shall work with the other members of the SELPA to develop a local plan for the education of individuals with disabilities. The plan shall be approved by the Board and the other members of the SELPA, and shall be submitted to the SPI. (Education Code 56195.1)

OPTION 3 ENDS HERE

Each year, the Superintendent or designee shall provide to the Board any data and/or information regarding the special education funding generated by the district as supplied by the SPI and the SELPA in accordance with Education Code 56836.148.

The local plan shall be reviewed at least once every three years and updated as needed to ensure the information contained in the plan remains relevant and accurate. The local plan shall be updated cooperatively by a committee of representatives of special and regular education teachers and administrators selected by the groups they represent and with participation by parent/guardian members of the community advisory committee, or parents/guardians selected by the community advisory committee, to ensure adequate and effective participation and communication. (Education Code 56195.9)

Special education programs and services shall be reviewed on an ongoing basis. The results of such evaluations shall be used to identify and correct any program deficiencies.

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

State References	**Description**
5 CCR 3000-3089	Regulations governing special education
Ed. Code 56000-56001	Education for individuals with exceptional needs
Ed. Code 56020-56035	Definitions
Ed. Code 56040-56046	General provisions
Ed. Code 56048-56050	Surrogate parents
Ed. Code 56055	Foster parents
Ed. Code 56060-56063	Substitute teachers in special education
Ed. Code 56170-56177	Children enrolled in private schools
Ed. Code 56190-56194	Community advisory committees
Ed. Code 56195-56195.10	Local plans
Ed. Code 56205-56208	Local plan requirements 56213 Special education local plan
Ed. Code 56211-56214	Special education local plan areas with small or sparse populations
Ed. Code 56240-56245	Staff development
Ed. Code 56300-56385	Identification and referral; assessment, instructional planning
Ed. Code 56440-56447.1	Programs for individuals between the ages of three and five years
Ed. Code 56500-56508	Procedural safeguards, including due process rights
Ed. Code 56520-56524	Behavioral interventions
Ed. Code 56600-56606	Evaluation, audits and information
Ed. Code 56836-56836.05	Administration of local plan
Gov. Code 7579.5	Surrogate parent; appointment, qualification and liability
Gov. Code 95000-95004	California Early Intervention Services Act
W&I Code 361	Limitations on parental control
W&I Code 726	Limitations on parental control

Federal References	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973

34 CFR 300.1-300.818	Assistance to states for the education of students with disabilities
34 CFR 300.500-300.520	Procedural safeguards and due process for parents and students
34 CFR 303.1-303.654	Early intervention program for infants and toddlers with disabilities
34 CFR 99.10-99.22	Inspection, review and procedures for amending education records
42 USC 12101-12213	Americans with Disabilities Act

Management Resources References	Description
CSBA District and County Office of Education Legal Services - Website https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==	
California Department of Education, Special Education - Website https://simbli.eboardsolutions.com/SU/wbtzINw8puwslshjTsrmVmBCA==	
U.S. Department of Education, Office of Special Education Programs - Website https://simbli.eboardsolutions.com/SU/v4I2D9cNplus2KZ0yVtPslshvZhg==	

Cross References	Description
Comprehensive Plans - 0400 https://simbli.eboardsolutions.com/SU/UlLsVqPZvBpSMYEMSsSpgQ==	
Charter School Authorization - 0420.4 https://simbli.eboardsolutions.com/SU/yqvHtAwxzffp9smLplusmfcAQ==	
Charter School Authorization - 0420.4 https://simbli.eboardsolutions.com/SU/6aKw9KbSgexgJfcQrYo5eQ==	
Local Control And Accountability Plan - 0460 https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==	
Local Control And Accountability Plan - 0460 https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==	
Citizen Advisory Committees - 1220	

https://simbli.eboardsolutions.com/SU/7wRcaQ9gjBXCOuqWB54wfA==

Citizen Advisory Committees -

1220

https://simbli.eboardsolutions.com/SU/WXKjOn8KOplusMpLzpTd3ujpQ==

Uniform Complaint Procedures -

1312.3

https://simbli.eboardsolutions.com/SU/qvzpYbttZOPNWrpR2Lc9VQ==

Uniform Complaint Procedures -

1312.3

https://simbli.eboardsolutions.com/SU/U5PKMAkslsh8XdmxbODX9gY2A==

Uniform Complaint Procedures -

1312.3-E(1)

https://simbli.eboardsolutions.com/SU/viccIxcmyjqgK8RRHm2Nkg==

Uniform Complaint Procedures -

1312.3-E(2)

https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==

Transportation For Students With Disabilities -

3541.2

https://simbli.eboardsolutions.com/SU/slshxvzUpFU7JJURslshN7eBIjSQ==

School Bus Drivers -

3542

https://simbli.eboardsolutions.com/SU/4QWcENQXnTQFBLEpluszfCyvw==

Special Education Staff -

4112.23

https://simbli.eboardsolutions.com/SU/irm0wWLeSkGJ5UwfJqHGEw==

Suspension And Expulsion/Due Process (Students With Disabilities) -

5144.2

https://simbli.eboardsolutions.com/SU/VfqT4dag9OryfRHQPxk58A==

Parent Involvement -

6020

https://simbli.eboardsolutions.com/SU/8BBlLRHFPN4Ze3lDgijtIg==

Parent Involvement -

6020

https://simbli.eboardsolutions.com/SU/Q0ib1gK3KHGsHNIpTjqI8A==

Differential Graduation And Competency Standards For Students With

6146.4 Disabilities -

https://simbli.eboardsolutions.com/SU/Xs7XqDX5xXWGTjFqvve54w==

Individualized Education Program -

6159

https://simbli.eboardsolutions.com/SU/nRtcKBP3haQcPUiLWOYqgA==

Individualized Education Program -

6159

https://simbli.eboardsolutions.com/SU/IBlWJmfAP00e3xnVhUQNYg==

Procedural Safeguards And Complaints For Special Education -

6159.1

https://simbli.eboardsolutions.com/SU/S0PIFWQ0dcwNeAZdN9bmYQ==

Procedural Safeguards And Complaints For Special Education -

6159.1

https://simbli.eboardsolutions.com/SU/3gc3YUKeG1b3e7zDpoTL3Q==

Nonpublic, Nonsectarian School And Agency Services For Special Education

6159.2

- https://simbli.eboardsolutions.com/SU/ueu2nVzHClsqslsh5Oplus8osvjg==

Nonpublic, Nonsectarian School And Agency Services For Special Education

6159.2

- https://simbli.eboardsolutions.com/SU/8tj64Eb0rA04NXwDCLkGbQ==

Appointment Of Surrogate Parent For Special Education Students -

6159.3

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Appointment Of Surrogate Parent For Special Education Students -

6159.3

https://simbli.eboardsolutions.com/SU/WsbHcd1QtVwHGqMal6QN9g==

Behavioral Interventions For Special Education Students -

6159.4

https://simbli.eboardsolutions.com/SU/vvWaDbTd0I5EqM9eM3Rxhw==

Identification And Evaluation Of Individuals For Special Education -

6164.4

https://simbli.eboardsolutions.com/SU/8MB0fypnslshhf7DDguB9k9wA==

Identification And Evaluation Of Individuals For Special Education -

6164.4

https://simbli.eboardsolutions.com/SU/rsstgVL8YWDzm2Ni7PU9jg==

Children With Disabilities Enrolled By Their Parents In Private School -

6164.41

https://simbli.eboardsolutions.com/SU/u4wN5vUh5CfplusRtos7LFGfQ==

Children With Disabilities Enrolled By Their Parents In Private School -

6164.41

https://simbli.eboardsolutions.com/SU/32fc8wfxuslshplusplqJ1HeY7XA==

Identification And Education Under Section 504 -

6164.6 https://simbli.eboardsolutions.com/SU/6plusOTTGd6ABIAeBaW0zV0xg==

Identification And Education Under Section 504 -

6164.6

https://simbli.eboardsolutions.com/SU/CGPb7slshjqJY1l1isv4hclqQ==

Regulation 0430: Comprehensive Local Plan For Special Education **Status:** ADOPTED

Original Adopted Date: 04/01/2003 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

Definitions

Free appropriate public education (FAPE) means special education and related services that are provided at public expense, under public supervision and direction, and without charge; meet the standards of the California Department of Education, including the requirements of 34 CFR 300.1-300.818; include appropriate preschool, elementary school, or secondary school education for individuals between the ages of 3 and 21; and are provided in conformity with an individualized education program (IEP) that meets the requirements of 34 CFR 300.320-300.324. (Education Code 56040; 34 CFR 300.17, 300.101, 300.104)

Least restrictive environment means that, to the maximum extent appropriate, students with disabilities, including individuals in public or private institutions or other care facilities, be educated with individuals who are nondisabled, including the provision of nonacademic and extracurricular services and activities. Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. (Education Code 56040.1; 34 CFR 300.107, 300.114, 300.117) **Elements of the Local Plan**

The local plan developed by the Special Education Local Plan Area (SELPA) shall include, but not be limited to:
(Education Code 56122, 56205, 56206)

1. Policies, procedures, and programs, that are consistent with state laws, regulations, and policies and 20 USC 1412(a), 20 USC 1413(a)(1), and 34 CFR 300.201 governing the following:

    a. Free appropriate public education

    b. Full educational opportunity

    c. Child find and referral

    d. Individualized education programs, including development, implementation, review, and revision

    e. Least restrictive environment

    f. Procedural safeguards

    g. Annual and triennial assessments

    h. Confidentiality

    i. Transition from the Infants and Toddlers with Disabilities programs pursuant to 20 USC 1431 to the preschool program

    j. Children in private schools

k. Compliance assurances, including general compliance with the federal Individuals with Disabilities Education Act (20 USC 1400-1482), Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794), the federal Americans with Disabilities Act of 1990 (42 USC 12101-12213), related federal regulations, and Education Code 56000-56865

l. A description of the governance and administration of the local plan in accordance with Education Code 56205(a)(12)

m. Personnel qualification to ensure that personnel, including special education teachers and personnel and paraprofessionals are appropriately and adequately prepared and trained in accordance with Education Code 56058 and 56070 and 20 USC 1412(a)(14) and 1413(a)(3)

n. Performance goals and indicators

o. Participation in state and districtwide assessments, including assessments described in 20 USC 6301 et seq. and alternate assessments in accordance with 20 USC 1412(a)(16), and reports relating to assessments

p. Supplementation of state, local, and other federal funds, including nonsupplantation of funds

q. Maintenance of financial effort

r. Opportunities for public participation before adoption of policies and procedures

s. Suspension and expulsion rates

t. Access to instructional materials by blind individuals with exceptional needs and others with print disabilities in accordance with 20 USC 1412(a)(23)

u. Overidentification and disproportionate representation by race and ethnicity of children as individuals with exceptional needs, including children with disabilities with a particular impairment described in 20 USC 1401 and 1412(a)(24)

v. Prohibition of mandatory medication use pursuant to Education Code 56040.5 and 20 USC 1412(a)(25)

2. An annual budget plan, including descriptions of the SELPA's allocation plan in accordance with Education Code 56836-56845, all revenues by revenue source received by the SELPA specifically for the purpose of special education, a breakdown of the distribution of funds to each LEA within the SELPA, projected total special education expenditures by each LEA, projected total expenditures by the SELPA and the LEAs within the SELPA, projected funding to be received specifically for regionalized operations, and a breakdown of projected SELPA operating expenditures

3. An annual service plan, describing the services to be provided by each LEA, regardless of whether the LEA participates in the local plan, including the nature of the services and the physical location at which the services will be provided. This description shall demonstrate that all individuals with exceptional needs shall have access to services and instruction appropriate to meet their needs as specified in their individualized education programs.

4. Beginning July 1, 2027, an annual assurances support plan to demonstrate how the SELPA and its participating agencies are coordinating for purposes of assuring effective outcomes for students with disabilities, including a description of:

a. Support the governing board of the SELPA will provide to participating agencies in achieving the goals, actions, and services identified in their local control and accountability plans

b. The ways in which the governing board of the SELPA will connect participating agencies in need of technical assistance to the statewide system of support

c. The services, technical assistance, and support the governing board of the SELPA will provide to meet the required policies, procedures, and programs specified in Education Code 56205

5. A description of programs for early childhood special education from birth through five years of age

6. A description of the method by which members of the public, including parents/guardians of individuals with exceptional needs who are receiving services under the plan, may address questions or concerns pursuant to Education Code 56205

7. A description of a dispute resolution process, including mediation and arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan

8. Verification that the plan has been reviewed by the community advisory committee in accordance with Education Code 56205 and that the committee had at least 30 days to conduct this review before submission of the local plan to CDE

9. A description of the process being utilized to refer students for special education instruction pursuant to
Education Code 56303

10. A description of the process being utilized to oversee and evaluate placements in nonpublic, nonsectarian schools, the method of ensuring that all requirements of each student's IEP are being met, and a method for evaluating whether the student is making appropriate educational progress

11. A description of how specialized equipment and services will be distributed within the local plan area in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environment

The local plan, annual budget plan, annual service plan, and annual assurances support plan shall be written in language that is understandable to the general public. They shall be adopted at a public hearing of the SELPA, for which notice of the hearing shall be posted in each school in the SELPA at least 15 days before the hearing. (Education Code 56205)

Availability of the Plan

The Superintendent or designee shall post on the district's web site the approved local plan, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans. A complete copy of the local plan, annual budget plan, annual service plan, annual assurances support plan, and policies and
procedures shall be held on file in the district office and shall be accessible to any interested party. (Education Code 56205.5)

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

State References	Description
5 CCR 3000-3089	Regulations governing special education

Ed. Code 56000-56001	Education for individuals with exceptional needs
Ed. Code 56020-56035	Definitions
Ed. Code 56040-56046	General provisions
Ed. Code 56048-56050	Surrogate parents
Ed. Code 56055	Foster parents
Ed. Code 56060-56063	Substitute teachers in special education
Ed. Code 56170-56177	Children enrolled in private schools
Ed. Code 56190-56194	Community advisory committees
Ed. Code 56195-56195.10	Local plans
Ed. Code 56205-56208	Local plan requirements 56213 Special education local plan
Ed. Code 56211-56214	Special education local plan areas with small or sparse populations
Ed. Code 56240-56245	Staff development
Ed. Code 56300-56385	Identification and referral; assessment, instructional planning
Ed. Code 56440-56447.1	Programs for individuals between the ages of three and five years
Ed. Code 56500-56508	Procedural safeguards, including due process rights
Ed. Code 56520-56524	Behavioral interventions
Ed. Code 56600-56606	Evaluation, audits and information
Ed. Code 56836-56836.05	Administration of local plan
Gov. Code 7579.5	Surrogate parent; appointment, qualification and liability
Gov. Code 95000-95004	California Early Intervention Services Act
W&I Code 361	Limitations on parental control
W&I Code 726	Limitations on parental control

Federal References	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 300.1-300.818	Assistance to states for the education of students with disabilities
34 CFR 300.500-300.520	Procedural safeguards and due process for parents and students
34 CFR 303.1-303.654	Early intervention program for infants and toddlers with disabilities
34 CFR 99.10-99.22	Inspection, review and procedures for amending education records
42 USC 12101-12213	Americans with Disabilities Act

Management Resources References	**Description**
CSBA District and County Office of Education Legal Services - Website https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==	
California Department of Education, Special Education -	

Website

https://simbli.eboardsolutions.com/SU/wbtzINw8puwslshjTsrmVmBCA==

U.S. Department of Education, Office of Special Education Programs -

Website

https://simbli.eboardsolutions.com/SU/v4I2D9cNplus2KZ0yVtPslshvZhg==

Cross References **Description**

Comprehensive Plans -

0400

https://simbli.eboardsolutions.com/SU/UlLsVqPZvBpSMYEMSsSpgQ==

Charter School Authorization -

0420.4

https://simbli.eboardsolutions.com/SU/yqvHtAwxzffp9smLplusmfcAQ==

Charter School Authorization -

0420.4

https://simbli.eboardsolutions.com/SU/6aKw9KbSgexgJfcQrYo5eQ==

Local Control And Accountability Plan -

0460

https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpI4A==

Local Control And Accountability Plan -

0460

https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==

Citizen Advisory Committees -

1220

https://simbli.eboardsolutions.com/SU/7wRcaQ9gjBXCOuqWB54wfA==

Citizen Advisory Committees -

1220

https://simbli.eboardsolutions.com/SU/WXKjOn8KOplusMpLzpTd3ujpQ==

Uniform Complaint Procedures -

1312.3

https://simbli.eboardsolutions.com/SU/qvzpYbttZOPNWrpR2Lc9VQ==

Uniform Complaint Procedures -

1312.3

https://simbli.eboardsolutions.com/SU/U5PKMAkslsh8XdmxbODX9gY2A==

Uniform Complaint Procedures -

1312.3-E(1)

https://simbli.eboardsolutions.com/SU/vicclxcmyjqgK8RRHm2Nkg==

Uniform Complaint Procedures -

1312.3-E(2)

https://simbli.eboardsolutions.com/SU/xVUTW3cplusaaIR0zsW6DCG1w==

Transportation For Students With Disabilities -

3541.2

https://simbli.eboardsolutions.com/SU/slshxvzUpFU7JJURslshN7eBIjSQ==

School Bus Drivers -

3542 https://simbli.eboardsolutions.com/SU/4QWcENQXnTQFBLEpluszfCyvw==

Special Education Staff -

4112.23

https://simbli.eboardsolutions.com/SU/irm0wWLeSkGJ5UwfJqHGEw==

Suspension And Expulsion/Due Process (Students With Disabilities) -

5144.2

https://simbli.eboardsolutions.com/SU/VfqT4dag9OryfRHQPxk58A==

Parent Involvement -

6020 https://simbli.eboardsolutions.com/SU/8BBlLRHFPN4Ze3lDgijtIg==

Parent Involvement -

6020 https://simbli.eboardsolutions.com/SU/Q0ib1gK3KHGsHNIpTjqI8A==

Differential Graduation And Competency Standards For Students With Disabilities -

6146.4 https://simbli.eboardsolutions.com/SU/Xs7XqDX5xXWGTjFqvve54w==

Individualized Education Program -

6159

https://simbli.eboardsolutions.com/SU/nRtcKBP3haQcPUiLWOYqgA==

Individualized Education Program -

6159

https://simbli.eboardsolutions.com/SU/IBlWJmfAP00e3xnVhUQNYg==

Procedural Safeguards And Complaints For Special Education -

6159.1

https://simbli.eboardsolutions.com/SU/S0PIFWQ0dcwNeAZdN9bmYQ==

Procedural Safeguards And Complaints For Special Education -

6159.1

https://simbli.eboardsolutions.com/SU/3gc3YUKeG1b3e7zDpoTL3Q==

Nonpublic, Nonsectarian School And Agency Services For Special Education

6159.2

- https://simbli.eboardsolutions.com/SU/ueu2nVzHClsqslsh5Oplus8osvjg==

Nonpublic, Nonsectarian School And Agency Services For Special Education

6159.2

- https://simbli.eboardsolutions.com/SU/8tj64Eb0rA04NXwDCLkGbQ==

Appointment Of Surrogate Parent For Special Education Students -

6159.3

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Appointment Of Surrogate Parent For Special Education Students -

6159.3

https://simbli.eboardsolutions.com/SU/WsbHcd1QtVwHGqMal6QN9g==

Behavioral Interventions For Special Education Students -

6159.4

https://simbli.eboardsolutions.com/SU/vvWaDbTd0l5EqM9eM3Rxhw==

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https://simbli.eboardsolutions.com/SU/8MB0fypnslshhf7DDguB9k9wA==

Identification And Evaluation Of Individuals For Special Education -

6164.4

https://simbli.eboardsolutions.com/SU/rsstgVL8YWDzm2Ni7PU9jg==

Children With Disabilities Enrolled By Their Parents In Private School -

6164.41

https://simbli.eboardsolutions.com/SU/u4wN5vUh5CfplusRtos7LFGfQ==

Children With Disabilities Enrolled By Their Parents In Private School -

6164.41

https://simbli.eboardsolutions.com/SU/32fc8wfxuslshpluspIqJ1HeY7XA==

Identification And Education Under Section 504 -

6164.6 https://simbli.eboardsolutions.com/SU/6plusOTTGd6ABIAeBaW0zV0xg==

Identification And Education Under Section 504 -

6164.6

https://simbli.eboardsolutions.com/SU/CGPb7slshjqJY1l1isv4hclqQ==

Policy 0450: Comprehensive Safety Plan **Status:** ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

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

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

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

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

OPTION 1 ENDS HERE

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

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

OPTION 2 ENDS HERE

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

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

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

Tactical Response Plan

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

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

Safety Plan(s) Access and Reporting

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)
However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

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

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

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

State References	Description
5 CCR 11987-11987.7	School Community Violence Prevention Program requirements
5 CCR 11992-11993	Definition; persistently dangerous schools
CA Constitution Article 1, Section 28	Right to Safe Schools - https://simbli.eboardsolutions.com/SU/4uKslshNFWJwiWPc9Z3j2hmaA==
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Ed. Code 32260-32262	Interagency School Safety Demonstration Act of 1985
Ed. Code 32270	School safety cadre
Ed. Code 32280-32289.5	School safety plans
Ed. Code 32290	Safety devices
Ed. Code 35147	School site councils and advisory committees
Ed. Code 35183	School dress code; uniforms
Ed. Code 35266	Reporting of cyber attacks
Ed. Code 35291	Rules
Ed. Code 35291.5	School-adopted discipline rules
Ed. Code 41020	Requirement for annual audit
Ed. Code 48900-48927	Suspension and expulsion
Ed. Code 48950	Speech and other communication
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49079	Notification to teacher; student act constituting grounds for suspension or expulsion
Ed. Code 49390-49395	Homicide threats
Ed. Code 67381	Availability of information regarding crimes
Gov. Code 11549.3	Independent security assessment
Gov. Code 54957	Closed session meetings for threats to security
Pen. Code 11164-11174.3	Child Abuse and Neglect Reporting Act
Pen. Code 422.55	Definition of hate crime
Pen. Code 626.8	Disruptions

Federal References	Description
20 USC 7111-7122	Student support and academic enrichment grants
20 USC 7912	Transfers from persistently dangerous schools
42 USC 12101-12213	Americans with Disabilities Act
6 USC 665k	Federal Clearinghouse on School Safety Evidence-Based Practices

Management Resources References	Description
CSBA Publication	Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010
CSBA Publication	Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010
CSBA Publication	Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
CSBA Publication	Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
CSBA Publication	Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, March 2017
Federal Bureau of Investigation Publication	Uniform Crime Reporting Handbook, 2004
U.S. DOE Publication	Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007
U.S. Secret Service & DOE Publication	Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004
Website	California Military Department - https://simbli.eboardsolutions.com/SU/L0dgnky2UrB3E0JFwK4w9w==
Website	California Department of Technology, Independent Security Assessment https://simbli.eboardsolutions.com/SU/plusi3WhT7SqWcuKfD7w9B19g==
Website	U.S. Department of Homeland Security, Fusion Centers - https://simbli.eboardsolutions.com/SU/PSVyV1hfKjpmRQXd5vTBKQ==
Website	California State Threat Assessment System - https://simbli.eboardsolutions.com/SU/CX8ou4hFcTRJKHzwyPRczQ==
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	U.S. Secret Service, National Threat Assessment Center - https://simbli.eboardsolutions.com/SU/NUPoxzrpAIspluswbL4nWGFfA==
Website	Centers for Disease Control and Prevention - https://simbli.eboardsolutions.com/SU/bt283HN0JLx8JRqwt3vS3w==
Website	Federal Bureau of Investigation - https://simbli.eboardsolutions.com/SU/ZR2J5FuPNzJN6o3ErxlVQg==
Website	National Center for Crisis Management - https://simbli.eboardsolutions.com/SU/FTuQw2jzeAvzplusxdo695hVQ==
Website	National School Safety Center - https://simbli.eboardsolutions.com/SU/DT4ecTE5xOmkiuXpIMccKw==
Website	California Department of Education, Safe Schools - https://simbli.eboardsolutions.com/SU/AxdFslshFpyQ1QPo821fOy9pg==
Website	California Governor's Office of Emergency Services - https://simbli.eboardsolutions.com/SU/paQuTKALN4viPICvslshz93ig==
Website	California Healthy Kids Survey - https://simbli.eboardsolutions.com/SU/pB1UyKy4ocu6w934wTYg4g==
Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==

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

Cross References	Description
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/UlLsVqPZvBpSMYEMSsSpgQ==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/rplusplusaBQeAE4bUpZiBFBO9dQ==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/sblVsLKslsh5w2LSplusZQekYNgQ==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/U9OQXvYz5b4Tplusjru34pnqw==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/xBPc1Aeplus3wePETE5KI2ziA==
0500	Accountability - https://simbli.eboardsolutions.com/SU/PDWiti8tEaGKnqJbgZ4Q3g==
0510	School Accountability Report Card - https://simbli.eboardsolutions.com/SU/tZgonRHxkvRwnPrVQ1WmBg==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/m4slshfz41M67B2WioVNfzUDg==
1112	Media Relations - https://simbli.eboardsolutions.com/SU/slhIpe1iHlslshJABaNkElTAw==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7wRcaQ9gjBXCOuqWB54wfA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/WXKjOn8KOplusMpLzpTd3ujpQ==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/qvzpYbttZOPNWrpR2Lc9VQ==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/U5PKMAkslsh8XdmxbODX9gY2A==
1312.3-E(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/vicclxcmyjqgK8RRHm2Nkg==
1312.3-E(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==
1313	Civility - https://simbli.eboardsolutions.com/SU/cERNNranyLpslshslshpzrqyRyAw==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/domunC7PDqvTrvdi2Ykllw==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/7Tgjno0n0gehbMslsh6oxD7Hg==
1330-E(1)	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/FTxq7G35iclvaYp8UplusEfZQ==

Joint Use Agreements -
1330.1
https://simbli.eboardsolutions.com/SU/ICknfKG9C2OPUHECZeBFuw==

Access To District Records -
1340
https://simbli.eboardsolutions.com/SU/VQd4HhnIB5p7OgDHHuo3HA==

Access To District Records -
1340 https://simbli.eboardsolutions.com/SU/fhcZPsXmszl9QLwLKW0rSw==

Relations Between Other Governmental Agencies And The Schools -
1400
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Bomb Threats -
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Sexual Harassment -
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Unauthorized Release Of Confidential/Privileged Information -
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Professional Standards -
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Parent Rights And Responsibilities -
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Open/Closed Campus -
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Absences And Excuses -
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Absences And Excuses -
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Student Disturbances -
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Student Disturbances -
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Use Of Seclusion And Restraint -
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Alcohol And Other Drugs -
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Steroids -
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Weapons And Dangerous Instruments -
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Dress And Grooming -
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Child Abuse Prevention And Reporting -
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Suspension And Expulsion/Due Process -
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Suspension And Expulsion/Due Process (Students With Disabilities) -
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Search And Seizure -
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Search And Seizure -
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Nondiscrimination/Harassment -
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Nondiscrimination/Harassment -
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Parent/Guardian Notifications -
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Sexual Harassment -
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Hate-Motivated Behavior -
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Before/After School Programs -
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Before/After School Programs -
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Parent Involvement -
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Recognition Of Religious Beliefs And Customs -
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Recognition Of Religious Beliefs And Customs -
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Civic Education -
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Service Learning/Community Service Classes -
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Comprehensive Health Education -
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Disclosure Of Confidential/Privileged Information -
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Meetings And Notices -
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Closed Session -
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Regulation 0450: Comprehensive Safety Plan **Status:** ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

Development and Review of Comprehensive School Safety Plan

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

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

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

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

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

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

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

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

Content of the Safety Plan

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

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.
The plan shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-11174.3

2. Routine and emergency disaster procedures including, but not limited to:

    a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

    b. An earthquake emergency procedure system in accordance with Education Code 32282

    c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to
   Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

8. A safe and orderly school environment conducive to learning

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions

Among the strategies for providing a safe environment, the comprehensive safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

3. Strategies aimed at preventing potential incidents involving crime and violence on school campuses, including vandalism, drug and alcohol abuse, gang membership and violence, hate crimes, bullying, including bullying committed personally or by means of an electronic act, teen relationship violence, and discrimination and harassment, including sexual harassment

4. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education and literacy, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

5. Parent/guardian involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

6. Provision of safety materials and emergency communications in language(s) understandable to parents/guardians

7. Annual notification to parents/guardians related to the safe storage of firearms

8. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

9. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

10. District policy prohibiting the possession of firearms and ammunition on school grounds

11. Measures to prevent or minimize the influence of gangs on campus

12. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

13. Procedures for the early identification and threat assessment of, and appropriate response to, suspicious and/or threatening digital media content

14. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

15. Independent security assessment of the school's network infrastructure and selected web applications to identify vulnerabilities and provide recommendations to improve cybersecurity

16. Guidelines for the roles and responsibilities of mental health professionals, athletic coaches, community intervention professionals, school counselors, school resource officers, and police officers on school campuses.

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

    a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement

    b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support

    c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from

school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

17. Strategies for suicide prevention and intervention

18. District policy and/or plan related to pandemics

19. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

20. Crisis prevention and intervention strategies, which may include the following:

    a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

    b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)

    c. Assignment of staff members responsible for each identified task and procedure

    d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan

    e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

    f. Communication with parents/guardians of reunification plans and the necessity of cooperating with first responders

    g. Development of a method for the reporting of violent incidents

    h. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

21. Training on assessment and reporting of potential threats, violence prevention, and intervention techniques. Such training shall include preparation to implement the elements of the safety plan

22. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

23. Continuity of operations procedures to ensure that the district's essential functions are not disrupted during an emergency, to the extent possible

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

State References	Description
5 CCR 11987-11987.7	School Community Violence Prevention Program requirements
5 CCR 11992-11993	Definition; persistently dangerous schools
CA Constitution Article 1, Section 28	Right to Safe Schools - https://simbli.eboardsolutions.com/SU/4uKslshNFWJwiWPc9Z3j2hmaA==

Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Ed. Code 32260-32262	Interagency School Safety Demonstration Act of 1985
Ed. Code 32270	School safety cadre
Ed. Code 32280-32289.5	School safety plans
Ed. Code 32290	Safety devices
Ed. Code 35147	School site councils and advisory committees
Ed. Code 35183	School dress code; uniforms
Ed. Code 35266	Reporting of cyber attacks
Ed. Code 35291	Rules
Ed. Code 35291.5	School-adopted discipline rules
Ed. Code 41020	Requirement for annual audit
Ed. Code 48900-48927	Suspension and expulsion
Ed. Code 48950	Speech and other communication
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49079	Notification to teacher; student act constituting grounds for suspension or expulsion
Ed. Code 49390-49395	Homicide threats
Ed. Code 67381	Availability of information regarding crimes
Gov. Code 11549.3	Independent security assessment
Gov. Code 54957	Closed session meetings for threats to security
Pen. Code 11164-11174.3	Child Abuse and Neglect Reporting Act
Pen. Code 422.55	Definition of hate crime
Pen. Code 626.8	Disruptions

Federal References	**Description**
20 USC 7111-7122	Student support and academic enrichment grants
20 USC 7912	Transfers from persistently dangerous schools
42 USC 12101-12213	Americans with Disabilities Act
6 USC 665k	Federal Clearinghouse on School Safety Evidence-Based Practices

Management Resources References	**Description**
CSBA Publication	Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010
CSBA Publication	Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010
CSBA Publication	Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
CSBA Publication	Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
CSBA Publication	Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, March 2017
Federal Bureau of Investigation Publication	Uniform Crime Reporting Handbook, 2004
U.S. DOE Publication	Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007
U.S. Secret Service & DOE Publication	Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004

Website	California Military Department - https://simbli.eboardsolutions.com/SU/L0dgnky2UrB3E0JFwK4w9w==
Website	California Department of Technology, Independent Security Assessment https://simbli.eboardsolutions.com/SU/plusi3WhT7SqWcuKfD7w9B19g==
Website	U.S. Department of Homeland Security, Fusion Centers - https://simbli.eboardsolutions.com/SU/PSVyV1hfKjpmRQXd5vTBKQ==
Website	California State Threat Assessment System - https://simbli.eboardsolutions.com/SU/CX8ou4hFcTRJKHzwyPRczQ==
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	U.S. Secret Service, National Threat Assessment Center - https://simbli.eboardsolutions.com/SU/NUPoxzrpAlspluswbL4nWGFfA==
Website	Centers for Disease Control and Prevention - https://simbli.eboardsolutions.com/SU/bt283HN0JLx8JRqwt3vS3w==
Website	Federal Bureau of Investigation - https://simbli.eboardsolutions.com/SU/ZR2J5FuPNzJN6o3ErxIVQg==
Website	National Center for Crisis Management - https://simbli.eboardsolutions.com/SU/FTuQw2jzeAvzplusxdo695hVQ==
Website	National School Safety Center - https://simbli.eboardsolutions.com/SU/DT4ecTE5xOmkiuXplMccKw==
Website	California Department of Education, Safe Schools - https://simbli.eboardsolutions.com/SU/AxdFslshFpyQ1QPo821fOy9pg==
Website	California Governor's Office of Emergency Services - https://simbli.eboardsolutions.com/SU/paQuTKALN4viPICvslshz93ig==
Website	California Healthy Kids Survey - https://simbli.eboardsolutions.com/SU/pB1UyKy4ocu6w934wTYg4g==
Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	Description
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/UlLsVqPZvBpSMYEMSsSpgQ==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/rplusplusaBQeAE4bUpZiBFBO9dQ==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/sbIVsLKslsh5w2LSplusZQekYNgQ==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/U9OQXvYz5b4Tplusjru34pnqw==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpI4A==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/xBPc1Aeplus3wePETE5KI2ziA==
0500	Accountability - https://simbli.eboardsolutions.com/SU/PDWiti8tEaGKnqJbgZ4Q3g==
0510	School Accountability Report Card - https://simbli.eboardsolutions.com/SU/tZgonRHxkvRwnPrVQ1WmBg==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/m4slshfz41M67B2WioVNfzUDg==

1112 Media Relations - https://simbli.eboardsolutions.com/SU/slhlpe1iHlslshJABaNkElTAw==

1220 Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7wRcaQ9gjBXCOuqWB54wfA==

1220 Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/WXKjOn8KOplusMpLzpTd3ujpQ==

1312.3 Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/qvzpYbttZOPNWrpR2Lc9VQ==

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1312.3-E(1) Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/vicclxcmyjqgK8RRHm2Nkg==

1312.3-E(2) Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==

1313 Civility - https://simbli.eboardsolutions.com/SU/cERNNranyLpslshslshpzrqyRyAw==

1330 Use Of School Facilities - https://simbli.eboardsolutions.com/SU/domunC7PDqvTrvdi2Ykllw==

1330 Use Of School Facilities - https://simbli.eboardsolutions.com/SU/7Tgjno0n0gehbMslsh6oxD7Hg==

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1330.1 Joint Use Agreements - https://simbli.eboardsolutions.com/SU/ICknfKG9C2OPUHECZeBFuw==

1340 Access To District Records - https://simbli.eboardsolutions.com/SU/VQd4HhnlB5p7OgDHHuo3HA==

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1400 Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/vJHizKCtUNwljEfGnHx4CA==

2210 Administrative Discretion Regarding Board Policy - https://simbli.eboardsolutions.com/SU/Lslshb8xa4uslshzPL830GV0DgWw==

3510 Green School Operations - https://simbli.eboardsolutions.com/SU/K0GKzAB8i2S6wgjlLPFfUw==

3511 Energy And Water Management - https://simbli.eboardsolutions.com/SU/6U4LYM8ognqwmrbp8zWccQ==

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Hazardous Substances -

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3514.1 https://simbli.eboardsolutions.com/SU/7BQCvVQAdFWFHxMjBRucWg==

Integrated Pest Management -
3514.2 https://simbli.eboardsolutions.com/SU/b5iETQeqP351rst21A1Vxg==

Campus Security -
3515
https://simbli.eboardsolutions.com/SU/62Wk6GNjXu2zslshvGnBDFF7w==

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3515
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Disruptions -
3515.2
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Disruptions -
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District Police/Security Department -
3515.3
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District Police/Security Department -
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School Resource Officers -
3515.31
https://simbli.eboardsolutions.com/SU/arWmFD2oslshQMqq8vu4PX7mw==

Recovery For Property Loss Or Damage -
3515.4 https://simbli.eboardsolutions.com/SU/HJyfNTrq3yl0UnDK53CpBA==

Recovery For Property Loss Or Damage -
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https://simbli.eboardsolutions.com/SU/ViR6wN5wOiTu0tZplus7Ly9Jw==

Sex Offender Notification -
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Firearms On School Grounds -
3515.7 https://simbli.eboardsolutions.com/SU/oslshFhmBWrrp6toa9Ebffmbg==

Emergencies And Disaster Preparedness Plan -
3516 https://simbli.eboardsolutions.com/SU/x6NWrX0FV0TusDr7guOmSQ==

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3516 https://simbli.eboardsolutions.com/SU/UzirPzb2Tud8LJ2LDo5W5w==

Fire Drills and Fires -
3516.1 https://simbli.eboardsolutions.com/SU/4slshvuUTuvYya2qL4R6GAqrw==

Bomb Threats -
3516.2 https://simbli.eboardsolutions.com/SU/7AOcOEDZOGIVxjQHiw3eyQ==

Earthquake Emergency Procedure System -
3516.3 https://simbli.eboardsolutions.com/SU/9S3sQUU1zZUbEOCakLXlQw==

Emergency Schedules -
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Risk Management/Insurance -
3530 https://simbli.eboardsolutions.com/SU/PCbwslshUQxLVplusmkc9Vslsh0GqfQ==

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Transportation Safety And Emergencies -
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Employee Drug Testing -
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Employee Drug Testing -
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Sexual Harassment -
4119.11 https://simbli.eboardsolutions.com/SU/8tRAPBREHq5fJpslshz0HVtfw==

Sexual Harassment -
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Unauthorized Release Of Confidential/Privileged Information -
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Staff Development -
4131 https://simbli.eboardsolutions.com/SU/IYMIfYPYXEiEMhaRz6slshWJQ==

Bargaining Units -
4140 https://simbli.eboardsolutions.com/SU/ZdmcuZUIYv3uD1O7CuaxXA==

Concerted Action/Work Stoppage -
4141.6 https://simbli.eboardsolutions.com/SU/TtH8mfb4Zwc222YN76OTdg==

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Employee Safety -
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Employee Safety -
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Employee Safety -
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Professional Standards -
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Unauthorized Release Of Confidential/Privileged Information -
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Staff Development -
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Bargaining Units -
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Employee Safety -
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Absences And Excuses -
5113 https://simbli.eboardsolutions.com/SU/OvU6blFneYGxiu8HTsCalQ==

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5113.1 https://simbli.eboardsolutions.com/SU/Hw5C1aEnixhuUFVOE9Vntg==

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Conduct -
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Use Of Seclusion And Restraint -
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Vandalism And Graffiti -
5131.5 https://simbli.eboardsolutions.com/SU/Hgb7V0EwOFkMvnfEHtBslshWA==

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5131.6 https://simbli.eboardsolutions.com/SU/WDkn56oiRIRHg1DfVsZyxA==

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Mobile Communication Devices -
5131.8 https://simbli.eboardsolutions.com/SU/eslsh7zc7vPTw7tuRXH7lGLwQ==

Dress And Grooming -
5132 https://simbli.eboardsolutions.com/SU/B9HD448oI91HLEE38JkOvA==

Dress And Grooming -
5132 https://simbli.eboardsolutions.com/SU/W81oZyMAXizsteV3a4DjpA==

Gangs -
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Gangs -
5136 https://simbli.eboardsolutions.com/SU/J2plusQxKCdQp6eCW0ucjhxKw==

Positive School Climate -
5137 https://simbli.eboardsolutions.com/SU/Ufqvo2274QHBLOiceWSBplusA==

Conflict Resolution/Peer Mediation -
5138 https://simbli.eboardsolutions.com/SU/vYnT58jV6Sc5PaNDJcoXJg==

Infectious Diseases -
5141.22
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Infectious Diseases -
5141.22
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Child Abuse Prevention And Reporting -
5141.4 https://simbli.eboardsolutions.com/SU/bJAiplus4YTzTcWu0VMUkkdiQ==

Child Abuse Prevention And Reporting -
5141.4 https://simbli.eboardsolutions.com/SU/KHJ4Ryf9WsiRVpcslsheV7VGg==

Suicide Prevention -
5141.52 https://simbli.eboardsolutions.com/SU/WM38treDjLEIDeRTkCMSCA==

Suicide Prevention -
5141.52
https://simbli.eboardsolutions.com/SU/eAe18Pkbslshqyslsh5aoMoF7ksQ==

5142 Safety - https://simbli.eboardsolutions.com/SU/7nif3h0e6gdJCmslshRtV72zA==

Safety -
5142 https://simbli.eboardsolutions.com/SU/bUium2LRVRQFGiKYfplusLW7A==

Safe Routes To School Program -
5142.2 https://simbli.eboardsolutions.com/SU/dysNV2rrW65mpPBOJ4DyDQ==

Safe Routes To School Program -
5142.2 https://simbli.eboardsolutions.com/SU/Ugb1ECUPdHV07v4ezrwcXw==

Discipline -
5144 https://simbli.eboardsolutions.com/SU/q5NswZUhPTbrdfxL6JpCuQ==

Discipline -
5144 https://simbli.eboardsolutions.com/SU/uCGNmZB4i0EHAGGnMD6jCg==

Suspension And Expulsion/Due Process -
5144.1 https://simbli.eboardsolutions.com/SU/blwduf15hDWiR2tslshXyakIQ==

Suspension And Expulsion/Due Process -
5144.1 https://simbli.eboardsolutions.com/SU/sj4cx1G3eeeECICNif6t2w==

Suspension And Expulsion/Due Process (Students With Disabilities) -
5144.2 https://simbli.eboardsolutions.com/SU/VfqT4dag9OryfRHQPxk58A==

Search And Seizure -
5145.12 https://simbli.eboardsolutions.com/SU/kUSWh8nlAjslshplusgHF91pEC6g==

Search And Seizure -

5145.12
https://simbli.eboardsolutions.com/SU/eRCTslsh0OEzMKPz3u284uZoQ==

Nondiscrimination/Harassment -
5145.3
https://simbli.eboardsolutions.com/SU/m3D8kgCbYf75xXSrW6Y27Q==

Nondiscrimination/Harassment -
5145.3 https://simbli.eboardsolutions.com/SU/be0JrP9vB8YKcEI8kaV3gg==

Parent/Guardian Notifications -
5145.6 https://simbli.eboardsolutions.com/SU/SuvNxTtlUJ0XfalLui15AA==

Parent/Guardian Notifications -
5145.6-E(1) https://simbli.eboardsolutions.com/SU/RdNSntUjWlcslshJyFn1Yfqfw==

Sexual Harassment -
5145.7 https://simbli.eboardsolutions.com/SU/MfAhaHLgZdYUYNaeSYslsh2ow==

Sexual Harassment -
5145.7 https://simbli.eboardsolutions.com/SU/F81vgNUe2qhM9N9pNBTQtA==

Hate-Motivated Behavior -
5145.9 https://simbli.eboardsolutions.com/SU/zXaTq9y3Bf8f0rt8zzpcyw==

Before/After School Programs -
5148.2
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Before/After School Programs -
5148.2 https://simbli.eboardsolutions.com/SU/SRCRvplus9wpuzSot3FQ8a2gw==

Parent Involvement -
6020 https://simbli.eboardsolutions.com/SU/8BBlLRHFPN4Ze3lDgijtIg==

Parent Involvement -
6020 https://simbli.eboardsolutions.com/SU/Q0ib1gK3KHGsHNIpTjqI8A==

Recognition Of Religious Beliefs And Customs -
6141.2
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Recognition Of Religious Beliefs And Customs -
6141.2
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Civic Education -
6142.3
https://simbli.eboardsolutions.com/SU/dUY6XHltTK05slshFds18pGtA==

Service Learning/Community Service Classes -
6142.4
https://simbli.eboardsolutions.com/SU/iVnd1RslshrYn5G7DW0f2PmUw==

Comprehensive Health Education -
6142.8 https://simbli.eboardsolutions.com/SU/26yNHUwMmAXRvJ1b3jpT2g==

Comprehensive Health Education -
6142.8
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School-Sponsored Trips -
6153 https://simbli.eboardsolutions.com/SU/7r4Q2oNQvl8g7LgkIl0EVQ==

School-Sponsored Trips -
6153 https://simbli.eboardsolutions.com/SU/94iq9ExjQyubmVXbZDVrYg==

Individualized Education Program -

6159 https://simbli.eboardsolutions.com/SU/nRtcKBP3haQcPUiLWOYqgA==

Individualized Education Program -
6159 https://simbli.eboardsolutions.com/SU/IBlWJmfAP00e3xnVhUQNYg==

Guidance/Counseling Services -
6164.2 https://simbli.eboardsolutions.com/SU/QEsZgzQo3AFYxslshFZf9HBrg==

Education For Foster Youth -
6173.1 https://simbli.eboardsolutions.com/SU/hwZQyTeELA0Ir5Chn5ZTpg==

Education For Foster Youth -
6173.1 https://simbli.eboardsolutions.com/SU/4Rr6sDplusdFuBwPiazslshLpFQA==

Continuation Education -
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Continuation Education -
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General Obligation Bonds -
7214 https://simbli.eboardsolutions.com/SU/dOKQx4NVWC5LFmUtiJEplusXw==

General Obligation Bonds 7214
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Public Statements -
9010 https://simbli.eboardsolutions.com/SU/plus5IM7gkvrpU0KJrYplustslshUxA==

Disclosure Of Confidential/Privileged Information -
9011 https://simbli.eboardsolutions.com/SU/I0ZWqs7YoJPQMBiPLtes9g==

Meetings And Notices -
9320 https://simbli.eboardsolutions.com/SU/kaWrYCz4FrrfM0Djy8s6Fg==

Closed Session -
9321 https://simbli.eboardsolutions.com/SU/6Okac2n002IH7QiOyqvirA==

Closed Session -
9321-E(1) https://simbli.eboardsolutions.com/SU/HugJnLcusrzLSVT90UPEcA==

Closed Session -
9321-E(2) https://simbli.eboardsolutions.com/SU/wSrEqCMiEHslshYFCIuMQnxBg==

Policy 0460: Local Control And Accountability Plan

Status: ADOPTED

Original Adopted Date: 10/01/2017 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

The Board shall adopt a districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and two subsequent fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF). (Education Code 42238.02)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students. (Education Code 52052)

Beginning July 1, 2025, if the district is identified by the California Department of Education (CDE) as needing an improvement plan pursuant to 34 CFR 300.600-300.647, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE. However, if the district adopts an improvement plan after being identified, but before July 1, 2025, the IDEA Addendum shall be developed upon expiration of the adopted improvement plan, but no later than July 1, 2028, whichever occurs first. The IDEA addendum shall be developed, reviewed, and approved in conjunction with and in the same manner as the LCAP and the annual update to the LCAP, and shall be submitted to CDE within 15 days of adoption by the Board.
(Education Code 52064.3)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

The LCAP shall also be aligned with other district and school plans, to the extent possible, in order to minimize duplication of effort and provide clear direction for program implementation.

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

Public Review and Input

The Board shall establish a parent advisory committee to provide advice on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students as defined above and parents/guardians of students with disabilities. (Education Code 52063; 5 CCR 15495)

Beginning July 1, 2024, unless a student advisory committee is established to provide advice to the Board and Superintendent, two students shall be included as full members of the parent advisory committee. The students shall serve for a renewable term of one full school year. (Education Code 52063)

Student members of the parent advisory committee or the student advisory committee shall represent the diversity of the district's students, including geographical, socioeconomic, cultural, physical, and educational diversity, and particular effort shall be made to reach out to at-risk or disadvantaged students to serve as members of such committees. (Education Code 52063)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s).

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 Budget. (Education Code 42127, 52062)

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved. (Education Code 52071) **Monitoring Progress**

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

The Superintendent or designee shall seek and/or accept technical assistance or other intervention that may be required pursuant to Education Code 52071 or 52072 when a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the LCAP.

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

State References	Description
5 CCR 15494-15497	Local control and accountability plan and spending requirements
Ed. Code 17002	State School Building Lease-Purchase Law, including definition of good repair - https://simbli.eboardsolutions.com/SU/SWCTtYtHLbJV2oTkKplusAVTw==
Ed. Code 305-306	English language education
Ed. Code 33430-33436	Learning Communities for School Success Program; grants for LCAP implementation
Ed. Code 41020	Requirement for annual audit
Ed. Code 41320-41322	Emergency apportionments

Ed. Code 42127	Public hearing on budget adoption
Ed. Code 42238.01-42238.07	Local control funding formula
Ed. Code 44258.9	County superintendent review of teacher assignment
Ed. Code 47604.33	Submission of reports by charter schools
Ed. Code 47606.5	Charter schools; local control and accountability plan
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51220	Course of study for grades 7-12
Ed. Code 52052	Numerically significant student subgroups
Ed. Code 52059.5	Statewide system of support
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52302	Regional occupational centers and programs
Ed. Code 52372.5	Linked learning program
Ed. Code 54692	Partnership academies
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
Ed. Code 60605.8	California Assessment of Academic Achievement; Academic Content Standards Commission
Ed. Code 64001	School plan for student achievement; consolidated application programs
Ed. Code 99300-99301	Early Assessment Program
W&I Code 300	Dependent child of the court

Federal References	**Description**
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
20 USC 6826	Title III funds; local plans
34 CFR 300.600-300.647	Education of students with disabilities; monitoring, enforcement, confidentiality, and program information
34 USC 300.600	State monitoring and enforcement

Management Resources References	**Description**
CA Department of Education Publication	California School Accounting Manual
California Department of Education Publication	California Career Technical Education Model Curriculum Standards, 2013
California Department of Education Publication	LCFF Frequently Asked Questions
California Department of Education Publication	Local Control and Accountability Plan and Annual Update (LCAP) Template
California Department of Education Publication	California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013
California Department of Education Publication	California Common Core State Standards: Mathematics, rev. 2013
California Department of Education Publication	California English Language Development Standards, 2012
California Department of Education Publication	California School Dashboard
California Department of Education Publication	Family Engagement Framework: A Tool for California School Districts, 2014

CSBA Publication	The California School Dashboard and Small Districts, October 2018
CSBA Publication	Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016
CSBA Publication	LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California School Dashboard - https://simbli.eboardsolutions.com/SU/nByAQc3f1HBdKN6yplusFYMtg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Cross References	Description
0000	Vision - https://simbli.eboardsolutions.com/SU/KljZfslsh88rWzvlh7AJ98iog==
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/UlLsVqPZvBpSMYEMSsSpgQ==
0415	Equity - https://simbli.eboardsolutions.com/SU/ZGZhz17ATfHJBPQ13Jplus7cw==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/sblVsLKslsh5w2LSplusZQekYNgQ==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/U9OQXvYz5b4Tplusjru34pnqw==
0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/yqvHtAwxzffp9smLplusmfcAQ==
0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/6aKw9KbSgexgJfcQrYo5eQ==
0420.41	Charter School Oversight - https://simbli.eboardsolutions.com/SU/v5MuwwEk5gjbogkJy2YVlg==
0420.41-E(1)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/1KwBHl1LP6jLU0aycRI2sA==
0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/rgKIgacI3XOslshoplusJI3KpLhw==
0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/sjv2t7rloeaRRZopluscw5c4w==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/c3TEEZEDFLVMDh05wI0TCQ==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/xvf0pluskxWXJhSWUlB3QBmhA==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/Q7gil8GDAxZA23W9BEbNBw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/rdlFkXtkL04nPQ7EChV5kQ==
0500	Accountability - https://simbli.eboardsolutions.com/SU/PDWiti8tEaGKnqJbgZ4Q3g==
0520	Intervention in Underperforming Schools - https://simbli.eboardsolutions.com/SU/KSDaMamrXx9OXjCcOAyt8A==
0520.1	Comprehensive and Targeted School Improvement - https://simbli.eboardsolutions.com/SU/4xsjd49slsholPQtgq2hib9ow==

1100 Communication With The Public - https://simbli.eboardsolutions.com/SU/m4slshfz41M67B2WioVNfzUDg==

1113 District And School Web Sites - https://simbli.eboardsolutions.com/SU/Zqs0lbYX5FOKNZRBttrSjA==

1113 District And School Web Sites - https://simbli.eboardsolutions.com/SU/ZEoW4ZKHcT3nfqLxRTR1fw==

1113-E(1) District And School Web Sites - https://simbli.eboardsolutions.com/SU/i5TLslsh83D1nplusoytHTlsM6ew==

1220 Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7wRcaQ9gjBXCOuqWB54wfA==

1220 Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/WXKjOn8KOplusMpLzpTd3ujpQ==

1312.3 Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/qvzpYbttZOPNWrpR2Lc9VQ==

1312.3 Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/U5PKMAkslsh8XdmxbODX9gY2A==

1312.3-E(1) Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/vicclxcmyjqgK8RRHm2Nkg==

1312.3-E(2) Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==

1312.4 Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/K4sSLEmfPDpDFCTIDy3T6A==

1312.4-E(1) Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/jNRJER1z7850tslshkvfYJ15Q==

1312.4-E(2) Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/cqrHyplusslshVG7skrok5E8EbRw==

1340 Access To District Records - https://simbli.eboardsolutions.com/SU/VQd4HhnIB5p7OgDHHuo3HA==

1340 Access To District Records - https://simbli.eboardsolutions.com/SU/fhcZPsXmszl9QLwLKW0rSw==

2121 Superintendent's Contract - https://simbli.eboardsolutions.com/SU/fcslsh1ixO2EdCt2pz2NabYqA==

2210 Administrative Discretion Regarding Board Policy - https://simbli.eboardsolutions.com/SU/Lslshb8xa4uslshzPL830GV0DgWw==

3100 Budget - https://simbli.eboardsolutions.com/SU/jyvplusBDTDZP2PfaNJtUb1FQ==

3100 Budget - https://simbli.eboardsolutions.com/SU/msAckulxvwNnuplus45O6T7slshw==

3110 Transfer Of Funds - https://simbli.eboardsolutions.com/SU/xELplusS4ns0lplusGn859UZsLplusw==

3231 Impact Aid - https://simbli.eboardsolutions.com/SU/49QslshHbk8En7LqcWslshY0K0KA==

3460 Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/9M54cZFg5iXums3pkkF9Qg==

Financial Reports And Accountability -

3460 https://simbli.eboardsolutions.com/SU/YmEZnZWD4fplusObiWdUGpphA==

Facilities Inspection -
3517 https://simbli.eboardsolutions.com/SU/plusKBzPDQW8ldA6TERPbfLnA==

Facilities Inspection -
3517-E(1) https://simbli.eboardsolutions.com/SU/pluswdSb1sGBbeWLETQ8P8ylQ==

Free And Reduced Price Meals -
3553 https://simbli.eboardsolutions.com/SU/N7wbmnm9H944SplusVnwq4l9g==

Free And Reduced Price Meals -
3553 https://simbli.eboardsolutions.com/SU/5MEfuuu2ZJemVftwplusskZYw==

Certification -
4112.2 https://simbli.eboardsolutions.com/SU/NtHKleuKt9J8bge0adj3gg==

Certification -
4112.2 https://simbli.eboardsolutions.com/SU/nbOJbwiuplus0yjqDN1yZiMxg==

Assignment -
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Assignment -
4113 https://simbli.eboardsolutions.com/SU/BHJLvt0UWpluspJ20aXCvNApQ==

Staff Development -
4131 https://simbli.eboardsolutions.com/SU/lYMlfYPYXEiEMhaRz6slshWJQ==

Bargaining Units -
4140 https://simbli.eboardsolutions.com/SU/ZdmcuZUlYv3uD1O7CuaxXA==

Staff Development -
4231 https://simbli.eboardsolutions.com/SU/FAuFrJnlbcVy3kgsTslshNU6g==

Bargaining Units -
4240 https://simbli.eboardsolutions.com/SU/ItAmE15lyRuHVP4lWhd7tg==

Evaluation/Supervision -
4315 https://simbli.eboardsolutions.com/SU/t2D4Ufe1Gcn103DgcL8Dpw==

Staff Development -
4331 https://simbli.eboardsolutions.com/SU/3BIIBFE9slshf2AlnllsFw7ag==

Bargaining Units -
4340 https://simbli.eboardsolutions.com/SU/mzWyX5FBWwfpZYYNIaK0RA==

Student Wellness -
5030 https://simbli.eboardsolutions.com/SU/CvzKilnplusCH4n5fplusjplusI8IjA==

Chronic Absence And Truancy -
5113.1 https://simbli.eboardsolutions.com/SU/Hw5C1aEnixhuUFVOE9Vntg==

Chronic Absence And Truancy -
5113.1
https://simbli.eboardsolutions.com/SU/D2LIg7JcgumhuWnRLo2bAw==

Positive School Climate -
5137 https://simbli.eboardsolutions.com/SU/Ufqvo2274QHBLOiceWSBplusA==

Discipline -
5144 https://simbli.eboardsolutions.com/SU/q5NswZUhPTbrdfxL6JpCuQ==

Discipline -
5144 https://simbli.eboardsolutions.com/SU/uCGNmZB4i0EHAGGnMD6jCg==

Suspension And Expulsion/Due Process -
5144.1 https://simbli.eboardsolutions.com/SU/blwduf15hDWiR2tslshXyaklQ==

Suspension And Expulsion/Due Process -
5144.1 https://simbli.eboardsolutions.com/SU/sj4cx1G3eeeECICNif6t2w==

Suspension And Expulsion/Due Process (Students With Disabilities) -
5144.2 https://simbli.eboardsolutions.com/SU/VfqT4dag9OryfRHQPxk58A==

Parent/Guardian Notifications -
5145.6 https://simbli.eboardsolutions.com/SU/SuvNxTtlUJ0XfalLui15AA==

Parent/Guardian Notifications -
5145.6-E(1) https://simbli.eboardsolutions.com/SU/RdNSntUjWlcslshJyFn1Yfqfw==

Hate-Motivated Behavior -
5145.9
https://simbli.eboardsolutions.com/SU/zXaTq9y3Bf8f0rt8zzpcyw==

Dropout Prevention -
5147 https://simbli.eboardsolutions.com/SU/nRgafK7e25QslshoATTaX0j5w==

Before/After School Programs -
5148.2 https://simbli.eboardsolutions.com/SU/b5QjnmUpQBtgBNxpBLZKJw==

Before/After School Programs -
5148.2 https://simbli.eboardsolutions.com/SU/SRCRvplus9wpuzSot3FQ8a2gw==

Academic Standards -
6011 https://simbli.eboardsolutions.com/SU/TplusI1ybplusF7QGkEslshLEej7PvA==

Parent Involvement -
6020
https://simbli.eboardsolutions.com/SU/8BBlLRHFPN4Ze3lDgijtIg==

Parent Involvement -
6020 https://simbli.eboardsolutions.com/SU/Q0ib1gK3KHGsHNIpTjqI8A==

Response To Instruction And Intervention -
6120
https://simbli.eboardsolutions.com/SU/YopBQ2VrklsMGNYQPvMr6w==

International Baccalaureate Program -
6141.4 https://simbli.eboardsolutions.com/SU/3HplusWL7Ol2YANMyMpgmHLBQ==

Advanced Placement -
6141.5 https://simbli.eboardsolutions.com/SU/VKU0plusZC9i4xPUaA9uN30nA==

Environmental Education -
6142.5 https://simbli.eboardsolutions.com/SU/CwGxm1fF99iHkuOYslshay3TQ==

Mathematics Instruction -
6142.92 https://simbli.eboardsolutions.com/SU/fTMquy4qCooO0o5vPBAlDA==

Science Instruction -
6142.93
https://simbli.eboardsolutions.com/SU/TOhfkcNbplussplusFXRgAlBNXiw==

Courses Of Study -
6143 https://simbli.eboardsolutions.com/SU/zJXVlX5MALJLJUsETQnbQA==

Courses Of Study -
6143 https://simbli.eboardsolutions.com/SU/bUCwdpAJjX5ggLMG3GsxDA==

High School Graduation Requirements -
6146.1 https://simbli.eboardsolutions.com/SU/xv86FlExAfzM9c4V6EcvBw==

Class Size -
6151 https://simbli.eboardsolutions.com/SU/vYW5X18plusvzq1WlfyVz868A==

Placement In Mathematics Courses -
6152.1 https://simbli.eboardsolutions.com/SU/jt6w4Ob9I5Fk3Zp4xZKDSQ==

Placement In Mathematics Courses -
6152.1
https://simbli.eboardsolutions.com/SU/oGGI7Kob81Is1e8P3iauiA==

School-Sponsored Trips -
6153 https://simbli.eboardsolutions.com/SU/7r4Q2oNQvl8g7LgkIl0EVQ==

School-Sponsored Trips -
6153 https://simbli.eboardsolutions.com/SU/94iq9ExjQyubmVXbZDVrYg==

Individualized Education Program -
6159https://simbli.eboardsolutions.com/SU/nRtcKBP3haQcPUiLWOYqgA==

Individualized Education Program -
6159 https://simbli.eboardsolutions.com/SU/IBlWJmfAP00e3xnVhUQNYg==

Selection And Evaluation Of Instructional Materials -
6161.1https://simbli.eboardsolutions.com/SU/OknJQUnz7OqdbiwOmRU3OQ==

Selection And Evaluation Of Instructional Materials -
6161.1 https://simbli.eboardsolutions.com/SU/fXBcLMA6WABwBGWhEn0Y9Q==

Selection And Evaluation Of Instructional Materials -
6161.1-E(1) https://simbli.eboardsolutions.com/SU/8IIH1pluseCQplus3eslsh3plusjNseP5g==

Student Assessment -
6162.5
https://simbli.eboardsolutions.com/SU/qVgmtyqQy60o6cg8rziBgg==

State Academic Achievement Tests -
6162.51 https://simbli.eboardsolutions.com/SU/NdqSEfNslshhwaBKplusUkKHo40A==

State Academic Achievement Tests -
6162.51
https://simbli.eboardsolutions.com/SU/oZbkKwYtcu0mkplusF9H7PNfQ==

Library Media Centers -
6163.1
https://simbli.eboardsolutions.com/SU/QOUjppuymAwZwqqwJNVcdg==

Guidance/Counseling Services -
6164.2 https://simbli.eboardsolutions.com/SU/QEsZgzQo3AFYxslshFZf9HBrg==

Identification And Evaluation Of Individuals For Special Education -
6164.4 https://simbli.eboardsolutions.com/SU/8MB0fypnslshhf7DDguB9k9wA==

Identification And Evaluation Of Individuals For Special Education -
6164.4
https://simbli.eboardsolutions.com/SU/rsstgVL8YWDzm2Ni7PU9jg==

Student Success Teams -
6164.5
https://simbli.eboardsolutions.com/SU/XrnslshQlPaFW9wMoMV2IEKpg==

Student Success Teams -
6164.5
https://simbli.eboardsolutions.com/SU/UkLsYeA03YN6xcWenpZIVQ==

Identification And Education Under Section 504 -
6164.6 https://simbli.eboardsolutions.com/SU/6plusOTTGd6ABIAeBaW0zV0xg==

Identification And Education Under Section 504 -
6164.6
https://simbli.eboardsolutions.com/SU/CGPb7slshjqJY1l1isv4hclqQ==

Title I Programs -
6171 https://simbli.eboardsolutions.com/SU/p4BMACj6yFUh6jSJgfA2gA==

Title I Programs -
6171 https://simbli.eboardsolutions.com/SU/Dbh9ejHszdfmzm1699QEQQ==

Gifted And Talented Student Program -
6172 https://simbli.eboardsolutions.com/SU/wTl8EVvu0t0484S390RuGw==

Gifted And Talented Student Program -
6172 https://simbli.eboardsolutions.com/SU/G268I3K6kr8FEbTmbKVa2A==

Education For Homeless Children -
6173 https://simbli.eboardsolutions.com/SU/zsjkyhfKAplusFQR21mnjd3hw==

Education For Homeless Children -
6173 https://simbli.eboardsolutions.com/SU/vD4ZxTplusVHjDJcdnxYRslshO3g==

Education For Homeless Children -
6173-E(1) https://simbli.eboardsolutions.com/SU/bgY0t00vS6m28pwGwmEslsh8A==

Education For Homeless Children -
6173- E(2)https://simbli.eboardsolutions.com/SU/Oziu5plusO24Cwf3qrg2IwW1A==

Education For Foster Youth -
6173.1 https://simbli.eboardsolutions.com/SU/hwZQyTeELA0Ir5Chn5ZTpg==

Education For Foster Youth -
6173.1 https://simbli.eboardsolutions.com/SU/4Rr6sDplusdFuBwPiazslshLpFQA==

Title VI Indian Education Program -
6173.4 https://simbli.eboardsolutions.com/SU/xLUhICLjtWY7plusGLQtSNdYA==

Education For English Learners -
6174 https://simbli.eboardsolutions.com/SU/OkmHFwI6VWLksdxXorXt9Q==

Education For English Learners -
6174 https://simbli.eboardsolutions.com/SU/f8BiOLVWS3pu1GqJeOV2ug==

Summer Learning Programs -
6177 https://simbli.eboardsolutions.com/SU/ezqaj3pDRTAplus4B05IJJGzw==

Career Technical Education -
6178 https://simbli.eboardsolutions.com/SU/2rbbha1T98IHWiOTkslshUErg==

Career Technical Education -
6178 https://simbli.eboardsolutions.com/SU/S4qxTuQvqZWs07diDlxw9g==

Supplemental Instruction -
6179 https://simbli.eboardsolutions.com/SU/zi8aQRQAs4kCAuX1Bu2Mslshg==

Continuation Education -
6184 https://simbli.eboardsolutions.com/SU/3Ht4rBWGbplusXBfB2lhozFRg==

Continuation Education -
6184 https://simbli.eboardsolutions.com/SU/cdslsh69Uc64Uvliuo5C1RewQ==

Evaluation Of The Instructional Program -
6190 https://simbli.eboardsolutions.com/SU/okRYD9py3tHKzr20XkWFZg==

Facilities Master Plan -
7110 https://simbli.eboardsolutions.com/SU/CTyHH1bl8WMYv7LT883UOw==

Orientation -
9230 https://simbli.eboardsolutions.com/SU/zPgBfoLQTIvGXFVmx3IPVA==

Board Policies -
9310 https://simbli.eboardsolutions.com/SU/uqCUreAgsJGmtpWNOTZAkQ==

Meetings And Notices -
9320 https://simbli.eboardsolutions.com/SU/kaWrYCz4FrrfM0Djy8s6Fg==

Regulation 0460: Local Control And Accountability Plan

Status: ADOPTED

Original Adopted Date: 10/01/2017 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

Goals and Actions Addressing State and Local Priorities

The district's local control and accountability plan (LCAP) and annual updates shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:

    a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

    b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

    c. Parent/guardian involvement and family engagement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities

    d. Student achievement, as measured by all of the following as applicable:

        i. Statewide assessments of student achievement

        ii. The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University; have successfully completed career technical education (CTE) sequences or programs of study that align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692; and have successfully completed both college entrance courses and CTE sequences or programs

        iii. The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency

        iv. The English learner reclassification rate

        v. The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher

vi. The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

2. Any goals identified for any local priorities established by the Board.

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in Items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by Items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality review conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard. (Education Code 52060)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis

2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas

3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local

priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

Availability of the Plan

The Superintendent or designee shall prominently post the LCAP, any updates or revisions to the LCAP, including the IDEA Addendum as applicable, and the LCFF budget overview for parents/guardians on the homepage of the district's web site. (Education Code 52064.1, 52064.3, 52065)

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

State References	Description
5 CCR 15494-15497	Local control and accountability plan and spending requirements
Ed. Code 17002	State School Building Lease-Purchase Law, including definition of good repair - https://simbli.eboardsolutions.com/SU/SWCTtYtHLbJV2oTkKplusAVTw==
Ed. Code 305-306	English language education
Ed. Code 33430-33436	Learning Communities for School Success Program; grants for LCAP implementation
Ed. Code 41020	Requirement for annual audit
Ed. Code 41320-41322	Emergency apportionments
Ed. Code 42127	Public hearing on budget adoption
Ed. Code 42238.01-42238.07	Local control funding formula
Ed. Code 44258.9	County superintendent review of teacher assignment
Ed. Code 47604.33	Submission of reports by charter schools
Ed. Code 47606.5	Charter schools; local control and accountability plan
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51220	Course of study for grades 7-12
Ed. Code 52052	Numerically significant student subgroups
Ed. Code 52059.5	Statewide system of support
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52302	Regional occupational centers and programs
Ed. Code 52372.5	Linked learning program
Ed. Code 54692	Partnership academies
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution
Ed. Code 60605.8	California Assessment of Academic Achievement; Academic Content Standards Commission
Ed. Code 64001	School plan for student achievement; consolidated application programs
Ed. Code 99300-99301	Early Assessment Program
W&I Code 300	Dependent child of the court

Federal References	Description
20 USC 6311	State plan

20 USC 6312	Local educational agency plan
20 USC 6826	Title III funds; local plans
34 CFR 300.600-300.647	Education of students with disabilities; monitoring, enforcement, confidentiality, and program information
34 USC 300.600	State monitoring and enforcement

Management Resources References	**Description**
CA Department of Education Publication	California School Accounting Manual
California Department of Education Publication	California Career Technical Education Model Curriculum Standards, 2013
California Department of Education Publication	LCFF Frequently Asked Questions
California Department of Education Publication	Local Control and Accountability Plan and Annual Update (LCAP) Template
California Department of Education Publication	California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013
California Department of Education Publication	California Common Core State Standards: Mathematics, rev. 2013
California Department of Education Publication	California English Language Development Standards, 2012
California Department of Education Publication	California School Dashboard
California Department of Education Publication	Family Engagement Framework: A Tool for California School Districts, 2014
CSBA Publication	The California School Dashboard and Small Districts, October 2018
CSBA Publication	Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016
CSBA Publication	LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California School Dashboard - https://simbli.eboardsolutions.com/SU/nByAQc3f1HBdKN6yplusFYMtg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==

Cross References	**Description**
0000	Vision - https://simbli.eboardsolutions.com/SU/KIjZfslsh88rWzvlh7AJ98iog==
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/UlLsVqPZvBpSMYEMSsSpgQ==
0415	Equity - https://simbli.eboardsolutions.com/SU/ZGZhz17ATfHJBPQ13Jplus7cw==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/sbIVsLKslsh5w2LSplusZQekYNgQ==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/U9OQXvYz5b4Tplusjru34pnqw==
0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/yqvHtAwxzffp9smLplusmfcAQ==

0420.4 Charter School Authorization - https://simbli.eboardsolutions.com/SU/6aKw9KbSgexgJfcQrYo5eQ==

0420.41 Charter School Oversight - https://simbli.eboardsolutions.com/SU/v5MuwwEk5gjbogkJy2YVIg==

0420.41-E(1) Charter School Oversight - https://simbli.eboardsolutions.com/SU/1KwBHl1LP6jLU0aycRI2sA==

0430 Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/rgKIgacI3XOslshoplusJI3KpLhw==

0430 Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/sjv2t7rloeaRRZopluscw5c4w==

0440 District Technology Plan - https://simbli.eboardsolutions.com/SU/c3TEEZEDFLVMDh05wI0TCQ==

0440 District Technology Plan - https://simbli.eboardsolutions.com/SU/xvf0pluskxWXJhSWUlB3QBmhA==

0450 Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/Q7gil8GDAxZA23W9BEbNBw==

0450 Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/rdlFkXtkL04nPQ7EChV5kQ==

0500 Accountability - https://simbli.eboardsolutions.com/SU/PDWiti8tEaGKnqJbgZ4Q3g==

0520 Intervention in Underperforming Schools - https://simbli.eboardsolutions.com/SU/KSDaMamrXx9OXjCcOAyt8A==

0520.1 Comprehensive and Targeted School Improvement - https://simbli.eboardsolutions.com/SU/4xsjd49slshoIPQtgq2hib9ow==

1100 Communication With The Public - https://simbli.eboardsolutions.com/SU/m4slshfz41M67B2WioVNfzUDg==

1113 District And School Web Sites - https://simbli.eboardsolutions.com/SU/Zqs0lbYX5FOKNZRBttrSjA==

1113 District And School Web Sites - https://simbli.eboardsolutions.com/SU/ZEoW4ZKHcT3nfqLxRTR1fw==

1113-E(1) District And School Web Sites - https://simbli.eboardsolutions.com/SU/i5TLslsh83D1nplusoytHTIsM6ew==

1220 Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7wRcaQ9gjBXCOuqWB54wfA==

1220 Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/WXKjOn8KOplusMpLzpTd3ujpQ==

1312.3 Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/qvzpYbttZOPNWrpR2Lc9VQ==

1312.3 Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/U5PKMAkslsh8XdmxbODX9gY2A==

1312.3-E(1) Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/vicclxcmyjqgK8RRHm2Nkg==

1312.3-E(2) Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==

1312.4 Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/K4sSLEmfPDpDFCTIDy3T6A==

1312.4-E(1) Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/jNRJER1z7850tslshkvfYJ15Q==

Williams Uniform Complaint Procedures -

1312.4-E(2) https://simbli.eboardsolutions.com/SU/cqrHyplusslshVG7skrok5E8EbRw==

Access To District Records -

1340

https://simbli.eboardsolutions.com/SU/VQd4HhnIB5p7OgDHHuo3HA==

Access To District Records -
1340 https://simbli.eboardsolutions.com/SU/fhcZPsXmszl9QLwLKW0rSw==

Superintendent's Contract -
2121 https://simbli.eboardsolutions.com/SU/fcslsh1ixO2EdCt2pz2NabYqA==

Administrative Discretion Regarding Board Policy -
2210 https://simbli.eboardsolutions.com/SU/Lslshb8xa4uslshzPL830GV0DgWw==

Budget -
3100 https://simbli.eboardsolutions.com/SU/jyvplusBDTDZP2PfaNJtUb1FQ==

Budget -
3100 https://simbli.eboardsolutions.com/SU/msAckulxvwNnuplus45O6T7slshw==

Transfer Of Funds -
3110 https://simbli.eboardsolutions.com/SU/xELplusS4ns0lplusGn859UZsLplusw==

Impact Aid -
3231 https://simbli.eboardsolutions.com/SU/49QslshHbk8En7LqcWslshY0K0KA==

Financial Reports And Accountability -
3460 https://simbli.eboardsolutions.com/SU/9M54cZFg5iXums3pkkF9Qg==

Financial Reports And Accountability -
3460 https://simbli.eboardsolutions.com/SU/YmEZnZWD4fplusObiWdUGpphA==

Facilities Inspection -
3517 https://simbli.eboardsolutions.com/SU/plusKBzPDQW8ldA6TERPbfLnA==

Facilities Inspection -
3517-E(1) https://simbli.eboardsolutions.com/SU/pluswdSb1sGBbeWLETQ8P8ylQ==

Free And Reduced Price Meals -
3553 https://simbli.eboardsolutions.com/SU/N7wbmnm9H944SplusVnwq4I9g==

Free And Reduced Price Meals -
3553 https://simbli.eboardsolutions.com/SU/5MEfuuu2ZJemVftwplusskZYw==

Certification -
4112.2 https://simbli.eboardsolutions.com/SU/NtHKleuKt9J8bge0adj3gg==

Certification -
4112.2 https://simbli.eboardsolutions.com/SU/nbOJbwiuplus0yjqDN1yZiMxg==

Assignment -
4113 https://simbli.eboardsolutions.com/SU/BhXFYknfTlZslshK6TX1rcPNw==

Assignment -
4113 https://simbli.eboardsolutions.com/SU/BHJLvt0UWpluspJ20aXCvNApQ==

Staff Development -
4131 https://simbli.eboardsolutions.com/SU/lYMIfYPYXEiEMhaRz6slshWJQ==

Bargaining Units -
4140 https://simbli.eboardsolutions.com/SU/ZdmcuZUIYv3uD1O7CuaxXA==

Staff Development -
4231 https://simbli.eboardsolutions.com/SU/FAuFrJnlbcVy3kgsTslshNU6g==

Bargaining Units -
4240 https://simbli.eboardsolutions.com/SU/ItAmE15lyRuHVP4lWhd7tg==

Evaluation/Supervision -
4315 https://simbli.eboardsolutions.com/SU/t2D4Ufe1Gcn103DgcL8Dpw==

Staff Development -

4331 https://simbli.eboardsolutions.com/SU/3BIIBFE9slshf2AlnlIsFw7ag==

Bargaining Units -
4340 https://simbli.eboardsolutions.com/SU/mzWyX5FBWwfpZYYNIaK0RA==

Student Wellness -
5030 https://simbli.eboardsolutions.com/SU/CvzKilnplusCH4n5fplusjplusI8IjA==

Chronic Absence And Truancy -
5113.1 https://simbli.eboardsolutions.com/SU/Hw5C1aEnixhuUFVOE9Vntg==

Chronic Absence And Truancy -
5113.1 https://simbli.eboardsolutions.com/SU/D2LIg7JcgumhuWnRLo2bAw==

Positive School Climate -
5137 https://simbli.eboardsolutions.com/SU/Ufqvo2274QHBLOiceWSBplusA==

Discipline -
5144 https://simbli.eboardsolutions.com/SU/q5NswZUhPTbrdfxL6JpCuQ==

Discipline -
5144 https://simbli.eboardsolutions.com/SU/uCGNmZB4i0EHAGGnMD6jCg==

Suspension And Expulsion/Due Process -
5144.1 https://simbli.eboardsolutions.com/SU/blwduf15hDWiR2tslshXyakIQ==

Suspension And Expulsion/Due Process -
5144.1 https://simbli.eboardsolutions.com/SU/sj4cx1G3eeeEClCNif6t2w==

Suspension And Expulsion/Due Process (Students With Disabilities) -
5144.2 https://simbli.eboardsolutions.com/SU/VfqT4dag9OryfRHQPxk58A==

Parent/Guardian Notifications -
5145.6 https://simbli.eboardsolutions.com/SU/SuvNxTtlUJ0XfalLui15AA==

Parent/Guardian Notifications -
5145.6-E(1) https://simbli.eboardsolutions.com/SU/RdNSntUjWlcslshJyFn1Yfqfw==

Hate-Motivated Behavior -
5145.9 https://simbli.eboardsolutions.com/SU/zXaTq9y3Bf8f0rt8zzpcyw==

Dropout Prevention -
5147 https://simbli.eboardsolutions.com/SU/nRgafK7e25QslshoATTaX0j5w==

Before/After School Programs -
5148.2 https://simbli.eboardsolutions.com/SU/b5QjnmUpQBtgBNxpBLZKJw==

Before/After School Programs -
5148.2 https://simbli.eboardsolutions.com/SU/SRCRvplus9wpuzSot3FQ8a2gw==

Academic Standards -
6011 https://simbli.eboardsolutions.com/SU/TplusI1ybplusF7QGkEslshLEej7PvA==

Parent Involvement -
6020 https://simbli.eboardsolutions.com/SU/8BBlLRHFPN4Ze3lDgijtIg==

Parent Involvement -
6020 https://simbli.eboardsolutions.com/SU/Q0ib1gK3KHGsHNIpTjqI8A==

Response To Instruction And Intervention -
6120 https://simbli.eboardsolutions.com/SU/YopBQ2VrklsMGNYQPvMr6w==

International Baccalaureate Program -
6141.4 https://simbli.eboardsolutions.com/SU/3HplusWL7Ol2YANMyMpgmHLBQ==

Advanced Placement -
6141.5 https://simbli.eboardsolutions.com/SU/VKU0plusZC9i4xPUaA9uN30nA==

Environmental Education -
6142.5 https://simbli.eboardsolutions.com/SU/CwGxm1fF99iHkuOYslshay3TQ==

Mathematics Instruction -
6142.92 https://simbli.eboardsolutions.com/SU/fTMquy4qCooO0o5vPBAlDA==

Science Instruction -
6142.93
https://simbli.eboardsolutions.com/SU/TOhfkcNbplussplusFXRgAlBNXiw==

Courses Of Study -
6143 https://simbli.eboardsolutions.com/SU/zJXVlX5MALJLJUsETQnbQA==

Courses Of Study -
6143 https://simbli.eboardsolutions.com/SU/bUCwdpAJjX5ggLMG3GsxDA==

High School Graduation Requirements -
6146.1 https://simbli.eboardsolutions.com/SU/xv86FlExAfzM9c4V6EcvBw==

Class Size -
6151 https://simbli.eboardsolutions.com/SU/vYW5X18plusvzq1WlfyVz868A==

Placement In Mathematics Courses -
6152.1 https://simbli.eboardsolutions.com/SU/jt6w4Ob9l5Fk3Zp4xZKDSQ==

Placement In Mathematics Courses -
6152.1 https://simbli.eboardsolutions.com/SU/oGGI7Kob81Is1e8P3iauiA==

School-Sponsored Trips -
6153 https://simbli.eboardsolutions.com/SU/7r4Q2oNQvl8g7LgkIl0EVQ==

School-Sponsored Trips -
6153 https://simbli.eboardsolutions.com/SU/94iq9ExjQyubmVXbZDVrYg==

Individualized Education Program -
6159 https://simbli.eboardsolutions.com/SU/nRtcKBP3haQcPUiLWOYqgA==

Individualized Education Program -
6159 https://simbli.eboardsolutions.com/SU/IBlWJmfAP00e3xnVhUQNYg==

Selection And Evaluation Of Instructional Materials -
6161.1 https://simbli.eboardsolutions.com/SU/OknJQUnz7OqdbiwOmRU3OQ==

Selection And Evaluation Of Instructional Materials -
6161.1 https://simbli.eboardsolutions.com/SU/fXBcLMA6WABwBGWhEn0Y9Q==

Selection And Evaluation Of Instructional Materials -
6161.1-E(1) https://simbli.eboardsolutions.com/SU/8IIH1pluseCQplus3eslsh3plusjNseP5g==

Student Assessment -
6162.5
https://simbli.eboardsolutions.com/SU/qVgmtyqQy60o6cg8rziBgg==

State Academic Achievement Tests -
6162.51 https://simbli.eboardsolutions.com/SU/NdqSEfNslshhwaBKplusUkKHo40A==

State Academic Achievement Tests -
6162.51 https://simbli.eboardsolutions.com/SU/oZbkKwYtcu0mkplusF9H7PNfQ==

Library Media Centers -
6163.1 https://simbli.eboardsolutions.com/SU/QOUjppuymAwZwqqwJNVcdg==

Guidance/Counseling Services -
6164.2 https://simbli.eboardsolutions.com/SU/QEsZgzQo3AFYxslshFZf9HBrg==

Identification And Evaluation Of Individuals For Special Education -
6164.4 https://simbli.eboardsolutions.com/SU/8MB0fypnslshhf7DDguB9k9wA==

Identification And Evaluation Of Individuals For Special Education -
6164.4 https://simbli.eboardsolutions.com/SU/rsstgVL8YWDzm2Ni7PU9jg==

Student Success Teams -
6164.5 https://simbli.eboardsolutions.com/SU/XrnslshQlPaFW9wMoMV2IEKpg==

Student Success Teams -
6164.5 https://simbli.eboardsolutions.com/SU/UkLsYeA03YN6xcWenpZlVQ==

Identification And Education Under Section 504 -

6164.6 https://simbli.eboardsolutions.com/SU/6plusOTTGd6ABIAeBaW0zV0xg==

Identification And Education Under Section 504 -

6164.6

https://simbli.eboardsolutions.com/SU/CGPb7slshjqJY1l1isv4hclqQ==

Title I Programs -

6171 https://simbli.eboardsolutions.com/SU/p4BMACj6yFUh6jSJgfA2gA==

Title I Programs -

6171 https://simbli.eboardsolutions.com/SU/Dbh9ejHszdfmzm1699QEQQ==

Gifted And Talented Student Program -

6172 https://simbli.eboardsolutions.com/SU/wTl8EVvu0t0484S390RuGw==

Gifted And Talented Student Program -

6172 https://simbli.eboardsolutions.com/SU/G268I3K6kr8FEbTmbKVa2A==

Education For Homeless Children -

6173 https://simbli.eboardsolutions.com/SU/zsjkyhfKAplusFQR21mnjd3hw==

Education For Homeless Children -

6173 https://simbli.eboardsolutions.com/SU/vD4ZxTplusVHjDJcdnxYRslshO3g==

Education For Homeless Children -

6173-E(1) https://simbli.eboardsolutions.com/SU/bgY0t00vS6m28pwGwmEslsh8A==

Education For Homeless Children -

6173- E(2)https://simbli.eboardsolutions.com/SU/Oziu5plusO24Cwf3qrg2IwW1A==

Education For Foster Youth -

6173.1 https://simbli.eboardsolutions.com/SU/hwZQyTeELA0Ir5Chn5ZTpg==

Education For Foster Youth -

6173.1 https://simbli.eboardsolutions.com/SU/4Rr6sDplusdFuBwPiazslshLpFQA==

Title VI Indian Education Program -

6173.4 https://simbli.eboardsolutions.com/SU/xLUhICLjtWY7plusGLQtSNdYA==

Education For English Learners -

6174 https://simbli.eboardsolutions.com/SU/OkmHFwI6VWLksdxXorXt9Q==

Education For English Learners -

6174 https://simbli.eboardsolutions.com/SU/f8BiOLVWS3pu1GqJeOV2ug==

Summer Learning Programs -

6177 https://simbli.eboardsolutions.com/SU/ezqaj3pDRTAplus4B05IJJGzw==

Career Technical Education -

6178 https://simbli.eboardsolutions.com/SU/2rbbha1T98IHWiOTkslshUErg==

Career Technical Education -

6178 https://simbli.eboardsolutions.com/SU/S4qxTuQvqZWs07diDIxw9g==

Supplemental Instruction -

6179 https://simbli.eboardsolutions.com/SU/zi8aQRQAs4kCAuX1Bu2Mslshg==

Continuation Education -

6184 https://simbli.eboardsolutions.com/SU/3Ht4rBWGbplusXBfB2IhozFRg==

Continuation Education -

6184 https://simbli.eboardsolutions.com/SU/cdslsh69Uc64Uvliuo5C1RewQ==

Evaluation Of The Instructional Program -

6190 https://simbli.eboardsolutions.com/SU/okRYD9pv3tHKzr20XkWFZg==

Facilities Master Plan -

7110 https://simbli.eboardsolutions.com/SU/CTyHH1bl8WMYv7LT883UOw==

Orientation -

9230 https://simbli.eboardsolutions.com/SU/zPgBfoLQTIvGXFVmx3IPVA==

Board Policies -

9310 https://simbli.eboardsolutions.com/SU/uqCUreAgsJGmtpWNOTZAkQ==

Meetings And Notices -

9320 https://simbli.eboardsolutions.com/SU/kaWrYCz4FrrfM0Djy8s6Fg==

Regulation 3260: Fees And Charges

Status: ADOPTED

Original Adopted Date: 03/01/2019 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following: (5 CCR 350)

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)

3. Expenses of students' participation in a field trip or excursion within the state or to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)

5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)

6. Reimbursement to the district for the direct cost of materials used by students to fabricate property they will take home for their own possession and use, such as wood shop, art, or sewing projects kept by students (Education Code 17551)

7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student, and an exemption is made for any student with a disability, or any student who is eligible for free or reduced-price meals, any student who is an English learner, or any student who is a foster youth. (Education Code 39807.5)

8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)

9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)

10. An adult education or secondary school community service class in civic, vocational, literacy, health, family and consumer sciences, technical, and general education, not to exceed the cost of maintaining the class (Education Code 51810-51815)

11. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)

12. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)

13. Actual cost of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code 6253)

14. Food sold at school, subject to the California Universal Meals Program, free and reduced-price meal program eligibility, and other restrictions specified in law (Education Code 38084, 49501.5)

15. In accordance with law, replacement cost or reimbursement for lost or willfully damaged district books,
supplies, or property, or for district property loaned to a student that the student fails to return (Education Code 19910-19911, 48904)

16. Tuition for district school attendance by an out-of-state or out-of-country resident (Education Code 48050,
48052, 52613; 8 USC 1184)

17. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects, classes for which high school credit is granted when taken by a person who does not hold a high school diploma, or classes in English and citizenship (Education Code 39801.5, 52612, 60410)

18. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is exempted from fees by law (Education Code 8211, 8213, 8252-8254)

19. Participation in a before-school, after-school, or intersession program that is funded as an After School Education and Safety (ASES) program, 21st Century Community Learning Center (21st CCLC), 21st Century
High School After School Safety and Enrichment for Teens (ASSETs) program, or Expanded Learning Opportunity (ELO) program, provided that fees are waived or reduced for families with students who are eligible for free or reduced-price meals and, in regard to ASES and 21st CCLC programs, fees are not charged if the district knows the student is a homeless or foster youth (Education Code 8422, 8482.6, 46120)

20. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

Collection of Debt

Before pursuing payment of any debt that has accumulated from unpaid permissible fees, the Superintendent or designee shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student. The invoice shall reference district policies related to debt collection and the rights established pursuant to Education Code 49014 and 49557.5. For each payment received, the district shall provide a receipt to the parent/guardian. (Education Code 49014)

The Superintendent or designee shall not sell debt owed by a parent/guardian of a student or former student. (Education Code 49014)

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

State References	Description
5 CCR 350	Fees not permitted

5 CCR 4600-4687	Uniform complaint procedures
CA Constitution Article 9, Section 5	Common school system - https://simbli.eboardsolutions.com/SU/5LDHgacpLGqiftuxZapslshQg==
Ed. Code 17453.1	District sale or lease of Internet appliances or personal computers to parents of students
Ed. Code 17551	Property fabricated by students
Ed. Code 19910-19911	Offenses against libraries
Ed. Code 32033	Eye protective devices
Ed. Code 32221	Insurance for athletic team member
Ed. Code 32390	Voluntary program for fingerprinting students
Ed. Code 35330-35332	Field trips
Ed. Code 35335	School camp programs
Ed. Code 38080-38086.1	Cafeteria establishment and use
Ed. Code 38120	Use of school band equipment on excursions to foreign countries
Ed. Code 39801.5	Transportation for adults
Ed. Code 39807.5	Payment of transportation costs by parents
Ed. Code 39837	Transportation to summer employment program
Ed. Code 42238.02	Local Control Funding Formula
Ed. Code 46120	Expanded learning opportunities
Ed. Code 48050	Residents of adjoining states
Ed. Code 48052	Tuition for foreign residents
Ed. Code 48904	Liability of parent or guardian; withholding of grades, diplomas, transcripts
Ed. Code 49010-49013	Student fees
Ed. Code 49014	Public School Fair Debt Collection Act
Ed. Code 49065	Reasonable charge for transcripts
Ed. Code 49066	Grades; effect of physical education class apparel
Ed. Code 49091.14	Parental review of curriculum
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49557.5	Child Hunger Prevention and Fair Treatment Act of 2017
Ed. Code 51810-51815	Community service classes
Ed. Code 52612	Tuition for adult classes
Ed. Code 52613	Nonimmigrant foreign nationals
Ed. Code 56504	School records; students with disabilities
Ed. Code 60410	Books for adult classes
Ed. Code 8211	Priority for full-day programs
Ed. Code 8213	Income eligible; definition
Ed. Code 8252-8254	Early childhood education family fees
Ed. Code 8263	Eligibility and priorities for subsidized child development services
Ed. Code 8420-8428	21st Century High School After School Safety and Enrichment Program for Teens
Ed. Code 8760-8774	Outdoor science, conservation, and forestry programs
Gov. Code 6253	Request for copy; fee
Federal References	**Description**

8 USC 1184	Foreign students

Management Resources References	Description
California Department of Education Publication	Summer School, Third Parties, and Tuition Fees, Fiscal Management Advisory 22-01, September 1, 2022 - https://simbli.eboardsolutions.com/SU/jssj7MplusVplusKjP6fQLsHt3fg==
California Department of Education Publication	Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 2001, July 23, 2020
Court Decision	CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738
Court Decision	Driving School Assn of CA v. San Mateo Union HSD (1992) 11 Cal. App. 4th 1513
Court Decision	Hartzell v. Connell (1984) 35 Cal. 3d 899
Court Decision	Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739
Court Decision	Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/rplusplusaBQeAE4bUpZiBFBO9dQ==
0415	Equity - https://simbli.eboardsolutions.com/SU/ZGZhz17ATfHJBPQ13Jplus7cw==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/c3TEEZEDFLVMDh05wI0TCQ==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/xvf0pluskxWXJhSWUlB3QBmhA==
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/TUNcr5I6QZDDrlNJ5rXb5g==
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/sDXhJFa6OFkhNJlen5SDKw==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/qvzpYbttZOPNWrpR2Lc9VQ==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/U5PKMAkslsh8XdmxbODX9gY2A==
1312.3-E(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/vicclxcmyjqgK8RRHm2Nkg==
1312.3-E(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==
1321	Solicitation Of Funds From And By Students - https://simbli.eboardsolutions.com/SU/WzxFAnB9mwMFIBcBX36cOA==

Solicitation Of Funds From And By Students -
1321 https://simbli.eboardsolutions.com/SU/ymfl0m7LGvVUP9texPyQjg==

Budget -
3100 https://simbli.eboardsolutions.com/SU/jyvplusBDTDZP2PfaNJtUb1FQ==

Budget -
3100 https://simbli.eboardsolutions.com/SU/msAckuIxvwNnuplus45O6T7slshw==

Transportation Fees -
3250 https://simbli.eboardsolutions.com/SU/3AEP1MPROXPhcbkJRE8xQg==

Transportation Fees -
3250
https://simbli.eboardsolutions.com/SU/AsxK6aPJlMvpoGYu8o0C9Q==

Gifts, Grants And Bequests -
3290 https://simbli.eboardsolutions.com/SU/v0uP5OYKyNQGAvaslshoK4zOw==

Student Activity Funds -
3452 https://simbli.eboardsolutions.com/SU/8j1mk0VS5qnXfLPOtVQxNg==

Hazardous Substances -
3514.1
https://simbli.eboardsolutions.com/SU/I36QUwAS3PjiZuXplus2XpfLQ==

Hazardous Substances -
3514.1 https://simbli.eboardsolutions.com/SU/7BQCvVQAdFWFHxMjBRucWg==

Recovery For Property Loss Or Damage -
3515.4 https://simbli.eboardsolutions.com/SU/HJyfNTrq3yl0UnDK53CpBA==

Recovery For Property Loss Or Damage -
3515.4
https://simbli.eboardsolutions.com/SU/ViR6wN5wOiTu0tZplus7Ly9Jw==

Food Service/Child Nutrition Program -
3550 https://simbli.eboardsolutions.com/SU/I4jF0jxd0To1A6OlQagmqg==

Food Service/Child Nutrition Program -
3550 https://simbli.eboardsolutions.com/SU/Y01UYQzBbtdljM51C9plusZpA==

Food Service Operations/Cafeteria Fund -
3551 https://simbli.eboardsolutions.com/SU/lsugRDyzCHQirlAIRdmC3A==

Food Service Operations/Cafeteria Fund -
3551 https://simbli.eboardsolutions.com/SU/nK97SlqZECcBFMq4UIQslshFA==

Summer Meal Program -
3552 https://simbli.eboardsolutions.com/SU/wzUihV3gK9PplusFxGH4lt0Ew==

Summer Meal Program -
3552 https://simbli.eboardsolutions.com/SU/byXci7oy4EQvJziZSatkag==

Free And Reduced Price Meals -
3553 https://simbli.eboardsolutions.com/SU/N7wbmnm9H944SplusVnwq4l9g==

Free And Reduced Price Meals -
3553 https://simbli.eboardsolutions.com/SU/5MEfuuu2ZJemVftwplusskZYw==

Other Food Sales -
3554 https://simbli.eboardsolutions.com/SU/XA2ZvkzJLpluswEugplusbBS1IVw==

Other Food Sales -
3554 https://simbli.eboardsolutions.com/SU/npluszuymEvcWm0UIgsNn6laQ==

Employee Notifications -
4112.9 https://simbli.eboardsolutions.com/SU/lzOl6slshnwrcwplusn8LplusKslshvsfw==

Employee Notifications -
4112.9-E(1) https://simbli.eboardsolutions.com/SU/nxsNzGInhGviEz28zpluswjzg==

Staff Development -
4131 https://simbli.eboardsolutions.com/SU/IYMIfYPYXEiEMhaRz6slshWJQ==

Employee Notifications -
4212.9 https://simbli.eboardsolutions.com/SU/mHaW9EbnocL5PI6rr10dMw==

Employee Notifications -
4212.9-E(1) https://simbli.eboardsolutions.com/SU/dRLduplushILitByDflajDntw==

Staff Development -
4231 https://simbli.eboardsolutions.com/SU/FAuFrJnlbcVy3kgsTslshNU6g==

Employee Notifications -
4312.9
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Employee Notifications -
4312.9-E(1) https://simbli.eboardsolutions.com/SU/2aBW0q0A11slsh9KahGJYr69A==

Staff Development -
4331 https://simbli.eboardsolutions.com/SU/3BIIBFE9slshf2AlnllsFw7ag==

Parent Rights And Responsibilities -
5020
https://simbli.eboardsolutions.com/SU/slshzYh5WprycgUzw9TSVm9Eg==

Parent Rights And Responsibilities -
5020 https://simbli.eboardsolutions.com/SU/cj7plusOU0kdEV4mqyejaSgUg==

District Residency -
5111.1 https://simbli.eboardsolutions.com/SU/IAL6e5elvtWslKJ80r5IYg==

District Residency -
5111.1 https://simbli.eboardsolutions.com/SU/VlddiUvh6orgSjaY4wvt7Q==

Nonresident Foreign Students -
5111.2 https://simbli.eboardsolutions.com/SU/ExWdRVNGiAUB82YTLplusFslshpg==

Student Records -
5125 https://simbli.eboardsolutions.com/SU/Jw4xw3nB7slshn7ptplustrREa5A==

Student Records -
5125 https://simbli.eboardsolutions.com/SU/uVgslshw0u1SygQrOqplus8VkHAQ==

Safety -
5142 https://simbli.eboardsolutions.com/SU/7nif3h0e6gdJCmslshRtV72zA==

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5142 https://simbli.eboardsolutions.com/SU/bUium2LRVRQFGiKYfplusLW7A==

Identification And Reporting Of Missing Children -
5142.1 https://simbli.eboardsolutions.com/SU/QGH9AvvDCjblslshoxUBg1B4w==

Insurance -
5143 https://simbli.eboardsolutions.com/SU/WETPQAVdeyslsh0VNKhjGx6xA==

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5143 https://simbli.eboardsolutions.com/SU/IxGFF2NWcLMu3ArlK0eT3g==

Parent/Guardian Notifications -
5145.6 https://simbli.eboardsolutions.com/SU/SuvNxTtlUJ0XfalLui15AA==

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5145.6-E(1) https://simbli.eboardsolutions.com/SU/RdNSntUjWlcslshJyFn1Yfqfw==

Child Care And Development -
5148 https://simbli.eboardsolutions.com/SU/TkxFLplusg1be5kdCBI21w67A==

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5148 https://simbli.eboardsolutions.com/SU/Ez52VnD9tECorZJzyrh5plusg==

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5148.2 https://simbli.eboardsolutions.com/SU/b5QjnmUpQBtgBNxpBLZKJw==

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Preschool/Early Childhood Education -
5148.3 https://simbli.eboardsolutions.com/SU/RoY7foslshVVCuCn7ASBE4vKg==

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6141.4 https://simbli.eboardsolutions.com/SU/3HplusWL7OI2YANMyMpgmHLBQ==

Advanced Placement -
6141.5 https://simbli.eboardsolutions.com/SU/VKU0plusZC9i4xPUaA9uN30nA==

Service Learning/Community Service Classes -
6142.4 https://simbli.eboardsolutions.com/SU/iVnd1RslshrYn5G7DW0f2PmUw==

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6142.5 https://simbli.eboardsolutions.com/SU/CwGxm1fF99iHkuOYslshay3TQ==

Extracurricular And Cocurricular Activities -
6145 https://simbli.eboardsolutions.com/SU/TkiGKzMnAo9vQwZU56wqVw==

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Athletic Competition -
6145.2 https://simbli.eboardsolutions.com/SU/WjFHslshd0qO8WHJq9f7Kfh5Q==

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School-Sponsored Trips -
6153 https://simbli.eboardsolutions.com/SU/7r4Q2oNQvl8g7LgkIl0EVQ==

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6153 https://simbli.eboardsolutions.com/SU/94iq9ExjQyubmVXbZDVrYg==

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6158 https://simbli.eboardsolutions.com/SU/Rqslsh4Fd5HLPwBBONpjsQGTg==

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6158 https://simbli.eboardsolutions.com/SU/2tRYy222MXLXnvV9vrMP4w==

Damaged Or Lost Instructional Materials -
6161.2 https://simbli.eboardsolutions.com/SU/pzjgEGaCof7djCAI2snnsQ==

Library Media Centers -
6163.1 https://simbli.eboardsolutions.com/SU/QOUjppuymAwZwqqwJNVcdg==

Student Use Of Technology -
6163.4 https://simbli.eboardsolutions.com/SU/JYZqEAGgHSQ8NKf76jfTkw==

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6163.4-E(1) https://simbli.eboardsolutions.com/SU/xL8Kskyraw6PieC8rplusJpYg==

Education For Homeless Children -
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6173- E(2)https://simbli.eboardsolutions.com/SU/Oziu5plusO24Cwf3qrg2IwW1A==

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6173.1 https://simbli.eboardsolutions.com/SU/hwZQyTeELA0Ir5Chn5ZTpg==

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6173.1 https://simbli.eboardsolutions.com/SU/4Rr6sDplusdFuBwPiazslshLpFQA==

Summer Learning Programs -
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Regional Occupational Center/Program -
6178.2 https://simbli.eboardsolutions.com/SU/zpluswb3uMkLaEnDGYEUtDXjQ==

Adult Education -
6200 https://simbli.eboardsolutions.com/SU/GBFIqzmwZQwt8slshR7plusdHYQQ==

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Actions By The Board -
9323.2 https://simbli.eboardsolutions.com/SU/qTqIJZz7LWxdOXZSRTVLAA==

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Actions By The Board -
9323.2-E(2) https://simbli.eboardsolutions.com/SU/qVfpDmpluswpVdRGdSnZjRPQw==

Policy 3460: Financial Reports And Accountability

Status: ADOPTED

Original Adopted Date: 11/01/2004 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

The Governing Board is committed to ensuring public accountability and the fiscal health of the district. The Board shall adopt sound fiscal management policies and practices, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

The Superintendent or designee shall ensure that district financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). The Superintendent or designee shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

When required by law or the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When submission of any such report to a local, state, and/or federal agency requires prior Board approval, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report without breaking any applicable submission deadline.

The Board shall regularly assess the district's financial position and communicate the results to the public, and shall use financial reports to determine the actions and budget amendments, if any, that are needed to ensure the district's financial stability. If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall take action to resolve these conditions without delay. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to provide the district with needed advice or fiscal management or training.

Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

Gann Appropriations Limit Resolution

On or before September 15, the Board shall, at a regular or special meeting, adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

Each fiscal year, the Superintendent or designee shall submit two interim reports to the Board. The first report shall cover the district's financial and budgetary status for the period ending October 31 and the second report shall cover the period ending January 31. These reports and supporting data shall be made available by the district for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and, on the basis of the interim report and any additional financial information known by the Board, shall certify in writing whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years

2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years

3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the
Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent. (Education Code 42131)

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

If at any time during the fiscal year, the County Superintendent concludes that the district's budget does not comply with the standards and criteria for financial stability and conducts a comprehensive review of the district's financial and budgetary conditions, the Board shall review any report of the County Superintendent's findings and recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of the Board's proposed actions on the recommendation. (Education Code 42637)

Audit Report

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State
Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

Except when, as determined by the Education Audits Appeal Panel, no otherwise eligible auditor is available, a public accounting firm whose lead or coordinating audit partner having primary responsibility

for the audit or whose audit partner responsible for reviewing the audit has performed audit services for the district in each of the six previous fiscal years shall not be selected to perform a district audit. (Education Code 41020)

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open
meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

Audit Committee

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with
   Education Code 41020 and 41020.5

2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit

3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses

4. Participate with the independent auditor in presenting the audit report to the Board

5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting

6. Provide input on the effectiveness of the independent auditor

7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems

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

State References	Description
2 CCR 1859.104	Leroy F. Greene School Facilities Program; reporting requirements https://simbli.eboardsolutions.com/SU/tR4Nz9gBf6HslshNNplus3IquQwQ==
5 CCR 15060	Standardized account code structure
5 CCR 15070	Submission of reports using standardized account code structure
5 CCR 15440-15451	Criteria and standards for school district budgets

5 CCR 15453-15464	Criteria and standards for school district interim reports
5 CCR 19810-19816.1	Audits
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 14500-14508	Financial and compliance audits - https://simbli.eboardsolutions.com/SU/ExlLRgXIGlFUpluskbtjAagJg==
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act - https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==
Ed. Code 17150-17150.1	Public disclosure of non-voter-approved debt - https://simbli.eboardsolutions.com/SU/nuHTCc4wIq8BirS8egAI9w==
Ed. Code 17170-17199.5	California School Finance Authority - https://simbli.eboardsolutions.com/SU/pjzTbdonCFPeq45e9kk37g==
Ed. Code 33127	Standards and criteria for local budgets and expenditures
Ed. Code 33128	Standards and criteria; inclusions
Ed. Code 33129	Standards and criteria; use by local agencies
Ed. Code 35035	Powers and duties of the superintendent; transfer authority
Ed. Code 41010-41024	Accounting system and audits
Ed. Code 41326	Emergency apportionment
Ed. Code 41344	Repayment of apportionment significant audit exceptions
Ed. Code 41344.1	Appeals of audit findings
Ed. Code 41455	Examination of financial problems of local districts
Ed. Code 42100-42105	Requirement to prepare and file annual statement
Ed. Code 42120-42129	Budget requirements
Ed. Code 42130-42134	Financial reports and certifications
Ed. Code 42140-42142	Public disclosure of fiscal obligations
Ed. Code 42637	County superintendent review of district's financial and budgetary conditions
Ed. Code 42652	Revocation or suspension of warrant authority
Ed. Code 48300-48316	Student attendance alternatives; school district of choice program
Ed. Code 52060-52077	Local control and accountability plan
Gov. Code 16429.1	Local agency investment fund
Gov. Code 3540.2	Meeting and negotiating in public educational employment
Gov. Code 53646	Treasurer reports and statements of investment policy
Gov. Code 7900-7914	Appropriations limit

Federal References	**Description**
2 CFR 200.0-200.521	Federal uniform grant guidance
31 USC 7501-7507	Single audits of federal program funds

Management Resources References	**Description**
California Department of Education Communication	New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007
California Department of Education Communication	Audit Resolution Process: Repayment Plans, December 8, 2000
Fiscal Crisis & Management Assistance Team Pub.	Indicators of Risk or Potential Insolvency For K-12 Local Education Agencies

Fiscal Crisis & Management Assistance Team Pub.	Fiscal Oversight Guide for AB 1200, AB 2756, AB 1840 and Related Legislation, September 2021
Governmental Accounting Standards Board Statement	Statement 87, Leases, June 2017
Governmental Accounting Standards Board Statement	Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009
Governmental Accounting Standards Board Statement	Statement 75, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions, June 2015
Governmental Accounting Standards Board Statement	Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
Governmental Accounting Standards Board Statement	Statement 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, June 2015
State Controller Publication	Standards and Procedures for Audits of California K-12 Local Educational Agencies
U.S. Gov. Accountability Office & PCIE Publication	Financial Audit Manual, revised 2008
U.S. Gov. Accountability Office & PCIE Publication	Government Auditing Standards, 2011
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Governmental Accounting Standards Board - https://simbli.eboardsolutions.com/SU/fOzyLiplusQlvf5bslshbBggjhog==
Website	California State Controller - https://simbli.eboardsolutions.com/SU/GDLauCiDFl4Ms1elPGARvA==
Website	U.S. Government Accountability Office - https://simbli.eboardsolutions.com/SU/HvuRwrdop7OnnXlYFVN3Mw==
Website	California County Superintendents Educational Services Association https://simbli.eboardsolutions.com/SU/FJy7Gf2djxDpluso3aMdrmckQ==
Website	California Department of Education, Finance and Grants - https://simbli.eboardsolutions.com/SU/gCBslshNl2CDjZqs24TpVv3gw==
Website	Education Audit Appeals Panel - https://simbli.eboardsolutions.com/SU/6VovW08Qz3ek2v0oFNslshtMg==
Website	Fiscal Crisis and Management Assistance Team - https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTlb0g==
Website	Office of Management and Budget - https://simbli.eboardsolutions.com/SU/yMG7KarnCslshuDeiihOx8ZiA==
Website	School Services of California, Inc. - https://simbli.eboardsolutions.com/SU/nzOlNPGdkIslshZR9e7VNuDXg==

Cross References	Description
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==
0500	Accountability - https://simbli.eboardsolutions.com/SU/PDWiti8tEaGKnqJbgZ4Q3g==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7wRcaQ9gjBXCOuqWB54wfA==

1220 Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/WXKjOn8KOplusMpLzpTd3ujpQ==

1340 Access To District Records - https://simbli.eboardsolutions.com/SU/VQd4HhnIB5p7OgDHHuo3HA==

1340 Access To District Records - https://simbli.eboardsolutions.com/SU/fhcZPsXmszl9QLwLKW0rSw==

3000 Concepts And Roles - https://simbli.eboardsolutions.com/SU/cplusZbQcQ4TXPVaA1lFqU7LQ==

3100 Budget - https://simbli.eboardsolutions.com/SU/jyvplusBDTDZP2PfaNJtUb1FQ==

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3110 Transfer Of Funds - https://simbli.eboardsolutions.com/SU/xELplusS4ns0lplusGn859UZsLplusw==

3220.1 Lottery Funds - https://simbli.eboardsolutions.com/SU/tNTxuxbq4YZJksxnMer9Tg==

3230 Federal Grant Funds - https://simbli.eboardsolutions.com/SU/OVH379RjC0a1aO7l1TFHYg==

3230 Federal Grant Funds - https://simbli.eboardsolutions.com/SU/pHfysr2KHcXTlDFyCkoN8w==

3280 Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/nI52FBYBlSbzNGRG8CrhkQ==

3280 Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/dHavl4DJJ4VVaplus02n5bFkg==

3290 Gifts, Grants And Bequests - https://simbli.eboardsolutions.com/SU/v0uP5OYKyNQGAvaslshoK4zOw==

3300 Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/mVe0QYRtN4WLxpjXZCEPuQ==

3312 Contracts - https://simbli.eboardsolutions.com/SU/fXvC3hMz5b6WCslsh8VCWplus8QQ==

3314 Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/IMVvTWVTSVQbQGQbrLH7xA==

3314 Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/kJslshbA41fvAd26Fu7h7gj6w==

3314.2 Revolving Funds - https://simbli.eboardsolutions.com/SU/JslshEYCCuajlw6avqMYfuJug==

3400 Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/qQg2Qs0VtgXvS1coVhS0Pg==

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3430 Investing - https://simbli.eboardsolutions.com/SU/9ZiG3CB1lgJx8AKxmhMdzQ==

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3451 Petty Cash Funds - https://simbli.eboardsolutions.com/SU/cdvnhH9VTYXhqvyXPKI1AQ==

3452 Student Activity Funds - https://simbli.eboardsolutions.com/SU/8j1mk0VS5qnXfLPOtVQxNg==

3470 Debt Issuance And Management - https://simbli.eboardsolutions.com/SU/uaUO1PslshiQVjou0LbEBFgPg==

Green School Operations -

3510 https://simbli.eboardsolutions.com/SU/K0GKzAB8i2S6wgjlLPFfUw==

Food Service Operations/Cafeteria Fund -
3551 https://simbli.eboardsolutions.com/SU/lsugRDyzCHQirlAIRdmC3A==

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3551 https://simbli.eboardsolutions.com/SU/nK97SlqZECcBFMq4UIQslshFA==

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Negotiations/Consultation -
4143 https://simbli.eboardsolutions.com/SU/plusQw524YQnq7oFZ8zRrV6Pg==

Public Notice - Personnel Negotiations -
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4143.1 https://simbli.eboardsolutions.com/SU/JKx9N5OucccGqPNRGoO81g==

Health And Welfare Benefits -
4154 https://simbli.eboardsolutions.com/SU/8w7jXCSa7Dmj2OhsA1O4mg==

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Negotiations/Consultation -
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Contracts -
4312.1 https://simbli.eboardsolutions.com/SU/u22KslshC8a3wG7fRWzzQXdjA==

Staff Development -
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Health And Welfare Benefits -
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Interdistrict Attendance -
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5117 https://simbli.eboardsolutions.com/SU/YpwmrnK3MFpslshPeaNfGkpoQ==

Awards For Achievement -
5126 https://simbli.eboardsolutions.com/SU/TplusoH8S98CsCgplusZql8kuKplusA==

Awards For Achievement -
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Year-Round Schedules -
6117 https://simbli.eboardsolutions.com/SU/PGJ0eo0EaMcrbETUgSfnfg==

Facilities Financing -
7210 https://simbli.eboardsolutions.com/SU/MIGlRHTFRsKW9LuyR0bsDw==

Mello-Roos Districts -
7212 https://simbli.eboardsolutions.com/SU/cl8Zy2SNDA5mv3OCBIeMCg==

General Obligation Bonds -
7214 https://simbli.eboardsolutions.com/SU/dOKQx4NVWC5LFmUtiJEplusXw==

General Obligation Bonds -
7214 https://simbli.eboardsolutions.com/SU/UHc8Hs9xMjvZItK9cK5rUw==

Role Of The Board -
9000 https://simbli.eboardsolutions.com/SU/8aBslshkYpCeLkOFfduR9FE4g==

Board Committees -
9130 https://simbli.eboardsolutions.com/SU/Z3ib9m8wsZRTsZmw45qE9Q==

Board Representatives -
9140 https://simbli.eboardsolutions.com/SU/yjmslshNKV8wpR65FwNX38SKg==

Agenda/Meeting Materials -
9322
https://simbli.eboardsolutions.com/SU/rPzCGxop9pluspluscD3iWn6mhcw==

Regulation 3460: Financial Reports And Accountability

Status: ADOPTED

Original Adopted Date: 04/01/2014 | Last Revised Date: 12/01/2022 | Last Reviewed Date: 12/01/2022

Interim Reports

Each interim report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. (Education Code 42130, 42131)

Interim reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted district budget and the second interim report shall be compared to the projections in the first interim report. (Education Code 42130; 5 CCR 15453-15464)

An interim report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464) **Audit Report**

The Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

The Superintendent or designee shall provide the necessary financial records and cooperate with the independent auditor selected by the Governing Board to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

The district audit shall include all income and expenditures by source of funds, including the student body and cafeteria funds and accounts, state and federal grant funds, and any other funds under the district's control or jurisdiction, as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

Report on Expenditures of State Facilities Funds

When the district participates in the school facilities program pursuant to Education Code 17070.10-17079.30, the Superintendent or designee shall annually report a detailed list of all expenditures of state facilities funds, including interest, and of the district's matching funds for completed projects until all such funds are expended. The report shall identify expenditures on a project-by-project basis, reflect completed projects that were reimbursed within that fiscal year, and clearly indicate the list of projects that have been completed. (Education Code 41024; 2 CCR 1859.104)

Audits of facilities projects shall be concluded within one year of project completion and shall be included as part of the district's audit for the fiscal year in which the project is reported as completed. A project shall be deemed completed when any of the following conditions is met: (Education Code 41024; 2 CCR 1859.104)

1. When the notice of completion for the project has been filed, all outstanding invoices, claims, and change orders have been satisfied, and the facility is currently in use by the district

2. Three years from the date of the final fund release for an elementary school project

3. Four years from the date of the final fund release for a middle or high school project

Fund Balance

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact

2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law

3. Committed fund balance, including amounts constrained to specific purposes by the Board

4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose

5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Lease Accounting

Any lease agreement involving the district, whether as lessor or lessee, shall be classified as a short-term lease, a contract that transfers ownership, or a lease other than short-term lease and contract that transfers ownership. District financial statement disclosures and schedules related to any lease shall comply with the standards specified in GASB 87.

Non-Voter-Approved Debt Report

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report

In accordance with GASB Statement 75, the district's financial statements shall report the expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at an open meeting of the Board. (Education Code 42140)

The district's financial obligation for OPEBs shall be reevaluated every two years in accordance with GASB 75.

Workers' Compensation Claims Report

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

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

State References	Description
2 CCR 1859.104	Leroy F. Greene School Facilities Program; reporting requirements https://simbli.eboardsolutions.com/SU/tR4Nz9gBf6HslshNNplus3IquQwQ==
5 CCR 15060	Standardized account code structure
5 CCR 15070	Submission of reports using standardized account code structure
5 CCR 15440-15451	Criteria and standards for school district budgets
5 CCR 15453-15464	Criteria and standards for school district interim reports
5 CCR 19810-19816.1	Audits

Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 14500-14508	Financial and compliance audits - https://simbli.eboardsolutions.com/SU/ExILRgXIGIFUpluskbtjAagJg==
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act - https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==
Ed. Code 17150-17150.1	Public disclosure of non-voter-approved debt - https://simbli.eboardsolutions.com/SU/nuHTCc4wIq8BirS8egAI9w==
Ed. Code 17170-17199.5	California School Finance Authority - https://simbli.eboardsolutions.com/SU/pjzTbdonCFPeq45e9kk37g==
Ed. Code 33127	Standards and criteria for local budgets and expenditures
Ed. Code 33128	Standards and criteria; inclusions
Ed. Code 33129	Standards and criteria; use by local agencies
Ed. Code 35035	Powers and duties of the superintendent; transfer authority
Ed. Code 41010-41024	Accounting system and audits
Ed. Code 41326	Emergency apportionment
Ed. Code 41344	Repayment of apportionment significant audit exceptions
Ed. Code 41344.1	Appeals of audit findings
Ed. Code 41455	Examination of financial problems of local districts
Ed. Code 42100-42105	Requirement to prepare and file annual statement
Ed. Code 42120-42129	Budget requirements
Ed. Code 42130-42134	Financial reports and certifications
Ed. Code 42140-42142	Public disclosure of fiscal obligations
Ed. Code 42637	County superintendent review of district's financial and budgetary conditions
Ed. Code 42652	Revocation or suspension of warrant authority
Ed. Code 48300-48316	Student attendance alternatives; school district of choice program
Ed. Code 52060-52077	Local control and accountability plan
Gov. Code 16429.1	Local agency investment fund
Gov. Code 3540.2	Meeting and negotiating in public educational employment
Gov. Code 53646	Treasurer reports and statements of investment policy
Gov. Code 7900-7914	Appropriations limit

Federal References	**Description**
2 CFR 200.0-200.521	Federal uniform grant guidance
31 USC 7501-7507	Single audits of federal program funds

Management Resources References	**Description**
California Department of Education Communication	New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007
California Department of Education Communication	Audit Resolution Process: Repayment Plans, December 8, 2000
Fiscal Crisis & Management Assistance Team Pub.	Indicators of Risk or Potential Insolvency For K-12 Local Education Agencies
Fiscal Crisis & Management Assistance Team Pub.	Fiscal Oversight Guide for AB 1200, AB 2756, AB 1840 and Related Legislation, September 2021

Governmental Accounting Standards Board Statement	Statement 87, Leases, June 2017
Governmental Accounting Standards Board Statement	Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009
Governmental Accounting Standards Board Statement	Statement 75, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions, June 2015
Governmental Accounting Standards Board Statement	Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
Governmental Accounting Standards Board Statement	Statement 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, June 2015
State Controller Publication	Standards and Procedures for Audits of California K-12 Local Educational Agencies

U.S. Gov. Accountability Office & PCIE Publication Financial Audit Manual, revised 2008

U.S. Gov. Accountability Office & PCIE Publication Government Auditing Standards, 2011

Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Governmental Accounting Standards Board - https://simbli.eboardsolutions.com/SU/fOzyLiplusQIvf5bslshbBggjhog==
Website	California State Controller - https://simbli.eboardsolutions.com/SU/GDLauCiDFl4Ms1eIPGARvA==
Website	U.S. Government Accountability Office - https://simbli.eboardsolutions.com/SU/HvuRwrdop7OnnXlYFVN3Mw==
Website	California County Superintendents Educational Services Association https://simbli.eboardsolutions.com/SU/FJy7Gf2djxDpluso3aMdrmckQ==
Website	California Department of Education, Finance and Grants - https://simbli.eboardsolutions.com/SU/gCBslshNl2CDjZqs24TpVv3gw==
Website	Education Audit Appeals Panel - https://simbli.eboardsolutions.com/SU/6VovW08Qz3ek2v0oFNslshtMg==
Website	Fiscal Crisis and Management Assistance Team - https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVmEFNjoJhGgV6PRTlb0g==
Website	Office of Management and Budget - https://simbli.eboardsolutions.com/SU/yMG7KarnCslshuDeiihOx8ZiA==
Website	School Services of California, Inc. - https://simbli.eboardsolutions.com/SU/nzOlNPGdkIslshZR9e7VNuDXg==

Cross References	Description
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==
0500	Accountability - https://simbli.eboardsolutions.com/SU/PDWiti8tEaGKnqJbgZ4Q3g==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7wRcaQ9gjBXCOuqWB54wfA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/WXKjOn8KOplusMpLzpTd3ujpQ==

1340 Access To District Records - https://simbli.eboardsolutions.com/SU/VQd4HhnIB5p7OgDHHuo3HA==

1340 Access To District Records - https://simbli.eboardsolutions.com/SU/fhcZPsXmszl9QLwLKW0rSw==

3000 Concepts And Roles - https://simbli.eboardsolutions.com/SU/cplusZbQcQ4TXPVaA1lFqU7LQ==

3100 Budget - https://simbli.eboardsolutions.com/SU/jyvplusBDTDZP2PfaNJtUb1FQ==

3100 Budget - https://simbli.eboardsolutions.com/SU/msAckulxvwNnuplus45O6T7slshw==

3110 Transfer Of Funds - https://simbli.eboardsolutions.com/SU/xELplusS4ns0lplusGn859UZsLplusw==

3220.1 Lottery Funds - https://simbli.eboardsolutions.com/SU/tNTxuxbq4YZJksxnMer9Tg==

3230 Federal Grant Funds - https://simbli.eboardsolutions.com/SU/OVH379RjC0a1aO7l1TFHYg==

3230 Federal Grant Funds - https://simbli.eboardsolutions.com/SU/pHfysr2KHcXTlDFyCkoN8w==

3280 Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/nl52FBYBISbzNGRG8CrhkQ==

3280 Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/dHavl4DJJ4VVaplus02n5bFkg==

3290 Gifts, Grants And Bequests - https://simbli.eboardsolutions.com/SU/v0uP5OYKyNQGAvaslshoK4zOw==

3300 Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/mVe0QYRtN4WLxpjXZCEPuQ==

3312 Contracts - https://simbli.eboardsolutions.com/SU/fXvC3hMz5b6WCslsh8VCWplus8QQ==

3314 Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/IMVvTWVTSVQbQGQbrLH7xA==

3314 Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/kJslshbA41fvAd26Fu7h7gj6w==

3314.2 Revolving Funds - https://simbli.eboardsolutions.com/SU/JslshEYCCuajlw6avqMYfuJug==

3400 Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/qQg2Qs0VtgXvS1coVhS0Pg==

3400 Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/EEPE8KLEmi83u81NRq4qNw==

3430 Investing - https://simbli.eboardsolutions.com/SU/9ZiG3CB1lgJx8AKxmhMdzQ==

3430 Investing - https://simbli.eboardsolutions.com/SU/bWwgTRtaFD6JWBdplnBDGA==

3451 Petty Cash Funds - https://simbli.eboardsolutions.com/SU/cdvnhH9VTYXhqvyXPKI1AQ==

3452 Student Activity Funds - https://simbli.eboardsolutions.com/SU/8j1mk0VS5qnXfLPOtVQxNg==

3470 Debt Issuance And Management - https://simbli.eboardsolutions.com/SU/uaUO1PslshiQVjou0LbEBFgPg==

3510 Green School Operations - https://simbli.eboardsolutions.com/SU/K0GKzAB8i2S6wgjlLPFfUw==

3551 Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/lsugRDyzCHQirlAIRdmC3A==

Food Service Operations/Cafeteria Fund -
3551 https://simbli.eboardsolutions.com/SU/nK97SlqZECcBFMq4UIQslshFA==

District Records -
3580 https://simbli.eboardsolutions.com/SU/crBR8IcYslshslshcadfBT09vKtA==

District Records -
3580 https://simbli.eboardsolutions.com/SU/WEk7cYywcvcslshPFolgJHPZg==

Negotiations/Consultation -
4143 https://simbli.eboardsolutions.com/SU/plusQw524YQnq7oFZ8zRrV6Pg==

Public Notice - Personnel Negotiations -
4143.1 https://simbli.eboardsolutions.com/SU/KhFUfplusG0plusg3d9rfQCzdt9w==

Public Notice - Personnel Negotiations -
4143.1 https://simbli.eboardsolutions.com/SU/JKx9N5OucccGqPNRGoO81g==

Health And Welfare Benefits -
4154 https://simbli.eboardsolutions.com/SU/8w7jXCSa7Dmj2OhsA1O4mg==

Health And Welfare Benefits -
4154 https://simbli.eboardsolutions.com/SU/bUKajshf9NH4tnZl9utk7g==

Negotiations/Consultation -
4243 https://simbli.eboardsolutions.com/SU/rymBvD6zXpDjIdwBE51jfg==

Public Notice - Personnel Negotiations -
4243.1 https://simbli.eboardsolutions.com/SU/ZeDplusoNwbmq1UeXBwIUzrsA==

Public Notice - Personnel Negotiations -
4243.1 https://simbli.eboardsolutions.com/SU/YqOJwKKHXkI7z8nEWVplusOZw==

Health And Welfare Benefits -
4254 https://simbli.eboardsolutions.com/SU/A1ITc070plusq5qXGSVtT8tew==

Health And Welfare Benefits -
4254 https://simbli.eboardsolutions.com/SU/4MRmnj4J0iqDWVDL3OkrzA==

Contracts -
4312.1 https://simbli.eboardsolutions.com/SU/u22KslshC8a3wG7fRWzzQXdjA==

Staff Development -
4331 https://simbli.eboardsolutions.com/SU/3BIIBFE9slshf2AlnIIsFw7ag==

Health And Welfare Benefits -
4354 https://simbli.eboardsolutions.com/SU/plusE0GMUC0mfjQbplusslshslsh4TDlslshQ==

Health And Welfare Benefits -
4354 https://simbli.eboardsolutions.com/SU/rplusmwwksFJslufmMFbAX0vQ==

Interdistrict Attendance -
5117 https://simbli.eboardsolutions.com/SU/be8UrO5tYpPBjYfPslshJOslshgg==

Interdistrict Attendance -
5117 https://simbli.eboardsolutions.com/SU/YpwmrnK3MFpslshPeaNfGkpoQ==

Awards For Achievement -
5126 https://simbli.eboardsolutions.com/SU/TplusoH8S98CsCgplusZqI8kuKplusA==

Awards For Achievement -
5126 https://simbli.eboardsolutions.com/SU/3vcVxdI9QTMjNZKGMBvvug==

Year-Round Schedules -
6117 https://simbli.eboardsolutions.com/SU/PGJ0eo0EaMcrbETUgSfnfg==

Facilities Financing -
7210 https://simbli.eboardsolutions.com/SU/MlGlRHTFRsKW9LuyR0bsDw==

Mello-Roos Districts -
7212 https://simbli.eboardsolutions.com/SU/cl8Zy2SNDA5mv3OCBIeMCg==

General Obligation Bonds -

7214 https://simbli.eboardsolutions.com/SU/dOKQx4NVWC5LFmUtiJEplusXw==

General Obligation Bonds -
7214 https://simbli.eboardsolutions.com/SU/UHc8Hs9xMjvZItK9cK5rUw==

Role Of The Board -
9000 https://simbli.eboardsolutions.com/SU/8aBslshkYpCeLkOFfduR9FE4g==

Board Committees -
9130 https://simbli.eboardsolutions.com/SU/Z3ib9m8wsZRTsZmw45qE9Q==

Board Representatives -
9140 https://simbli.eboardsolutions.com/SU/yjmslshNKV8wpR65FwNX38SKg==

Agenda/Meeting Materials -
9322 https://simbli.eboardsolutions.com/SU/rPzCGxop9plusplususcD3iWn6mhcw==

Policy 3515: Campus Security

Status: ADOPTED

Original Adopted Date: 03/01/2007 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

The Governing Board is committed to providing a school environment that promotes the safety of students, staff, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures, which may be included in the district's comprehensive safety plan and/or site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

Reporting Threats

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle of high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

Threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual.

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or district administrator.

~~Surveillance Systems~~

In consultation with the district's school site council, safety planning committee, other relevant stakeholders, and staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous and targeted locations around school buildings and grounds. These signs shall state that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur and that the recordings may be used in disciplinary proceedings and/or referred to local law enforcement, as appropriate.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

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

State References	Description
24 CCR 1010.2	Door operations
24 CCR 1010.2.8.2	Lockable doors from the inside
CA Constitution Article 1, Section 28	Right to Safe Schools - https://simbli.eboardsolutions.com/SU/4uKslshNFWJwiWPc9Z3j2hmaA==
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act - https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==
Ed. Code 17583	Classroom security locks; modernization projects
Ed. Code 32020	School gates; entrances for emergency vehicles
Ed. Code 32211	Threatened disruption or interference with classes
Ed. Code 32280-32289.5	School safety plans
Ed. Code 35160	Authority of governing boards
Ed. Code 35160.1	Broad authority of school districts
Ed. Code 35266	Reporting of cyber attacks
Ed. Code 38000-38005	Security departments
Ed. Code 49050-49051	Searches by school employees
Ed. Code 49060-49079	Student records
Ed. Code 49390-49395	Homicide threats
Gov. Code 11549.3	Independent security assessment
Pen. Code 469	Unauthorized making, duplicating or possession of key to public building Pen. Code 626-626.11 Weapons on school grounds and other school crimes

Federal References	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.3	Definition of education records
6 USC 665k	Federal Clearinghouse on School Safety Evidence-Based Practices

Management Resources References	Description
Attorney General Opinion	75 Ops.Cal.Atty.Gen. 155 (1992)
Attorney General Opinion	83 Ops.Cal.Atty.Gen. 257 (2000)
California Department of Education Publication	Safe Schools: A Planning Guide for Action Workbook, 2002
Court Decision	Brannum v. Overton County School Board (2008) 516 F. 3d 489
Court Decision	New Jersey v. T.L.O. (1985) 469 U.S. 325
National Institute of Justice Publication	The Appropriate and Effective Use of Security Technologies in U.S. Schools:

A Guide for Schools and Law Enforcement Agencies, 1999

US DOE Publication FAQs on Photos and Videos under FERPA

California Military Department -
Website https://simbli.eboardsolutions.com/SU/L0dgnky2UrB3E0JFwK4w9w==

U.S. Department of Homeland Security, Fusion Centers -
Website https://simbli.eboardsolutions.com/SU/PSVyV1hfKjpmRQXd5vTBKQ==

California State Threat Assessment System -
Website https://simbli.eboardsolutions.com/SU/CX8ou4hFcTRJKHzwyPRczQ==

CSBA District and County Office of Education Legal Services -
Website https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==

U.S. Department of Education, Protecting Student Privacy -
Website https://simbli.eboardsolutions.com/SU/GNvvR5HOI1z1slshpN79CN8BQ==

National Institute of Justice -
Website https://simbli.eboardsolutions.com/SU/OJiCldjfhnpHtIp5dK0Kwg==

National School Safety Center -
Website https://simbli.eboardsolutions.com/SU/DT4ecTE5xOmkiuXpIMccKw==

California Department of Education, Safe Schools -
Website https://simbli.eboardsolutions.com/SU/AxdFslshFpyQ1QPo821fOy9pg==

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

Cross References **Description**

Comprehensive Safety Plan -
0450 https://simbli.eboardsolutions.com/SU/Q7gil8GDAxZA23W9BEbNBw==

Comprehensive Safety Plan -
0450 https://simbli.eboardsolutions.com/SU/rdlFkXtkL04nPQ7EChV5kQ==

Visitors/Outsiders -
1250 https://simbli.eboardsolutions.com/SU/fQeslYtQfPyCw4jPFcug3A==

Visitors/Outsiders -
1250 https://simbli.eboardsolutions.com/SU/tWaslsh7PMJ3L8KcyZCNmtCCg==

Joint Use Agreements -
1330.1 https://simbli.eboardsolutions.com/SU/ICknfKG9C2OPUHECZeBFuw==

Concepts And Roles -
3000 https://simbli.eboardsolutions.com/SU/cplusZbQcQ4TXPVaA1lFqU7LQ==

Inventories -
3440 https://simbli.eboardsolutions.com/SU/cB5LbBZLYT7A9NlP1rkFQQ==

Disruptions -
3515.2 https://simbli.eboardsolutions.com/SU/4wgxKe7phREuWgDJS1yRxg==

Disruptions -
3515.2 https://simbli.eboardsolutions.com/SU/plusM9xri3ZWfyas59c77cpluscg==

District Police/Security Department -
3515.3 https://simbli.eboardsolutions.com/SU/xzE1kDD6MeebnuiCYEM5mw==

District Police/Security Department -
3515.3 https://simbli.eboardsolutions.com/SU/l1J1QKjZow3q8v7pZhTCDQ==

School Resource Officers -
3515.31
https://simbli.eboardsolutions.com/SU/arWmFD2oslshQMqq8vu4PX7mw==

Recovery For Property Loss Or Damage -
3515.4 https://simbli.eboardsolutions.com/SU/HJyfNTrq3yl0UnDK53CpBA==

Recovery For Property Loss Or Damage -
3515.4 https://simbli.eboardsolutions.com/SU/ViR6wN5wOiTu0tZplus7Ly9Jw==

Sex Offender Notification -
3515.5 https://simbli.eboardsolutions.com/SU/xk6nP3aXfj2ageGZ0AOmOg==

Sex Offender Notification -
3515.5 https://simbli.eboardsolutions.com/SU/W9sHaOeyXdMt7s7M5j1yOA==

Firearms On School Grounds -
3515.7 https://simbli.eboardsolutions.com/SU/oslshFhmBWrrp6toa9Ebffmbg==

Emergencies And Disaster Preparedness Plan -
3516 https://simbli.eboardsolutions.com/SU/x6NWrX0FV0TusDr7guOmSQ==

Emergencies And Disaster Preparedness Plan -
3516 https://simbli.eboardsolutions.com/SU/UzirPzb2Tud8LJ2LDo5W5w==

Bomb Threats -
3516.2 https://simbli.eboardsolutions.com/SU/7AOcOEDZOGIVxjQHiw3eyQ==

Risk Management/Insurance -
3530 https://simbli.eboardsolutions.com/SU/PCbwslshUQxLVplusmkc9Vslsh0GqfQ==

Risk Management/Insurance -
3530 https://simbli.eboardsolutions.com/SU/IFY23eyj7gVURhZVxo1DXw==

Personnel Files -
4112.6 https://simbli.eboardsolutions.com/SU/slshc7i5jiVI8pLyA79vr9rhw==

Civil And Legal Rights -
4119.1 https://simbli.eboardsolutions.com/SU/BQiemT6yH0cplusdbQ4LuGjZA==

Staff Development -
4131 https://simbli.eboardsolutions.com/SU/IYMIfYPYXEiEMhaRz6slshWJQ==

Employee Security -
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Employee Security -
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Civil And Legal Rights -
4219.1 https://simbli.eboardsolutions.com/SU/qInWNgn2LFslshtDzTCLslsh592A==

Staff Development -
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Employee Security -
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Employee Security -
4258 https://simbli.eboardsolutions.com/SU/HzleDphm05nyuDFSTUwAmg==

Civil And Legal Rights -
4319.1 https://simbli.eboardsolutions.com/SU/XWa15T9slshJVGmRW95yTHU1Q==

Staff Development -
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Employee Security -
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Employee Security -
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Open/Closed Campus -
5112.5 https://simbli.eboardsolutions.com/SU/tSpd0wKh4xe341PQVCYptw==

Involuntary Student Transfers -
5116.2 https://simbli.eboardsolutions.com/SU/stzdlpslshnN4wtua16r3CEfA==

Student Records -
5125 https://simbli.eboardsolutions.com/SU/Jw4xw3nB7slshn7ptplustrREa5A==

Student Records -
5125 https://simbli.eboardsolutions.com/SU/uVgslshw0u1SygQrOqplus8VkHAQ==

Release Of Directory Information -
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Release Of Directory Information -
5125.1 https://simbli.eboardsolutions.com/SU/A00pFFSMUslshDODL2a9HIbtQ==

Release Of Directory Information -
5125.1-E(1) https://simbli.eboardsolutions.com/SU/Tao35oyzwQv8535Hs4L1fQ==

Bus Conduct -
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https://simbli.eboardsolutions.com/SU/zyoZr0SgrvNXhiYX9TWeVg==

Bus Conduct -
5131.1 https://simbli.eboardsolutions.com/SU/4r9jCe2D8UyosnslshGRWDUcQ==
5131.2 Bullying - https://simbli.eboardsolutions.com/SU/Sw0juMy0rrGlgPDYiJ2Rvw==

Bullying -
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Vandalism And Graffiti -
5131.5
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Weapons And Dangerous Instruments -
5131.7 https://simbli.eboardsolutions.com/SU/VLsJ6xol8LYgHak7OMopGQ==

Weapons And Dangerous Instruments -
5131.7 https://simbli.eboardsolutions.com/SU/slshPgj72hiwplusAtZ4k3VHkntg==

Positive School Climate -
5137 https://simbli.eboardsolutions.com/SU/Ufqvo2274QHBLOiceWSBplusA==

Conflict Resolution/Peer Mediation -
5138 https://simbli.eboardsolutions.com/SU/vYnT58jV6Sc5PaNDJcoXJg==

Suicide Prevention -
5141.52 https://simbli.eboardsolutions.com/SU/WM38treDjLEIDeRTkCMSCA==

Suicide Prevention -
5141.52 https://simbli.eboardsolutions.com/SU/eAe18Pkbslshqyslsh5aoMoF7ksQ==
5142 Safety - https://simbli.eboardsolutions.com/SU/7nif3h0e6gdJCmslshRtV72zA==

Safety -
5142 https://simbli.eboardsolutions.com/SU/bUium2LRVRQFGiKYfplusLW7A==

Discipline -
5144 https://simbli.eboardsolutions.com/SU/q5NswZUhPTbrdfxL6JpCuQ==

Discipline -
5144 https://simbli.eboardsolutions.com/SU/uCGNmZB4i0EHAGGnMD6jCg==

Suspension And Expulsion/Due Process -
5144.1 https://simbli.eboardsolutions.com/SU/blwduf15hDWiR2tslshXyaklQ==

Suspension And Expulsion/Due Process -
5144.1 https://simbli.eboardsolutions.com/SU/sj4cx1G3eeeECICNif6t2w==

Search And Seizure -
5145.12 https://simbli.eboardsolutions.com/SU/kUSWh8nlAjslshplusgHF91pEC6g==

Search And Seizure -
5145.12

https://simbli.eboardsolutions.com/SU/eRCTslsh0OEzMKPz3u284uZoQ==

Hate-Motivated Behavior -
5145.9 https://simbli.eboardsolutions.com/SU/zXaTq9y3Bf8f0rt8zzpcyw==

Service Learning/Community Service Classes -
6142.4 https://simbli.eboardsolutions.com/SU/iVnd1RslshrYn5G7DW0f2PmUw==

Guidance/Counseling Services -
6164.2
https://simbli.eboardsolutions.com/SU/QEsZgzQo3AFYxslshFZf9HBrg==

Continuation Education -
6184 https://simbli.eboardsolutions.com/SU/3Ht4rBWGbplusXBfB2IhozFRg==

Continuation Education -
6184 https://simbli.eboardsolutions.com/SU/cdslsh69Uc64Uvliuo5C1RewQ==

Evaluating Existing Buildings -
7111 https://simbli.eboardsolutions.com/SU/goJJCk1h6pJu8MfDmEnYslshg==

Closed Session -
9321 https://simbli.eboardsolutions.com/SU/6Okac2n002IH7QiOyqvirA==

Closed Session -
9321-E(1) https://simbli.eboardsolutions.com/SU/HugJnLcusrzLSVT90UPEcA==

Closed Session -
9321-E(2) https://simbli.eboardsolutions.com/SU/wSrEqCMiEHslshYFCluMQnxBg==

Regulation 3515: Campus Security

Status: ADOPTED

Original Adopted Date: 06/01/1996 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

The Superintendent or designee shall develop a campus security plan which contributes to a positive school climate, fosters social and emotional learning and student well-being, and includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity

   These strategies include a risk management analysis of each campus' security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings and interior spaces from outsiders and discourage trespassing

   These strategies may include installing locks, requiring visitor registration, providing staff and student identification tags, and patrolling places used for congregating and loitering.

3. Secure the district's network infrastructure and web applications from cyberattacks

   These strategies may include performing an independent security assessment of the district's network infrastructure and selected web applications.

4. Discourage vandalism and graffiti

   These strategies may include plans to immediately cover graffiti and implement campus beautification.

5. Control access to keys and other school inventory

6. Detect and intervene with school crime

   These strategies may include creating a school watch program, increasing adult presence and supervision, establishing an anonymous crime reporting system, monitoring suspicious and/or threatening digital media content, analyzing school crime incidents, and collaborating with local law enforcement agencies, including providing for law enforcement presence.

   Additionally, all staff shall be made aware of their responsibilities regarding the immediate reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats.

All staff shall receive training in building and grounds security procedures and emergency response.

Locks

All state-funded new construction and modernization projects shall include locks that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. Student restrooms and doors that lock from the outside at all times are not required to have locks that can be locked from the inside. (Education Code 17075.50, 17583; 24 CCR 1010.2, 1010.2.8.2)

Keys

The principal or designee shall be responsible for all keys used in a school. Keys shall be issued only to authorized employees who regularly need a key in order to carry out job responsibilities.

The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.
Keys shall never be loaned to students, parents/guardians, or volunteers, nor shall the master key ever be loaned.

Any person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

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

State References	Description
24 CCR 1010.2	Door operations
24 CCR 1010.2.8.2	Lockable doors from the inside
CA Constitution Article 1, Section 28	Right to Safe Schools - https://simbli.eboardsolutions.com/SU/4uKslshNFWJwiWPc9Z3j2hmaA==
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act - https://simbli.eboardsolutions.com/SU/fu4PsUtUAb4qYYOY9breHg==
Ed. Code 17583	Classroom security locks; modernization projects
Ed. Code 32020	School gates; entrances for emergency vehicles
Ed. Code 32211	Threatened disruption or interference with classes
Ed. Code 32280-32289.5	School safety plans
Ed. Code 35160	Authority of governing boards
Ed. Code 35160.1	Broad authority of school districts
Ed. Code 35266	Reporting of cyber attacks
Ed. Code 38000-38005	Security departments
Ed. Code 49050-49051	Searches by school employees
Ed. Code 49060-49079	Student records
Ed. Code 49390-49395	Homicide threats
Gov. Code 11549.3	Independent security assessment
Pen. Code 469	Unauthorized making, duplicating or possession of key to public building
Pen. Code 626-626.11	Weapons on school grounds and other school crimes

Federal References	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.3	Definition of education records
6 USC 665k	Federal Clearinghouse on School Safety Evidence-Based Practices

Management Resources References	Description
Attorney General Opinion	75 Ops.Cal.Atty.Gen. 155 (1992)

Attorney General Opinion	83 Ops.Cal.Atty.Gen. 257 (2000)
California Department of Education Publication	Safe Schools: A Planning Guide for Action Workbook, 2002
Court Decision	Brannum v. Overton County School Board (2008) 516 F. 3d 489
Court Decision	New Jersey v. T.L.O. (1985) 469 U.S. 325
National Institute of Justice Publication	The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999
US DOE Publication	FAQs on Photos and Videos under FERPA
Website	California Military Department - https://simbli.eboardsolutions.com/SU/L0dgnky2UrB3E0JFwK4w9w==
Website	U.S. Department of Homeland Security, Fusion Centers - https://simbli.eboardsolutions.com/SU/PSVyV1hfKjpmRQXd5vTBKQ==
Website	California State Threat Assessment System - https://simbli.eboardsolutions.com/SU/CX8ou4hFcTRJKHzwyPRczQ==
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	U.S. Department of Education, Protecting Student Privacy - https://simbli.eboardsolutions.com/SU/GNvvR5HOI1z1slshpN79CN8BQ==
Website	National Institute of Justice - https://simbli.eboardsolutions.com/SU/OJiCldjfhnpHtIp5dK0Kwg==
Website	National School Safety Center - https://simbli.eboardsolutions.com/SU/DT4ecTE5xOmkiuXplMccKw==
Website	California Department of Education, Safe Schools - https://simbli.eboardsolutions.com/SU/AxdFslshFpyQ1QPo821fOy9pg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	**Description**
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/Q7gil8GDAxZA23W9BEbNBw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/rdlFkXtkL04nPQ7EChV5kQ==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/fQeslYtQfPyCw4jPFcug3A==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/tWaslsh7PMJ3L8KcyZCNmtCCg==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/ICknfKG9C2OPUHECZeBFuw==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/cplusZbQcQ4TXPVaA1lFqU7LQ==
3440	Inventories - https://simbli.eboardsolutions.com/SU/cB5LbBZLYT7A9NlP1rkFQQ==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/4wgxKe7phREuWgDJS1yRxg==
	Disruptions -

3515.2 https://simbli.eboardsolutions.com/SU/plusM9xri3ZWfyas59c77cpluscg==

District Police/Security Department -
3515.3 https://simbli.eboardsolutions.com/SU/xzE1kDD6MeebnuiCYEM5mw==

District Police/Security Department -
3515.3 https://simbli.eboardsolutions.com/SU/l1J1QKjZow3q8v7pZhTCDQ==

School Resource Officers -
3515.31
https://simbli.eboardsolutions.com/SU/arWmFD2oslshQMqq8vu4PX7mw==

Recovery For Property Loss Or Damage -
3515.4 https://simbli.eboardsolutions.com/SU/HJyfNTrq3yl0UnDK53CpBA==

Recovery For Property Loss Or Damage -
3515.4 https://simbli.eboardsolutions.com/SU/ViR6wN5wOiTu0tZplus7Ly9Jw==

Sex Offender Notification -
3515.5 https://simbli.eboardsolutions.com/SU/xk6nP3aXfj2ageGZ0AOmOg==

Sex Offender Notification -
3515.5 https://simbli.eboardsolutions.com/SU/W9sHaOeyXdMt7s7M5j1yOA==

Firearms On School Grounds -
3515.7 https://simbli.eboardsolutions.com/SU/oslshFhmBWrrp6toa9Ebffmbg==

Emergencies And Disaster Preparedness Plan -
3516 https://simbli.eboardsolutions.com/SU/x6NWrX0FV0TusDr7guOmSQ==

Emergencies And Disaster Preparedness Plan -
3516 https://simbli.eboardsolutions.com/SU/UzirPzb2Tud8LJ2LDo5W5w==

Bomb Threats -
3516.2 https://simbli.eboardsolutions.com/SU/7AOcOEDZOGIVxjQHiw3eyQ==

Risk Management/Insurance -
3530 https://simbli.eboardsolutions.com/SU/PCbwslshUQxLVplusmkc9Vslsh0GqfQ==

Risk Management/Insurance -
3530 https://simbli.eboardsolutions.com/SU/IFY23eyj7gVURhZVxo1DXw==

Personnel Files -
4112.6
https://simbli.eboardsolutions.com/SU/slshc7i5jiVI8pLyA79vr9rhw==

Civil And Legal Rights -
4119.1 https://simbli.eboardsolutions.com/SU/BQiemT6yH0cplusdbQ4LuGjZA==

Staff Development -
4131 https://simbli.eboardsolutions.com/SU/IYMIfYPYXEiEMhaRz6slshWJQ==

Employee Security -
4158 https://simbli.eboardsolutions.com/SU/FNXIvGTuDgTcLGIWKDo75Q==

Employee Security -
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Civil And Legal Rights -
4219.1 https://simbli.eboardsolutions.com/SU/qInWNgn2LFslshtDzTCLslsh592A==

Staff Development -
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Employee Security -
4258 https://simbli.eboardsolutions.com/SU/xTiwiJO7zP5pnvrwnkPcdw==

Employee Security -
4258 https://simbli.eboardsolutions.com/SU/HzleDphm05nyuDFSTUwAmg==

Civil And Legal Rights -

4319.1 https://simbli.eboardsolutions.com/SU/XWa15T9slshJVGmRW95yTHU1Q==

Staff Development -
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Employee Security -
4358 https://simbli.eboardsolutions.com/SU/E2T0LpogkDECpTZGFtslshdMQ==

Employee Security -
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Open/Closed Campus -
5112.5 https://simbli.eboardsolutions.com/SU/tSpd0wKh4xe341PQVCYptw==

Involuntary Student Transfers -
5116.2 https://simbli.eboardsolutions.com/SU/stzdlpslshnN4wtua16r3CEfA==

Student Records -
5125 https://simbli.eboardsolutions.com/SU/Jw4xw3nB7slshn7ptplustrREa5A==

Student Records -
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Release Of Directory Information -
5125.1 https://simbli.eboardsolutions.com/SU/jYtwXJDslshkuKNsmoetBdSzQ==

Release Of Directory Information -
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Release Of Directory Information -
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Bus Conduct -
5131.1
https://simbli.eboardsolutions.com/SU/zyoZr0SgrvNXhiYX9TWeVg==

Bus Conduct -
5131.1 https://simbli.eboardsolutions.com/SU/4r9jCe2D8UyosnslshGRWDUcQ==
5131.2 Bullying - https://simbli.eboardsolutions.com/SU/Sw0juMy0rrGIgPDYiJ2Rvw==

Bullying -
5131.2 https://simbli.eboardsolutions.com/SU/MwcrPaiVN3oQ15PFbAoQPA==

Vandalism And Graffiti -
5131.5 https://simbli.eboardsolutions.com/SU/Hgb7V0EwOFkMvnfEHtBslshWA==

Weapons And Dangerous Instruments -
5131.7 https://simbli.eboardsolutions.com/SU/VLsJ6xol8LYgHak7OMopGQ==

Weapons And Dangerous Instruments -
5131.7 https://simbli.eboardsolutions.com/SU/slshPgi72hiwplusAtZ4k3VHkntg==

Positive School Climate -
5137 https://simbli.eboardsolutions.com/SU/Ufqvo2274QHBLOiceWSBplusA==

Conflict Resolution/Peer Mediation -
5138 https://simbli.eboardsolutions.com/SU/vYnT58jV6Sc5PaNDJcoXJg==

Suicide Prevention -
5141.52 https://simbli.eboardsolutions.com/SU/WM38treDjLEIDeRTkCMSCA==

Suicide Prevention -
5141.52 https://simbli.eboardsolutions.com/SU/eAe18Pkbslshqyslsh5aoMoF7ksQ==
5142 Safety - https://simbli.eboardsolutions.com/SU/7nif3h0e6gdJCmslshRtV72zA==

Safety -
5142 https://simbli.eboardsolutions.com/SU/bUium2LRVRQFGiKYfplusLW7A==

Discipline -
5144 https://simbli.eboardsolutions.com/SU/q5NswZUhPTbrdfxL6JpCuQ==

Discipline -

5144 https://simbli.eboardsolutions.com/SU/uCGNmZB4i0EHAGGnMD6jCg==

Suspension And Expulsion/Due Process -
5144.1 https://simbli.eboardsolutions.com/SU/blwduf15hDWiR2tslshXyakIQ==

Suspension And Expulsion/Due Process -
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Search And Seizure -
5145.12 https://simbli.eboardsolutions.com/SU/kUSWh8nlAjslshplusgHF91pEC6g==

Search And Seizure -
5145.12
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Hate-Motivated Behavior -
5145.9 https://simbli.eboardsolutions.com/SU/zXaTq9y3Bf8f0rt8zzpcyw==

Service Learning/Community Service Classes -
6142.4 https://simbli.eboardsolutions.com/SU/iVnd1RslshrYn5G7DW0f2PmUw==

Guidance/Counseling Services -
6164.2
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Continuation Education -
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Continuation Education -
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Evaluating Existing Buildings -
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Closed Session -
9321 https://simbli.eboardsolutions.com/SU/6Okac2n002IH7QiOyqvirA==

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Closed Session -
9321-E(2) https://simbli.eboardsolutions.com/SU/wSrEqCMiEHslshYFCIuMQnxBg==

Regulation 3516.2: Bomb Threats

Status: ADOPTED

Original Adopted Date: 09/01/1991 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall ensure that the district's emergency and disaster preparedness plan and/or each school's comprehensive safety plan includes procedures for managing bomb threats. Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

Receiving Threats

Any staff member receiving a bomb threat by telephone shall try to keep the caller on the line for as long as possible in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller's gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices. The staff member should not hang up, even if the caller does, and copy the number and/or letters on the telephone's display, if available.

If the bomb threat is received through regular mail or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email, text messaging, or social media, the staff member should not delete the message.

Response Procedure

The following procedure shall be followed when a bomb threat is received:

1. Any employee or other school official who receives a bomb threat shall immediately call 911 and report the threat or perceived threat to law enforcement. The employee shall also report the threat to the Superintendent or designee.

   If the threat is in writing, the employee shall rewrite the threat exactly as is on another sheet of paper, including the date, time and location the document was found, any conditions surrounding the discovery or delivery of the document, and the full names of any other employees who saw the threat. The employee shall secure the document and not alter it in any way. If the document is small and/or removable, the employee shall place it in a bag or envelope.

   If the threat is electronic, the employee shall leave the message open, and print, photograph, or copy the message and subject line, and note the date and time of the message.

2. Any student or employee who sees a suspicious package should not touch, tamper with, or move the item, and shall immediately notify law enforcement and the Superintendent or designee.

3. The Superintendent or designee shall immediately contact law enforcement if not yet done, assess the situation, ensure the area is secured, and initiate standard evacuation procedures as specified in the emergency plan.

4. The Superintendent or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. No school staff, students, parents/guardians, or others on campus shall search for or handle any explosive or incendiary device.

No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.

To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Governing Board, other governmental agencies, and the media during the period of the incident.

Following the incident, the Superintendent or designee shall provide crisis counseling for students and/or staff as needed.

Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

Staff Training

The Superintendent or designee shall provide training regarding the assessment and reporting of potential threats and procedures for managing bomb threats to district and site administrators, safety personnel, teachers, and other staff members, as appropriate.

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

State References	**Description**
Ed. Code 44810	Willful interference with classroom conduct
Ed. Code 48900	Grounds for suspension or expulsion
Ed. Code 49390-49395	Homicide threats
Ed. Code 51202	Instruction in personal and public health and safety
Pen. Code 148.1	False report of explosive or facsimile bomb
Pen. Code 17	Felony, misdemeanor, classification of offenses
Pen. Code 245	Assault with deadly weapon
Federal References	**Description**
6 USC 665k	Federal Clearinghouse on School Safety Evidence-Based Practices
Management Resources References	**Description**
U.S. Dept. of Homeland Security Publication	Bomb Threat Guidance
U.S. Dept. of Homeland Security Publication	Bomb Threat Checklist
Website	California State Threat Assessment System - https://simbli.eboardsolutions.com/SU/CX8ou4hFcTRJKHzwyPRczQ==
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Department of Education, Safe Schools - https://simbli.eboardsolutions.com/SU/AxdFslshFpyQ1QPo821fOy9pg==
Website	U.S. Department of Homeland Security - https://simbli.eboardsolutions.com/SU/md2yQ1dESjoilf4HhNBn5g==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Cross References	**Description**
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/Q7gil8GDAxZA23W9BEbNBw==

0450 Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/rdlFkXtkL04nPQ7EChV5kQ==

1112 Media Relations - https://simbli.eboardsolutions.com/SU/slhIpe1iHlslshJABaNkElTAw==

1313 Civility - https://simbli.eboardsolutions.com/SU/cERNNranyLpslshslshpzrqyRyAw==

Campus Security 3515 https://simbli.eboardsolutions.com/SU/62Wk6GNjXu2zslshvGnBDFF7w==

3515 Campus Security - https://simbli.eboardsolutions.com/SU/l25ep2Rc2ZQ264b5Lthy8A==

3515.3 District Police/Security Department - https://simbli.eboardsolutions.com/SU/xzE1kDD6MeebnuiCYEM5mw==

3515.3 District Police/Security Department - https://simbli.eboardsolutions.com/SU/l1J1QKjZow3q8v7pZhTCDQ==

3515.31 School Resource Officers - https://simbli.eboardsolutions.com/SU/arWmFD2oslshQMqq8vu4PX7mw==

3516 Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/x6NWrX0FV0TusDr7guOmSQ==

3516 Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/UzirPzb2Tud8LJ2LDo5W5w==

3516.1 Fire Drills and Fires - https://simbli.eboardsolutions.com/SU/4slshvuUTuvYya2qL4R6GAqrw==

3516.5 Emergency Schedules - https://simbli.eboardsolutions.com/SU/oJZXkPi3iNtmezHLSHHBBw==

4040 Employee Use Of Technology - https://simbli.eboardsolutions.com/SU/3Md2dslshuyFrpXYhjStKTrQw==

4040-E(1) Employee Use Of Technology - https://simbli.eboardsolutions.com/SU/oYQOxuA1TT9RvyRICN0slshqQ==

4118 Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/1feQnJxnTqXT1BhIvWdeWA==

4118 Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/L6i9RwB51Lbplusbnl35tH3Bg==

4131 Staff Development - https://simbli.eboardsolutions.com/SU/IYMIfYPYXEiEMhaRz6slshWJQ==

4218 Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/53ooK6mub4JLplus3BKAIOeLA==

4218 Dismissal/Suspension/Disciplinary Action - https://simbli.eboardsolutions.com/SU/Exyplus8bf8wU5QNILUDbuCig==

4231 Staff Development - https://simbli.eboardsolutions.com/SU/FAuFrJnlbcVy3kgsTslshNU6g==

4331 Staff Development - https://simbli.eboardsolutions.com/SU/3BIIBFE9slshf2AlnIlsFw7ag==

5131 Conduct - https://simbli.eboardsolutions.com/SU/pBUFdJ0Eye0pz1R21VtIYQ==

5131.7 Weapons And Dangerous Instruments - https://simbli.eboardsolutions.com/SU/VLsJ6xoI8LYgHak7OMopGQ==

5131.7 Weapons And Dangerous Instruments - https://simbli.eboardsolutions.com/SU/slshPgi72hiwplusAtZ4k3VHkntg==

Suspension And Expulsion/Due Process -

5144.1 https://simbli.eboardsolutions.com/SU/blwduf15hDWiR2tslshXyakIQ==

Suspension And Expulsion/Due Process -
5144.1 https://simbli.eboardsolutions.com/SU/sj4cx1G3eeeECICNif6t2w==

Guidance/Counseling Services -
6164.2 https://simbli.eboardsolutions.com/SU/QEsZgzQo3AFYxslshFZf9HBrg==

Policy 5131.7: Weapons And Dangerous Instruments

Status: ADOPTED

Original Adopted Date: 03/01/2008 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

The Governing Board recognizes that students and staff have the right to a safe and secure campus free from physical and psychological harm and desires to protect them from the dangers presented by firearms and other weapons.

Possession of Weapons

The Board prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, in school buildings, on school grounds, when using district provided transportation, at school-related or school-sponsored activities away from school, or while going to or coming from school.

If a student is in possession of a prohibited weapon, imitation firearm, or dangerous instrument which creates a threat or perceived threat of a homicidal act, any employee or other school official who is alerted to or observes such threat shall immediately report the threat to law enforcement.

Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (Education Code 48902; Penal Code 245, 626.9, 626.10; 20 USC 7961)

Unless a student has obtained prior written permission as specified below, a student possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.

All staff shall be made aware of their responsibilities regarding the reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats.

Advance Permission for Possession of a Weapon for Educational Purposes

The parent/guardian of a student who desires to possess a firearm, imitation firearm, or other prohibited weapon on school grounds for an educational purpose shall submit a written request to the principal, at least five school days in advance of the planned possession which explains the planned use of the weapon and the duration, together with a written explanation from the staff person responsible for the school-sponsored activity or class.

The principal may grant permission for such possession when it is determined that possession of a firearm, imitation firearm, or other prohibited weapon on school grounds is necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well-being of students or staff. If the principal grants such permission, the student and staff person shall be provided with a written explanation regarding any limitations and the permissible duration of the student's possession.

When the principal or designee grants permission, all necessary precautions shall be taken to ensure the safety of all persons on school grounds and the safe keeping of the weapon, including, but not limited to, inspecting a firearm to verify that no live ammunition is present. Any permitted weapon shall be stored in a locked vehicle or in an appropriate, locked container before and after its authorized use.

Any student granted permission to possess a weapon may be suspended and/or expelled if the weapon is possessed or used inappropriately.

Possession of Pepper Spray

~~OPTION 1:~~ (Districts that allow students to bring tear ~~gas or~~ tear gas weapons)

When accompanied ~~by a parent/guardian or~~ with the written consent of a parent/guardian, students age 16 ~~or older~~ may legally possess ~~tear~~ gas or tear gas weapons such as pepper spray for the purpose of self-defense. However, such ~~students~~ shall be subject to suspension and/or expulsion if such items are used inappropriately or for any purpose other than self-defense.

OPTION 2: (Districts that prohibit students from bringing tear gas or tear gas weapons)

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

The Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The Superintendent or designee shall also inform staff, students, and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

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

State References	Description
Ed. Code 35291	Governing board to prescribe rules for discipline of the schools
Ed. Code 48902	Mandatory notification of law enforcement authorities
Ed. Code 48915	Required recommendation for expulsions
Ed. Code 48916	Readmission
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49330-49335	Injurious objects
Ed. Code 49390-49395	Homicide threats
Pen. Code 16100-17360	Definitions
Pen. Code 22810-23025	Tear gas weapon (pepper spray)
Pen. Code 245	Assault with deadly weapon
Pen. Code 25200-25225	Firearms; access to children
Pen. Code 30310	Prohibition against ammunition on school grounds
Pen. Code 417.4	Imitation firearm; drawing or exhibiting
Pen. Code 626.10	Dirks, daggers, knives, razor or stun gun; bringing or possessing in school

Pen. Code 626.9	Gun-Free School Zone Act of 1995
Federal References	**Description**
20 USC 6301-8961	No Child Left Behind Act
20 USC 7961	Gun-Free Schools Act
6 USC 665k	Federal Clearinghouse on School Safety Evidence-Based Practices
Management Resources References	**Description**
CSBA Publication	Safe Schools: Strategies for Governing Boards to Ensure Student Success, Third Edition, October 2011
U.S. Department of Education Publication	Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act, 2018
Website	U.S. Department of Homeland Security, Fusion Centers - https://simbli.eboardsolutions.com/SU/PSVyV1hfKjpmRQXd5vTBKQ==
Website	California State Threat Assessment System - https://simbli.eboardsolutions.com/SU/CX8ou4hFcTRJKHzwyPRczQ==
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	U.S. Department of Education, Safe Schools - https://simbli.eboardsolutions.com/SU/oAzvmbk5SPEBHf0sq3oRlg==
Website	National Alliance for Safe Schools - https://simbli.eboardsolutions.com/SU/YuVAplus12H5XGedPD6XmgZCg==
Website	National School Safety Center - https://simbli.eboardsolutions.com/SU/DT4ecTE5xOmkiuXpIMccKw==
Website	U.S. Department of Education, Office of Safe and Drug Free Schools https://simbli.eboardsolutions.com/SU/h6hoZ1OXMoTE5QOSMplusZuRg==
Website	California Department of Education, Safe Schools - https://simbli.eboardsolutions.com/SU/AxdFslshFpyQ1QPo821fOy9pg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Cross References	**Description**
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/Q7giI8GDAxZA23W9BEbNBw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/rdlFkXtkL04nPQ7EChV5kQ==
1313	Civility - https://simbli.eboardsolutions.com/SU/cERNNranyLpslshslshpzrqyRyAw==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/62Wk6GNjXu2zslshvGnBDFF7w==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/l25ep2Rc2ZQ264b5Lthy8A==
3515.3	District Police/Security Department - https://simbli.eboardsolutions.com/SU/xzE1kDD6MeebnuiCYEM5mw==
3515.3	District Police/Security Department - https://simbli.eboardsolutions.com/SU/l1J1QKjZow3q8v7pZhTCDQ==
3515.31	School Resource Officers - https://simbli.eboardsolutions.com/SU/arWmFD2oslshQMqq8vu4PX7mw==
3515.7	Firearms On School Grounds - https://simbli.eboardsolutions.com/SU/oslshFhmBWrrp6toa9Ebffmbg==
3516.2	Bomb Threats - https://simbli.eboardsolutions.com/SU/7AOcOEDZOGIVxjQHiw3eyQ==

4158 Employee Security - https://simbli.eboardsolutions.com/SU/FNXIvGTuDgTcLGIWKDo75Q==

4158 Employee Security - https://simbli.eboardsolutions.com/SU/LIdu39d9d8NTNOW1shZPzA==

4258 Employee Security - https://simbli.eboardsolutions.com/SU/xTiwiJO7zP5pnvrwnkPcdw==

4258 Employee Security - https://simbli.eboardsolutions.com/SU/HzleDphm05nyuDFSTUwAmg==

4358 Employee Security - https://simbli.eboardsolutions.com/SU/E2T0LpogkDECpTZGFtslshdMQ==

4358 Employee Security - https://simbli.eboardsolutions.com/SU/C6fpUPMjplus2yAmh3nNvvObg==

5116.1 Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/d1Mc4bRclkltSpluszH3lJyCw==

5116.1 Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/rvdq3uaJjEsMqYOlfftOcQ==

5125 Student Records - https://simbli.eboardsolutions.com/SU/Jw4xw3nB7slshn7ptplustrREa5A==

5125 Student Records - https://simbli.eboardsolutions.com/SU/uVgslshw0u1SygQrOqplus8VkHAQ==

5131 Conduct - https://simbli.eboardsolutions.com/SU/pBUFdJ0Eye0pz1R21VtIYQ==

5131.41 Use Of Seclusion And Restraint - https://simbli.eboardsolutions.com/SU/rErKaDx2FMzB254syI5XdQ==

5136 Gangs - https://simbli.eboardsolutions.com/SU/TeIQJmrs5CMy7ZslshwzqIPaQ==

5136 Gangs - https://simbli.eboardsolutions.com/SU/J2plusQxKCdQp6eCW0ucjhxKw==

5137 Positive School Climate - https://simbli.eboardsolutions.com/SU/Ufqvo2274QHBLOiceWSBplusA==

5138 Conflict Resolution/Peer Mediation - https://simbli.eboardsolutions.com/SU/vYnT58jV6Sc5PaNDJcoXJg==

5141.4 Child Abuse Prevention And Reporting - https://simbli.eboardsolutions.com/SU/bJAiplus4YTzTcWu0VMUkkdiQ==

5141.4 Child Abuse Prevention And Reporting - https://simbli.eboardsolutions.com/SU/KHJ4Ryf9WsiRVpcslsheV7VGg==

5144 Discipline - https://simbli.eboardsolutions.com/SU/q5NswZUhPTbrdfxL6JpCuQ==

5144 Discipline - https://simbli.eboardsolutions.com/SU/uCGNmZB4i0EHAGGnMD6jCg==

5144.1 Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/blwduf15hDWiR2tslshXyakIQ==

5144.1 Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/sj4cx1G3eeeECICNif6t2w==

5144.2 Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsolutions.com/SU/VfqT4dag9OryfRHQPxk58A==

5145.12 Search And Seizure - https://simbli.eboardsolutions.com/SU/kUSWh8nlAjslshplusgHF91pEC6g==

Search And Seizure -

5145.12

https://simbli.eboardsolutions.com/SU/eRCTslsh0OEzMKPz3u284uZoQ==

Continuation Education -

6184 https://simbli.eboardsolutions.com/SU/3Ht4rBWGbplusXBfB2lhozFRg==

Continuation Education -

6184 https://simbli.eboardsolutions.com/SU/cdslsh69Uc64Uvliuo5C1RewQ==

Regulation 5131.7: Weapons And Dangerous Instruments

Status: ADOPTED

Original Adopted Date: 07/01/2001 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

Prohibited weapons and dangerous instruments include, but are not limited to: (Education Code 48915, 49330;
Penal Code 626.10, 16100-17360, 30310)

1. Firearms: pistols, revolvers, shotguns, rifles, machineguns, "zip guns," "stun guns," tasers, cane guns, camouflaging firearms, and any other device from which is expelled through a barrel and capable of propelling a projectile by the force of an explosion or other form of combustion

2. Ammunition or reloaded ammunition

3. Knives, razor blades, and box cutters: any dirks, daggers (or concealed dirks or daggers), cane swords, ice picks, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 3-1/2 inches, folding knives with a blade that locks into place, switchblade knives, and razors with an unguarded blade

4. Explosive and/or incendiary devices: pipe bombs, time bombs, rockets or rocket propelled projectile launchers, cap guns, bullets containing or carrying an explosive agent, containers of inflammable fluids, and other hazardous devices or concealed explosive substances

5. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure, or spring action, or any spot marker gun

6. Any other dangerous device, instrument, or weapon, including those defined in Penal Code 16000-34370, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon

7. Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm

Any employee may take any weapon or dangerous instrument from the personal possession of a student while the student is on school premises or under the authority of the district. (Education Code 49331, 49332)

In determining whether to take possession of the weapon or dangerous instrument, the employee shall use the employee's own judgment as to the dangerousness of the situation and, based upon this analysis, shall take one of the following actions:

1. Confiscate the object and deliver it to the principal immediately

2. Immediately notify the principal, who shall take appropriate action

3. Immediately notify the local law enforcement agency and the principal

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

The principal shall report any possession of a weapon or dangerous instrument to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

The employee shall retain possession of the instrument until the risk of its use as a weapon has dissipated or, upon the request of the student's parent/guardian, until the parent/guardian appears and personally takes possession. (Education Code 49331, 49332)

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

State References	Description
Ed. Code 35291	Governing board to prescribe rules for discipline of the schools
Ed. Code 48902	Mandatory notification of law enforcement authorities
Ed. Code 48915	Required recommendation for expulsions
Ed. Code 48916	Readmission
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49330-49335	Injurious objects
Ed. Code 49390-49395	Homicide threats
Pen. Code 16100-17360	Definitions
Pen. Code 22810-23025	Tear gas weapon (pepper spray)
Pen. Code 245	Assault with deadly weapon
Pen. Code 25200-25225	Firearms; access to children
Pen. Code 30310	Prohibition against ammunition on school grounds
Pen. Code 417.4	Imitation firearm; drawing or exhibiting
Pen. Code 626.10	Dirks, daggers, knives, razor or stun gun; bringing or possessing in school
Pen. Code 626.9	Gun-Free School Zone Act of 1995

Federal References	Description
20 USC 6301-8961	No Child Left Behind Act
20 USC 7961	Gun-Free Schools Act
6 USC 665k	Federal Clearinghouse on School Safety Evidence-Based Practices

Management Resources References	Description
CSBA Publication	Safe Schools: Strategies for Governing Boards to Ensure Student Success, Third Edition, October 2011
U.S. Department of Education Publication	Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act, 2018
Website	U.S. Department of Homeland Security, Fusion Centers - https://simbli.eboardsolutions.com/SU/PSVyV1hfKjpmRQXd5vTBKQ==
Website	California State Threat Assessment System - https://simbli.eboardsolutions.com/SU/CX8ou4hFcTRJKHzwyPRczQ==
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	U.S. Department of Education, Safe Schools - https://simbli.eboardsolutions.com/SU/oAzvmbk5SPEBHf0sq3oRlg==
Website	National Alliance for Safe Schools - https://simbli.eboardsolutions.com/SU/YuVAplus12H5XGedPD6XmgZCg==

Website	National School Safety Center - https://simbli.eboardsolutions.com/SU/DT4ecTE5xOmkiuXpIMccKw==
Website	U.S. Department of Education, Office of Safe and Drug Free Schools https://simbli.eboardsolutions.com/SU/h6hoZ1OXMoTE5QOSMplusZuRg==
Website	California Department of Education, Safe Schools - https://simbli.eboardsolutions.com/SU/AxdFslshFpyQ1QPo821fOy9pg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	Description
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/Q7gil8GDAxZA23W9BEbNBw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/rdlFkXtkL04nPQ7EChV5kQ==
1313	Civility - https://simbli.eboardsolutions.com/SU/cERNNranyLpslshslshpzrqyRyAw==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/62Wk6GNjXu2zslshvGnBDFF7w==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/l25ep2Rc2ZQ264b5Lthy8A==
3515.3	District Police/Security Department - https://simbli.eboardsolutions.com/SU/xzE1kDD6MeebnuiCYEM5mw==
3515.3	District Police/Security Department - https://simbli.eboardsolutions.com/SU/l1J1QKjZow3q8v7pZhTCDQ==
3515.31	School Resource Officers - https://simbli.eboardsolutions.com/SU/arWmFD2oslshQMqq8vu4PX7mw==
3515.7	Firearms On School Grounds - https://simbli.eboardsolutions.com/SU/oslshFhmBWrrp6toa9Ebffmbg==
3516.2	Bomb Threats - https://simbli.eboardsolutions.com/SU/7AOcOEDZOGIVxjQHiw3eyQ==
4158	Employee Security - https://simbli.eboardsolutions.com/SU/FNXIvGTuDgTcLGIWKDo75Q==
4158	Employee Security - https://simbli.eboardsolutions.com/SU/LIdu39d9d8NTNOW1shZPzA==
4258	Employee Security - https://simbli.eboardsolutions.com/SU/xTiwiJO7zP5pnvrwnkPcdw==
4258	Employee Security - https://simbli.eboardsolutions.com/SU/HzleDphm05nyuDFSTUwAmg==
4358	Employee Security - https://simbli.eboardsolutions.com/SU/E2T0LpogkDECpTZGFtslshdMQ==
4358	Employee Security - https://simbli.eboardsolutions.com/SU/C6fpUPMjplus2yAmh3nNvvObg==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/d1Mc4bRclkltSpluszH3IJyCw==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/rvdq3uaJjEsMqYOlfftOcQ==
5125	Student Records - https://simbli.eboardsolutions.com/SU/Jw4xw3nB7slshn7ptplustrREa5A==
	Student Records -

5125 https://simbli.eboardsolutions.com/SU/uVgslshw0u1SygQrOqplus8VkHAQ==

Conduct -
5131 https://simbli.eboardsolutions.com/SU/pBUFdJ0Eye0pz1R21VtIYQ==

Use Of Seclusion And Restraint -
5131.41 https://simbli.eboardsolutions.com/SU/rErKaDx2FMzB254syI5XdQ==

Gangs -
5136 https://simbli.eboardsolutions.com/SU/TelQJmrs5CMy7ZslshwzqIPaQ==

Gangs -
5136 https://simbli.eboardsolutions.com/SU/J2plusQxKCdQp6eCW0ucjhxKw==

Positive School Climate -
5137 https://simbli.eboardsolutions.com/SU/Ufqvo2274QHBLOiceWSBplusA==

Conflict Resolution/Peer Mediation -
5138 https://simbli.eboardsolutions.com/SU/vYnT58jV6Sc5PaNDJcoXJg==

Child Abuse Prevention And Reporting -
5141.4 https://simbli.eboardsolutions.com/SU/bJAiplus4YTzTcWu0VMUkkdiQ==

Child Abuse Prevention And Reporting -
5141.4 https://simbli.eboardsolutions.com/SU/KHJ4Ryf9WsiRVpcslsheV7VGg==

Discipline -
5144 https://simbli.eboardsolutions.com/SU/q5NswZUhPTbrdfxL6JpCuQ==

Discipline -
5144 https://simbli.eboardsolutions.com/SU/uCGNmZB4i0EHAGGnMD6jCg==

Suspension And Expulsion/Due Process -
5144.1 https://simbli.eboardsolutions.com/SU/blwduf15hDWiR2tslshXyaklQ==

Suspension And Expulsion/Due Process -
5144.1 https://simbli.eboardsolutions.com/SU/sj4cx1G3eeeEClCNif6t2w==

Suspension And Expulsion/Due Process (Students With Disabilities) -
5144.2 https://simbli.eboardsolutions.com/SU/VfqT4dag9OryfRHQPxk58A==

Search And Seizure -
5145.12 https://simbli.eboardsolutions.com/SU/kUSWh8nlAjslshplusgHF91pEC6g==

Search And Seizure -
5145.12
https://simbli.eboardsolutions.com/SU/eRCTslsh0OEzMKPz3u284uZoQ==

Continuation Education -
6184 https://simbli.eboardsolutions.com/SU/3Ht4rBWGbplusXBfB2lhozFRg==

Continuation Education -
6184 https://simbli.eboardsolutions.com/SU/cdslsh69Uc64Uvliuo5C1RewQ==

Regulation 5141.3: Health Examinations **Status:** ADOPTED

Original Adopted Date: 06/01/1996 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

Cautionary Notice: Government Code 17581.5 relieves districts from the obligation to perform specified mandated activities, including scoliosis screening, when the Budget Act does not provide reimbursement during that fiscal year. As a result, districts should determine whether the Budget Act for the current fiscal year allows for the suspension of these requirements, and if so, suspend certain provisions of the following administrative regulation related to scoliosis screening. For more information, the district should consult CSBA's District and County Offices of Education Legal Services or district legal counsel.

The principal at each school shall notify parents/guardians of the rights of students and parents/guardians related to health examinations. (Education Code 48980; 20 USC 1232h)

A parent/guardian may annually file with the principal a written statement withholding consent to the child's physical examination. Any such student shall be exempt from any physical examination but shall be subject to exclusion from attendance when contagious or infectious disease is reasonably suspected. (Education Code 49451; 20 USC 1232h) **Vision Tests**

Each student's vision shall be appraised, by the school nurse or other personnel authorized under Education Code 49452, during the kindergarten year or upon first enrollment or entry in a district elementary school and subsequently in grades 2, 5, and 8. However, a student who is tested upon first enrollment or entry in the district in grade 4 or 7 shall not be required to be appraised in the next immediate year. (Education Code 49455)

The vision appraisal shall include tests for visual acuity, including near vision. Male students shall also be tested once for color vision in grade 1 or later and the results of the appraisal shall be entered in the student's health record. (Education Code 49455)

Appraisal of a student's vision may be waived under either of the following conditions: (Education Code 49455)

1. The student's parent/guardian requests a waiver and presents a certificate from a physician/surgeon, physician assistant, or optometrist showing the results of an examination of the student's vision, including visual acuity and, in male students, color vision.

2. The student's parents/guardians file with the principal a written statement that they adhere to the faith or teachings of any well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles depend for healing upon prayer in the practice of their religion.

Visual defects or any other defects found as a result of the vision examination shall be reported to the parent/guardian with a request that remedial action be taken to correct or cure the defect. The report of a visual defect, if made in writing, shall be made on a form prescribed by the Superintendent of Public Instruction. The report shall not include a referral to any private practitioner. However, the student may be referred to a public clinic or diagnostic and treatment center operated by a public hospital or by the state, county, or city department of public health. (Education Code 49456)

In addition to the vision appraisals described above, the school nurse and/or classroom teacher shall continually and regularly observe students' eyes, appearance, behavior, visual performance, and perception that may indicate vision difficulties. (Education Code 49455)

Eye Examinations for the Purpose of Eyeglasses

In addition to the vision appraisals described above, the district may enter into a memorandum of understanding with a nonprofit eye examination provider, including a mobile provider, to provide noninvasive eye examinations at a district school exclusively for the purpose of providing eyeglasses. (Education Code 49455.5)

Prior to any eye examination, the school shall notify parents/guardians of the upcoming eye examination and include
a form that allows them to opt their child out of the examination. Parents/guardians who have submitted a general opt-out written statement in accordance with Education Code 49451 are deemed to have opted out. (Education Code 49455.5)

Parents/guardians whose child receives an eye examination shall be provided a report by the provider in accordance with Education Code 49456. (Education Code 49455.5)

Hearing Tests

The Superintendent or designee shall provide for the administration of hearing tests to district students by personnel authorized to conduct such testing pursuant to Education Code 49452 and 49454 and in accordance with the procedures specified in 17 CCR 2951.

Each student shall be given a hearing screening test at the following times: (17 CCR 2951)

1. Kindergarten or grade 1
2. Grade 2
3. Grade 5
4. Grade 8
5. Grade 10 or 11
6. Upon first entry into the California public school system

Each student enrolled in a special education program, other than those enrolled because of a hearing problem, shall be given a hearing test when enrolled in the program and every third year thereafter. Hearing tests may be given more frequently as needed, based on the individualized education program team's evaluation of the student. (17 CCR 2951)

A follow-up hearing threshold test shall be administered to any student who fails to respond to any of the required frequencies in the screening test or is otherwise determined to need further evaluation. (17 CCR 2951)

The Superintendent or designee shall provide written notification of test results to the parents/guardians of any student who fails the hearing tests. When the test results fall within the levels specified in 17 CCR 2951 or there is evidence of pathology, such as an infection of the outer ear, chronic drainage, or a chronic earache, the notification shall include a recommendation that a further medical and audiological evaluation be obtained. (17 CCR 2951)

The dates and results of all screening tests and copies of threshold tests shall be included in the student's health records. (17 CCR 2951)

The principal or designee shall prepare an annual report of the school hearing testing program, using forms provided by the Department of Health Services, with copies to the Superintendent and the County Superintendent of Schools. (17 CCR 2951)

Scoliosis Screening

Each female student in grade 7 and each male student in grade 8 shall be screened for scoliosis. (Education Code 49452.5)

The parent/guardian of any student suspected of having scoliosis shall receive a notice which includes an explanation of scoliosis and describes the significance of treatment at an early age. This notice shall also describe the public services available for treatment and include a referral to appropriate community resources. (Education Code 49452.5)

Type 1 Diabetes Information

The Superintendent or designee shall provide parents/guardians of children enrolled in elementary school for the first time, or with the annual notifications pursuant to Education Code 48980, an information sheet developed by the California Department of Education (CDE) regarding type 1 diabetes as specified in Education Code 49452.6.

Type 2 Diabetes Information

Because type 2 diabetes in children is a preventable and treatable disease, parents/guardians are encouraged to have their child screened by an authorized health care practitioner for risk factors of the disease, including excess weight, and to request tests of their child's blood glucose to determine if the child has type 2 diabetes or pre-diabetes.

The Superintendent or designee shall provide parents/guardians of incoming students in grade 7, or with the annual notifications pursuant to Education Code 48980, an information sheet developed by CDE regarding type 2 diabetes, which includes: (Education Code 49452.7)

1. A description of the disease and its risk factors and warning signs
2. A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes be screened for the disease
3. A description of the different types of diabetes screening tests available
4. A description of treatments and prevention methods

The Superintendent or designee may provide information to parents/guardians regarding public or private sources from which they may receive diabetes screening and education services for free or at reduced costs.

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

State References	Description
17 CCR 2950-2951	Hearing tests - https://simbli.eboardsolutions.com/SU/MedMEQ0Cedro066RKeINDw==
5 CCR 3027	Hearing and vision screening for special education
5 CCR 3028	Audiological screening
5 CCR 590-596	Vision screening
Ed. Code 44871-44879	Employment qualifications
Ed. Code 48980	Parent/Guardian notifications

Ed. Code 49400-49414.5	Student health; general powers of school boards
Ed. Code 49422	Supervision of health and physical development
Ed. Code 49450-49458	Physical examinations of students
Ed. Code 49460-49466	Development of standardized health assessments
Gov. Code 17581.5	Specific costs mandated by the state
H&S Code 120325-120380	Immunization against communicable diseases
H&S Code 121475-121520	Tuberculosis tests for students
H&S Code 124025-124110	Child Health and Disability Prevention Program
H&S Code 1685-1686	Audiometrists

Federal References	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1232h	Privacy rights

Management Resources References	**Description**
CA Department of Health Care Services Publication	Manual for the School Audiometrist
California Department of Education Publication	Standards for Scoliosis Screening in California Public Schools, 2007
California Department of Education Publication	A Guide for Vision Testing in California Public Schools, 2005
CSBA Publication	Expanding Access to School Health Services: Policy Considerations for Governing Boards, November 2008
CSBA Publication	Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, November 2008
U.S. Department of Education Publication	Joint Guidance on the Application of FERPA and HIPAA to Student Health Records, November 2008
CSBA District and County Office of Education Legal Services - Website	https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
California Department of Education, Type 2 Diabetes Information - Website	https://simbli.eboardsolutions.com/SU/r24C8UidCAzBp4Y9plusK0Fag==
California Department of Education, Health Services and School Nursing - Website	https://simbli.eboardsolutions.com/SU/8gslshmouplus2E8Rmx2avRDQPxw==
California Department of Health Care Services - Website	

https://simbli.eboardsolutions.com/SU/slshcbdN8s1slshplus8ePOCd4fpQ7Q==

CSBA -

Website

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

Cross References **Description**

COVID-19 Mitigation Plan -

0470

https://simbli.eboardsolutions.com/SU/xBPc1Aeplus3wePETE5KI2ziA==

Staff Development -

4231

https://simbli.eboardsolutions.com/SU/FAuFrJnlbcVy3kgsTslshNU6g==

Parent Rights And Responsibilities -

5020

https://simbli.eboardsolutions.com/SU/slshzYh5WprycgUzw9TSVm9Eg==

Parent Rights And Responsibilities -

5020

https://simbli.eboardsolutions.com/SU/cj7plusOU0kdEV4mqyejaSgUg==

Student And Family Privacy Rights -

5022

https://simbli.eboardsolutions.com/SU/3to8RplnokMSGvb2EJ8Qmg==

Student And Family Privacy Rights -

5022

https://simbli.eboardsolutions.com/SU/nplusdgJwa04NhAQWxYfv3GKA==

Student Wellness -

5030

https://simbli.eboardsolutions.com/SU/CvzKilnplusCH4n5fplusjplusI8IjA==

Admission -

5111

https://simbli.eboardsolutions.com/SU/anOlTqnoRUahtom8fk0HKg==

Admission -

5111 https://simbli.eboardsolutions.com/SU/kL6uH8pluspCplusLjBXFB1jSXpw==

Exclusions From Attendance -

5112.2 https://simbli.eboardsolutions.com/SU/axS7Z27tkcofNhGn55cH0w==

Student Records -

5125 https://simbli.eboardsolutions.com/SU/Jw4xw3nB7slshn7ptplustrREa5A==

Student Records -

5125 https://simbli.eboardsolutions.com/SU/uVgslshw0u1SygQrOqplus8VkHAQ==

Infectious Diseases -
5141.22 https://simbli.eboardsolutions.com/SU/slshSHDzymYLN8DwMplltWdsg==

Infectious Diseases -
5141.22 https://simbli.eboardsolutions.com/SU/DdkxP6lo0oUT7dmBE1eK0g==

Asthma Management -
5141.23 https://simbli.eboardsolutions.com/SU/t3Dl9ofAplusPWaVbTdkOgWpA==

Asthma Management -
5141.23 https://simbli.eboardsolutions.com/SU/SvckShNahNiG3z3bwMcTlw==

Tuberculosis Testing -
5141.26 https://simbli.eboardsolutions.com/SU/i1UlqKL4dMNcvJfWlsQslsh3A==

Immunizations -
5141.31 https://simbli.eboardsolutions.com/SU/Whslsh3slshDAkvapt4AefESXBvQ==

Immunizations -
5141.31 https://simbli.eboardsolutions.com/SU/xlV11kQJSplusf7slshAnBlYlJPA==

Health Screening For School Entry -
5141.32 https://simbli.eboardsolutions.com/SU/hEaw6ayxLna5XjXFnM5V5w==

Head Lice -
5141.33 https://simbli.eboardsolutions.com/SU/t2VFWN1DMqSUCo94uIRslshcg==

School Health Services -
5141.6 https://simbli.eboardsolutions.com/SU/KxDBTjskEdIUR2Gj3BFRPw==

School Health Services -
5141.6 https://simbli.eboardsolutions.com/SU/0vHj1CrosCLePopplusArHjplusg==

Insurance -
5143 https://simbli.eboardsolutions.com/SU/WETPQAVdeyslsh0VNKhjGx6xA==

Insurance -
5143 https://simbli.eboardsolutions.com/SU/lxGFF2NWcLMu3ArIK0eT3g==

Parent/Guardian Notifications -
5145.6 https://simbli.eboardsolutions.com/SU/SuvNxTtlUJ0XfalLui15AA==

Parent/Guardian Notifications -
5145.6-E(1) https://simbli.eboardsolutions.com/SU/RdNSntUjWlcslshJyFn1Yfqfw==

Child Care And Development -
5148 https://simbli.eboardsolutions.com/SU/TkxFLplusg1be5kdCBI21w67A==

Child Care And Development -
5148 https://simbli.eboardsolutions.com/SU/Ez52VnD9tECorZJzyrh5plusg==

Comprehensive Health Education -
6142.8 https://simbli.eboardsolutions.com/SU/26yNHUwMmAXRvJ1b3jpT2g==

Comprehensive Health Education -
6142.8 https://simbli.eboardsolutions.com/SU/tbwOImdoEz4Q1Vjo8rYnlQ==

Athletic Competition -
6145.2 https://simbli.eboardsolutions.com/SU/WjFHslshd0qO8WHJq9f7Kfh5Q==

Athletic Competition -
6145.2 https://simbli.eboardsolutions.com/SU/3b046reWKA4At9vT9uKSHg==

Student Success Teams -
6164.5 https://simbli.eboardsolutions.com/SU/XrnslshQlPaFW9wMoMV2IEKpg==

Student Success Teams -

6164.5 https://simbli.eboardsolutions.com/SU/UkLsYeA03YN6xcWenpZIVQ==

Transitional Kindergarten -

6170.1 https://simbli.eboardsolutions.com/SU/8JTQy7DEa01NslshxDL3O0ktw==

Policy 5142: Safety **Status:** ADOPTED

Original Adopted Date: 11/01/2002 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and promotes student safety and well-being. Appropriate measures shall be implemented to minimize the risk of harm to students, including, but not limited to, protocols for maintaining safe conditions on school grounds, promoting safe use of school facilities and equipment, and guiding student participation in educational programs and school-sponsored activities.

Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

School staff shall be responsible for the proper supervision of students at all times when students are subject to district rules, including, but not limited to, during school hours, school-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using district provided transportation.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety and emergency procedures, as well as injury and disease prevention.

Crossing Guards/Student Safety Patrol

To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a student safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

Student Identification Cards and Safety Information

Student identification cards of students in grades 7-12 shall have printed on them safety information, including the following: (Education Code 215.5)

1. The National Suicide Prevention Lifeline telephone number and, at the district's discretion, the Crisis Text Line and/or a local suicide prevention hotline telephone number
2. The National Domestic Violence Hotline

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

State References	Description
5 CCR 14030	Preliminary procedure, planning and approval of school facilities
5 CCR 14103	Authority of the driver
5 CCR 202	Exclusion of students with a contagious disease
5 CCR 5531	Supervision of extracurricular activities of students
5 CCR 5552	Playground supervision

5 CCR 5570	When school shall be open and teachers present
5 CCR 570-576	School safety patrols
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17365-17374	Field Act; fitness for occupancy; liability of board members
Ed. Code 215.5	Student identification cards; safety information
Ed. Code 32001	Fire alarms and drills
Ed. Code 32020	School gates; entrances for emergency vehicles
Ed. Code 32030-32034	Eye safety
Ed. Code 32040	Duty to equip school with first aid kit
Ed. Code 32225-32226	Communications devices in classrooms
Ed. Code 32240-32245	Lead-Safe Schools Protection Act
Ed. Code 32250-32254	CDE School Safety and Security Resource Unit
Ed. Code 32280-32289.5	School safety plans
Ed. Code 35179.6	School-sponsored on-campus event in or around swimming pool
Ed. Code 38134	Use of school property
Ed. Code 44807	Teachers' duty concerning conduct of students
Ed. Code 44808	Exemption from liability when students are not on school property
Ed. Code 44808.5	Permission for high school students to leave school grounds; notice
Ed. Code 45450-45451	Crossing guards
Ed. Code 48900	Grounds for suspension or expulsion
Ed. Code 49300-49307	School safety patrols
Ed. Code 49330-49335	Injurious objects
Ed. Code 49341	Hazardous materials in school science laboratories
Ed. Code 49390-49395	Homicide threats
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51860	Time and facilities for bicycle and scooter safety instruction
Ed. Code 8482-8484.65	After School Education and Safety Program
Gov. Code 810-996.6	California Tort Claims Act
H&S Code 115725-115735	Playground safety
H&S Code 115775-115800	Wooden playground equipment
H&S Code 116046	Issuance of best practices guidelines for K-12 pool safety
Pen. Code 245.6	Hazing
Pub. Res. Code 5411	Purchase of playground equipment usable by persons with disabilities
Streets and Highways Code 894	Statewide safety and training programs; electric bicycles
Veh. Code 21100	Rules and regulations; crossing guards
Veh. Code 21212	Use of helmets
Veh. Code 42200	Fines and forfeitures; disposition by cities
Veh. Code 42201	Fines and forfeitures; disposition by counties
Vehicle Code 21201	Rules for operation of bicycle on roadway

Federal References	**Description**
6 USC 665k	Federal Clearinghouse on School Safety Evidence-Based Practices

Management Resources References	Description
American Society for Testing and Materials Pub.	ASTM F1 1487-21, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use
California Department of Education Publication	Science Safety Handbook for California Public Schools, 2014
Court Decision	J.H. v. Los Angeles Unified School District, (2010) 183 Cal.App.4th 123
Court Decision	Knight v. Jewett, (1992) 3 Cal.4th 296
Court Decision	Lane v. City of Sacramento, (2010) 183 Cal. App. 4th. 1337
Court Decision	Kahn v. East Side Union High School District, (2003) 31 Cal.4th 990
Court Decision	Dailey v. Los Angeles Unified School District, (1970) 2 Cal 3d 741
Court Decision	Hoyem v. Manhattan Beach City School District, (1978) 22 Cal. 3d 508
Court Decision	Wiener v. Southcoast Childcare Centers, (2004) 32 Cal.4th 1138
U.S. Consumer Product Safety Comm Publication	Public Playground Safety Handbook, 2010
Website	U.S. Department of Homeland Security, Fusion Centers - https://simbli.eboardsolutions.com/SU/PSVyV1hfKjpmRQXd5vTBKQ==
Website	California State Threat Assessment System - https://simbli.eboardsolutions.com/SU/CX8ou4hFcTRJKHzwyPRczQ==
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	National Recreation and Park Association, Certified Playground Safety Inspector Certification - https://simbli.eboardsolutions.com/SU/xZnJeCmh0MEthIpXHxbREA==
Website	U.S. Department of Education, Safe Schools - https://simbli.eboardsolutions.com/SU/oAzvmbk5SPEBHf0sq3oRlg==
Website	American Society for Testing and Materials - https://simbli.eboardsolutions.com/SU/hpTqvZ9cHnGINplusGUI2CVTw==
Website	U.S. Consumer Product Safety Commission - https://simbli.eboardsolutions.com/SU/WXVAihwOFQvUcTKQXgpKBw==
Website	California Department of Education, Safe Schools - https://simbli.eboardsolutions.com/SU/AxdFslshFpyQ1QPo821fOy9pg==
Website	U.S. Environmental Protection Agency - https://simbli.eboardsolutions.com/SU/xtGqeFQECIplus0Wk8xfkTVsw==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Public Health - https://simbli.eboardsolutions.com/SU/plusKghL3cnZRJOzDybcVsugA==
Website	Centers for Disease Control and Prevention - https://simbli.eboardsolutions.com/SU/Gfx4spY2pCn7TBGiShp9oA==

Cross References	Description
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/Q7gil8GDAxZA23W9BEbNBw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/rdlFkXtkL04nPQ7EChV5kQ==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/fQeslYtQfPyCw4jPFcug3A==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/tWaslsh7PMJ3L8KcyZCNmtCCg==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/ICknfKG9C2OPUHECZeBFuw==

3260 Fees And Charges - https://simbli.eboardsolutions.com/SU/ZkjY0BrL9AqbeaOFAdfslshfg==

3260 Fees And Charges - https://simbli.eboardsolutions.com/SU/8Q8jlqxIo00V6T6aNXVplus3A==

3452 Student Activity Funds - https://simbli.eboardsolutions.com/SU/8j1mk0VS5qnXfLPOtVQxNg==

3512 Equipment - https://simbli.eboardsolutions.com/SU/ezslshZHMnYpluscHnfpO2vztUslshg==

3512-E(1) Equipment - https://simbli.eboardsolutions.com/SU/htmpluswvNopsrGRvHnZmL57Q==

3514 Environmental Safety - https://simbli.eboardsolutions.com/SU/FREeZf6a8MvAoYS87Pslshlplusw==

3514 Environmental Safety - https://simbli.eboardsolutions.com/SU/BSLtfUgO3jNMI5qQwVEu7A==

3514.1 Hazardous Substances - https://simbli.eboardsolutions.com/SU/I36QUwAS3PjiZuXplus2XpfLQ==

3514.1 Hazardous Substances - https://simbli.eboardsolutions.com/SU/7BQCvVQAdFWFHxMjBRucWg==

3515 Campus Security - https://simbli.eboardsolutions.com/SU/62Wk6GNjXu2zslshvGnBDFF7w==

3515 Campus Security - https://simbli.eboardsolutions.com/SU/I25ep2Rc2ZQ264b5Lthy8A==

3515.21 Unmanned Aircraft Systems (Drones) - https://simbli.eboardsolutions.com/SU/2hYMI2YDYwUvplusQyNqN64RQ==

3515.5 Sex Offender Notification - https://simbli.eboardsolutions.com/SU/xk6nP3aXfj2ageGZ0AOmOg==

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3516 Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/x6NWrX0FV0TusDr7guOmSQ==

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3530 Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/PCbwslshUQxLVplusmkc9Vslsh0GqfQ==

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Parent Rights And Responsibilities -
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Noncustodial Parents -
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Conduct -
5131 https://simbli.eboardsolutions.com/SU/pBUFdJ0Eye0pz1R21VtlYQ==

Bus Conduct -
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Student Disturbances -
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5137 https://simbli.eboardsolutions.com/SU/Ufqvo2274QHBLOiceWSBplusA==

Conflict Resolution/Peer Mediation -
5138 https://simbli.eboardsolutions.com/SU/vYnT58jV6Sc5PaNDJcoXJg==

Health Care And Emergencies -
5141 https://simbli.eboardsolutions.com/SU/KtRGnZAuG4slshHbkrgYBgOlA==

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Infectious Diseases -
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Child Abuse Prevention And Reporting -
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Suicide Prevention -
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Identification And Reporting Of Missing Children -
5142.1 https://simbli.eboardsolutions.com/SU/QGH9AvvDCjblslshoxUBg1B4w==

Safe Routes To School Program -
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Discipline -
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Questioning And Apprehension By Law Enforcement -
5145.11 https://simbli.eboardsolutions.com/SU/RdYWsxrRSTslCkcLeACm0A==

Response To Immigration Enforcement -
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Science Instruction -
6142.93 https://simbli.eboardsolutions.com/SU/TOhfkcNbplussplusFXRgAlBNXiw==

Athletic Competition -
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School-Sponsored Trips -
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Regulation 5142: Safety **Status:** ADOPTED

Original Adopted Date: 07/01/2006 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

At each school, the principal or designee shall establish emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials, consistent with law, Board policy, and administrative regulation. The rules shall be communicated to students, distributed to parents/guardians, and readily available at the school at all times. **Release of Students**

Students shall be released during the school day only to the custody of an adult who is one of the following:

1. The student's custodial parent/guardian

2. An adult authorized on the student's emergency card as an individual to whom the student may be released when the custodial parent/guardian cannot be reached, provided the principal or designee verifies the adult's identity

3. An authorized law enforcement officer acting in accordance with law

4. An adult taking the student to emergency medical care at the request of the principal or designee

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time that school starts. (5 CCR 5570)

Every teacher shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert for unauthorized persons and dangerous conditions, and promptly report any unusual incidents to the principal or designee and file a written report as appropriate.

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle of high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

Threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual.

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or district administrator.

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Clearly identify supervision zones and require all playground supervisors to remain at a location from which they can observe their entire zone of supervision and be observed by students in the supervision zone

2. Consider the size of the playground area, the number of areas that are obstructed from open view, and the age of the students to determine the ratio of playground supervisors to students

At any school where playground supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions. (5 CCR 5552)

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help prevent problems and resolve conflicts among students. Additionally, all staff and other school officials shall be made aware of their responsibilities regarding the reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats. The training shall be documented and kept on file.

Student Safety Patrols

A school safety patrol shall be composed of students of the school selected by the principal or designee and shall be allowed to serve only with written consent of the students and their parents/guardians. Patrol members shall be at least 10 years old and in the fifth grade. (Education Code 49302; 5 CCR 571)

School safety patrols shall be used only at those locations where the nature of traffic will permit their safe operation. The locations where school safety patrols are used should be determined jointly with the local law enforcement agency. (5 CCR 572)

Patrol members shall be under the supervision and control of the principal or designee and shall receive training in proper procedures, including, but not limited to, the operations specified in 5 CCR 573-574. Whenever on duty, patrol members shall wear the standard uniform required by 5 CCR 576.

Playground Safety

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. The Superintendent or designee shall have a playground safety inspector certified by the National Playground Safety Institute conduct an initial inspection to aid compliance with applicable safety standards. (Health and Safety Code 115725)

Activities with Safety Risks

Due to concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Trampolining

2. Scuba diving

3. Skateboarding or use of scooters

4. In-line or roller skating or use of skate shoes

5. Sailing, boating, or water skiing

6. Cross-country or downhill skiing

7. Motorcycling

8. Target shooting

9. Horseback riding

10. Rodeo

11. Archery

12. Mountain bicycling

13. Rock climbing

14. Rocketeering

15. Surfing

16. Body Contact Sports

17. Other activities determined by the principal to have a high risk to student safety

As needed, the Superintendent or designee may periodically provide training or instruction to students on the safe use of electric, motorized or nonmotorized bicycles, scooters, skateboards, and roller skates. Any student who rides any such bicycle, scooter, skateboard, or roller skates at school shall wear a properly fitted and fastened bicycle helmet.

Events In or Around a Swimming Pool

When any on-campus event that is not part of an interscholastic athletic program is sponsored or hosted by the district and is to be held in or around a swimming pool, at least one adult with a valid certification of cardiopulmonary resuscitation training shall be present throughout the duration of the event. (Education Code 35179.6) **Laboratory Safety**

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to regularly review, update, and implement these procedures.

Students in a laboratory shall be under the supervision of a certificated employee. Students shall be taught laboratory safety, and safety guidelines and procedures shall be posted in science classrooms. Students shall receive continual reminders about general and specific hazards.

Hazardous materials shall be properly used, stored, and disposed of in accordance with law and the district's chemical hygiene plan.

Bloodborne pathogens shall be handled in accordance with the district's exposure control plan.

The district's emergency plan, emergency contact numbers, and first aid supplies shall be readily accessible.

Parents/guardians shall be made aware of the kinds of laboratory activities that will be conducted during the school year.

Hearing Protection

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee may also provide hearing conservation education to teach students ways to protect their hearing.

Eye Safety Devices

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed the actual cost to the district. (Education Code 32030, 32031, 32033)

Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, when engaging in outdoor activities. Any application of insect repellent shall occur under the supervision of school personnel, and in accordance with the manufacturer's directions.

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

State References	Description
5 CCR 14030	Preliminary procedure, planning and approval of school facilities
5 CCR 14103	Authority of the driver
5 CCR 202	Exclusion of students with a contagious disease
5 CCR 5531	Supervision of extracurricular activities of students
5 CCR 5552	Playground supervision
5 CCR 5570	When school shall be open and teachers present
5 CCR 570-576	School safety patrols
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17365-17374	Field Act; fitness for occupancy; liability of board members
Ed. Code 215.5	Student identification cards; safety information
Ed. Code 32001	Fire alarms and drills
Ed. Code 32020	School gates; entrances for emergency vehicles
Ed. Code 32030-32034	Eye safety
Ed. Code 32040	Duty to equip school with first aid kit
Ed. Code 32225-32226	Communications devices in classrooms
Ed. Code 32240-32245	Lead-Safe Schools Protection Act
Ed. Code 32250-32254	CDE School Safety and Security Resource Unit
Ed. Code 32280-32289.5	School safety plans
Ed. Code 35179.6	School-sponsored on-campus event in or around swimming pool
Ed. Code 38134	Use of school property
Ed. Code 44807	Teachers' duty concerning conduct of students
Ed. Code 44808	Exemption from liability when students are not on school property
Ed. Code 44808.5	Permission for high school students to leave school grounds; notice

Ed. Code 45450-45451	Crossing guards
Ed. Code 48900	Grounds for suspension or expulsion
Ed. Code 49300-49307	School safety patrols
Ed. Code 49330-49335	Injurious objects
Ed. Code 49341	Hazardous materials in school science laboratories
Ed. Code 49390-49395	Homicide threats
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51860	Time and facilities for bicycle and scooter safety instruction
Ed. Code 8482-8484.65	After School Education and Safety Program
Gov. Code 810-996.6	California Tort Claims Act
H&S Code 115725-115735	Playground safety
H&S Code 115775-115800	Wooden playground equipment
H&S Code 116046	Issuance of best practices guidelines for K-12 pool safety
Pen. Code 245.6	Hazing
Pub. Res. Code 5411	Purchase of playground equipment usable by persons with disabilities
Streets and Highways Code 894	Statewide safety and training programs; electric bicycles
Veh. Code 21100	Rules and regulations; crossing guards
Veh. Code 21212	Use of helmets
Veh. Code 42200	Fines and forfeitures; disposition by cities
Veh. Code 42201	Fines and forfeitures; disposition by counties
Vehicle Code 21201	Rules for operation of bicycle on roadway

Federal References	**Description**
6 USC 665k	Federal Clearinghouse on School Safety Evidence-Based Practices

Management Resources References	**Description**
American Society for Testing and Materials Pub.	ASTM F1 1487-21, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use
California Department of Education Publication	Science Safety Handbook for California Public Schools, 2014
Court Decision	J.H. v. Los Angeles Unified School District, (2010) 183 Cal.App.4th 123
Court Decision	Knight v. Jewett, (1992) 3 Cal.4th 296
Court Decision	Lane v. City of Sacramento, (2010) 183 Cal. App. 4th. 1337
Court Decision	Kahn v. East Side Union High School District, (2003) 31 Cal.4th 990
Court Decision	Dailey v. Los Angeles Unified School District, (1970) 2 Cal 3d 741
Court Decision	Hoyem v. Manhattan Beach City School District, (1978) 22 Cal. 3d 508
Court Decision	Wiener v. Southcoast Childcare Centers, (2004) 32 Cal.4th 1138
U.S. Consumer Product Safety Comm Publication	Public Playground Safety Handbook, 2010
Website	U.S. Department of Homeland Security, Fusion Centers - https://simbli.eboardsolutions.com/SU/PSVyV1hfKjpmRQXd5vTBKQ==
Website	California State Threat Assessment System - https://simbli.eboardsolutions.com/SU/CX8ou4hFcTRJKHzwyPRczQ==
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==

Website	National Recreation and Park Association, Certified Playground Safety Inspector Certification - https://simbli.eboardsolutions.com/SU/xZnJeCmh0MEthIpXHxbREA==
Website	U.S. Department of Education, Safe Schools - https://simbli.eboardsolutions.com/SU/oAzvmbk5SPEBHf0sq3oRlg==
Website	American Society for Testing and Materials - https://simbli.eboardsolutions.com/SU/hpTqvZ9cHnGINplusGUI2CVTw==
Website	U.S. Consumer Product Safety Commission - https://simbli.eboardsolutions.com/SU/WXVAihwOFQvUcTKQXgpKBw==
Website	California Department of Education, Safe Schools - https://simbli.eboardsolutions.com/SU/AxdFslshFpyQ1QPo821fOy9pg==
Website	U.S. Environmental Protection Agency - https://simbli.eboardsolutions.com/SU/xtGqeFQECIplus0Wk8xfkTVsw==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Public Health - https://simbli.eboardsolutions.com/SU/plusKghL3cnZRJOzDybcVsugA==
Website	Centers for Disease Control and Prevention - https://simbli.eboardsolutions.com/SU/Gfx4spY2pCn7TBGiShp9oA==

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0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/Q7giI8GDAxZA23W9BEbNBw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/rdlFkXtkL04nPQ7EChV5kQ==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/fQeslYtQfPyCw4jPFcug3A==
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1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/ICknfKG9C2OPUHECZeBFuw==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/ZkjY0BrL9AqbeaOFAdfslshfg==
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3452	Student Activity Funds - https://simbli.eboardsolutions.com/SU/8j1mk0VS5qnXfLPOtVQxNg==
3512	Equipment - https://simbli.eboardsolutions.com/SU/ezslshZHMnYpluscHnfpO2vztUslshg==
3512-E(1)	Equipment - https://simbli.eboardsolutions.com/SU/htmpluswvNopsrGRvHnZmL57Q==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/FREeZf6a8MvAoYS87PslshIplusw==
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3514.1	Hazardous Substances - https://simbli.eboardsolutions.com/SU/I36QUwAS3PjiZuXplus2XpfLQ==
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	Campus Security -

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Unmanned Aircraft Systems (Drones) -
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Sex Offender Notification -
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Emergencies And Disaster Preparedness Plan -
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Emergencies And Disaster Preparedness Plan -
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Emergency Schedules -
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Risk Management/Insurance -
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Risk Management/Insurance -
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Exposure Control Plan For Bloodborne Pathogens -
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Parent Rights And Responsibilities -
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Noncustodial Parents -

5021 https://simbli.eboardsolutions.com/SU/3IWmrGkP3jwz9FfBb2nbwA==

Conduct -
5131 https://simbli.eboardsolutions.com/SU/pBUFdJ0Eye0pz1R21VtIYQ==

Bus Conduct -
5131.1 https://simbli.eboardsolutions.com/SU/zyoZr0SgrvNXhiYX9TWeVg==

Bus Conduct -
5131.1 https://simbli.eboardsolutions.com/SU/4r9jCe2D8UyosnslshGRWDUcQ==

Student Disturbances -
5131.4 https://simbli.eboardsolutions.com/SU/plusslshvcF2YZJxlFwsCfulcOVw==

Student Disturbances -
5131.4 https://simbli.eboardsolutions.com/SU/0IrMQ6nnuTuPplusLplusO4Wvu2g==

Positive School Climate -
5137 https://simbli.eboardsolutions.com/SU/Ufqvo2274QHBLOiceWSBplusA==

Conflict Resolution/Peer Mediation -
5138 https://simbli.eboardsolutions.com/SU/vYnT58jV6Sc5PaNDJcoXJg==

Health Care And Emergencies -
5141 https://simbli.eboardsolutions.com/SU/KtRGnZAuG4slshHbkrgYBgOlA==

Health Care And Emergencies -
5141 https://simbli.eboardsolutions.com/SU/D3S2sSplusJHslshY8cNhvZ66HVg==

Infectious Diseases -
5141.22 https://simbli.eboardsolutions.com/SU/slshSHDzymYLN8DwMplltWdsg==

Infectious Diseases -
5141.22
https://simbli.eboardsolutions.com/SU/DdkxP6Io0oUT7dmBE1eK0g==

Asthma Management -
5141.23 https://simbli.eboardsolutions.com/SU/t3Dl9ofAplusPWaVbTdkOgWpA==

Asthma Management -
5141.23 https://simbli.eboardsolutions.com/SU/SvckShNahNiG3z3bwMcTlw==

Child Abuse Prevention And Reporting -
5141.4 https://simbli.eboardsolutions.com/SU/bJAiplus4YTzTcWu0VMUkkdiQ==

Child Abuse Prevention And Reporting -
5141.4 https://simbli.eboardsolutions.com/SU/KHJ4Ryf9WsiRVpcslsheV7VGg==

Suicide Prevention -
5141.52 https://simbli.eboardsolutions.com/SU/WM38treDjLEIDeRTkCMSCA==

Suicide Prevention -
5141.52 https://simbli.eboardsolutions.com/SU/eAe18Pkbslshqyslsh5aoMoF7ksQ==

Sun Safety -
5141.7
https://simbli.eboardsolutions.com/SU/SNqxwzDtpfEKQaffd0uRRQ==

Identification And Reporting Of Missing Children -
5142.1 https://simbli.eboardsolutions.com/SU/QGH9AvvDCjblslshoxUBg1B4w==

Safe Routes To School Program -
5142.2 https://simbli.eboardsolutions.com/SU/dysNV2rrW65mpPBOJ4DyDQ==

Safe Routes To School Program -
5142.2 https://simbli.eboardsolutions.com/SU/Ugb1ECUPdHV07v4ezrwcXw==

Insurance -
5143 https://simbli.eboardsolutions.com/SU/WETPQAVdeyslsh0VNKhjGx6xA==

Insurance -
5143 https://simbli.eboardsolutions.com/SU/lxGFF2NWcLMu3ArlK0eT3g==

Discipline -
5144 https://simbli.eboardsolutions.com/SU/q5NswZUhPTbrdfxL6JpCuQ==

Discipline -
5144 https://simbli.eboardsolutions.com/SU/uCGNmZB4i0EHAGGnMD6jCg==

Suspension And Expulsion/Due Process -
5144.1 https://simbli.eboardsolutions.com/SU/blwduf15hDWiR2tslshXyakIQ==

Suspension And Expulsion/Due Process -
5144.1 https://simbli.eboardsolutions.com/SU/sj4cx1G3eeeEClCNif6t2w==

Questioning And Apprehension By Law Enforcement -
5145.11 https://simbli.eboardsolutions.com/SU/RdYWsxrRSTslCkcLeACm0A==

Response To Immigration Enforcement -
5145.13 https://simbli.eboardsolutions.com/SU/a0plusNVDz9UuWKnGW6XLW4rA==

Response To Immigration Enforcement -
5145.13
https://simbli.eboardsolutions.com/SU/Axq9yVbrlvLTpsYmbr6dNw==

Comprehensive Health Education -
6142.8 https://simbli.eboardsolutions.com/SU/26yNHUwMmAXRvJ1b3jpT2g==

Comprehensive Health Education -
6142.8 https://simbli.eboardsolutions.com/SU/tbwOImdoEz4Q1Vjo8rYnlQ==

Science Instruction -
6142.93 https://simbli.eboardsolutions.com/SU/TOhfkcNbplussplusFXRgAlBNXiw==

Athletic Competition -
6145.2 https://simbli.eboardsolutions.com/SU/WjFHslshd0qO8WHJq9f7Kfh5Q==

Athletic Competition -
6145.2 https://simbli.eboardsolutions.com/SU/3b046reWKA4At9vT9uKSHg==

School-Sponsored Trips -
6153
https://simbli.eboardsolutions.com/SU/7r4Q2oNQvl8g7LgkIl0EVQ==

School-Sponsored Trips -
6153 https://simbli.eboardsolutions.com/SU/94iq9ExjQyubmVXbZDVrYg==

Animals At School -
6163.2
https://simbli.eboardsolutions.com/SU/lgtlfqFAWuTtFk6KjOEfKg==

Animals At School -
6163.2
https://simbli.eboardsolutions.com/SU/kK1ziXSO9CkxNJrG0xucgQ==

Facilities Master Plan -
7110
https://simbli.eboardsolutions.com/SU/CTyHH1bl8WMYv7LT883UOw==

Regulation 5142.2: Safe Routes To School Program **Status:** ADOPTED

Original Adopted Date: 07/01/2009 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

District strategies to improve student safety along routes to school and to promote walking, bicycling, and other forms of active transport to school by students may include:

1. Education activities that promote safety and awareness, such as:

    a. Instructing students about pedestrian and personal safety related to the use of electric or motorized and nonmotorized bicycles or scooters, including by local law enforcement, organizations specified in Education Code 38134, and public agencies that provide safety instructions on such bicycles and scooters.

    b. Instructing students about the health, academic, and environmental benefits of walking, bicycling, and other forms of active transport to school

    c. Offering driver safety information to high school students, parents/guardians, and the community to promote safety around school campuses and routes

2. Encouragement strategies designed to generate interest in active transport to school, such as:

    a. Organizing or facilitating "walking school buses" and/or "bicycle trains" whereby students walk or bike to school in groups escorted by parents/guardians or other volunteers as needed

    b. Organizing special events and activities, such as Walk or Bike to School Day, International Walk to School Month, or year-round competitions

    c. Publicizing the district's efforts in order to build support of parents/guardians and the community, including providing information about the district's safe routes to school program in parent/guardian communications and in any notifications about transportation options

3. Enforcement strategies to deter unsafe behaviors of drivers, pedestrians, and bicyclists, such as:

    a. Initiating or expanding crossing guard, student safety patrol, and/or parent/guardian safety patrol programs

    b. Partnering with local law enforcement to help ensure that traffic laws are obeyed in the vicinity of schools and to implement appropriate measures such as placement of speed feedback monitors, ticketing, and/or driver safety campaigns

    c. Monitoring to ensure that students who bicycle to school or who use skateboards, skates, or nonmotorized scooters wear helmets in accordance with Vehicle Code 21212

4. Engineering strategies that address the design, implementation, operation, and maintenance of traffic control devices or physical measures, such as:

    a. Working with local government agencies, parents/guardians, school staff, and others as appropriate to gather data about environmental conditions and hazards along routes to school

    b. Working with local government agencies to make operational and physical improvements that reduce or eliminate hazards, such as reducing motor vehicle traffic speeds in the area and establishing safer and fully accessible crosswalks, walkways, trails, and bikeways

c. Assessing the adequacy, accessibility, and safety of bicycle parking at schools and making modifications as needed, such as increasing the number of or relocating bicycle racks and/or equipment storage areas

d. Considering safe routes to school when making decisions about siting and designing of new schools

5. Evaluation to assess progress toward program goals, including:

   a. Gathering and interpreting data based on indicators established by the Superintendent and the Governing Board

   b. Presenting data to the Board, program partners, and the public

   c. Recommending program modifications as needed

6. Emerging technologies that aid in the prevention and mitigation of accidents

7. Emergency response in managing injuries after an accident occurs, including, but not limited to, training staff, crossing guards, student and/or parent/guardian safety patrols, and other volunteers who assist with drop-off and pick-up in emergency procedures

8. Equity, such that resources are distributed in a manner that provides safe access and participation in an equitable manner across the community

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

State References	**Description**
Ed. Code 32282	Comprehensive safety plan
Ed. Code 38134	Use of school property
Ed. Code 44808	Liability when students are not on school property
Ed. Code 45450-45451	Crossing guards
Ed. Code 51860	Time and facilities for bicycle and scooter safety instruction
Gov. Code 65352.2	General planning; communication between cities, counties and school districts
S&H Code 2380-2385	Active Transportation Program
Streets and Highways Code 894	Statewide safety and training programs; electric bicycles
Veh. Code 21200-21213	Operation of bicycles
Veh. Code 21212	Helmet required for bicycle, nonmotorized scooter, skateboard, skates
Veh. Code 21949-21971	Pedestrian rights and duties
Veh. Code 312.5	Electric bicycle
Veh. Code 406	Moped or motorized bicycle
Veh. Code 407.5	Motorized scooter

Federal References	**Description**
23 USC 133	Surface transportation block grant program
23 USC 148	Highway safety improvement program

42 USC 1758b	Local wellness policy

Management Resources References	Description
California Dept of Transportation Publication	ATP Purpose and Goals as Defined by the State Legislature and SB 99, March 2015
California Dept of Transportation Publication	Active Transportation Program Fact Sheet, January 2020
Court Decision	Cerna v. City of Oakland (2008) 161 Cal.App.4th 1340
Natl Center for Safe Routes to School Publication	Safe Routes to School Guide
Natl Highway Traffic Safety Admin Publication	Advancing Pedestrian and Bicyclist Safety: A Primer for Highway Safety Professionals, April 2016
Safe Routes to School Natl Partnership Publication	Safe Routes to School by the Numbers: Using Data to Foster Walking and Biking to School, June 2016
Safe Routes to School Natl Partnership Publication	Safe Routes to School 2009 Policy Report: Moving to the Future: Building on Early Achievements, March 2009
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	National Center for Safe Routes to School - https://simbli.eboardsolutions.com/SU/OusR3qPuhtJDAwvyilw0Gg==
Website	Safe Routes Partnership - https://simbli.eboardsolutions.com/SU/npmWJplusGoJjRmP0TKjAL2OQ==
Website	U.S. Department of Transportation, Federal Highway Administration, Safe Routes to School - https://simbli.eboardsolutions.com/SU/jADfxiUd3VBRHJLVKO0aHA==
Website	California Department of Transportation, Safe Routes to School https://simbli.eboardsolutions.com/SU/wnpLSaVJuyubpSr9eKbXHg==
Website	National Highway Traffic Safety Administration - https://simbli.eboardsolutions.com/SU/1L2BvG6mQo69pSrehY1xYg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	Description
0415	Equity - https://simbli.eboardsolutions.com/SU/ZGZhz17ATfHJBPQ13Jplus7cw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/Q7gil8GDAxZA23W9BEbNBw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/rdlFkXtkL04nPQ7EChV5kQ==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/xBPc1Aeplus3wePETE5KI2ziA==
0500	Accountability - https://simbli.eboardsolutions.com/SU/PDWiti8tEaGKnqJbgZ4Q3g==
1112	Media Relations - https://simbli.eboardsolutions.com/SU/slhIpe1iHlslshJABaNkElTAw==
1114	District-Sponsored Social Media - https://simbli.eboardsolutions.com/SU/GPX87YasvLlgrwrAjTkQSg==
1114	District-Sponsored Social Media - https://simbli.eboardsolutions.com/SU/yjVorBCGm2rPCjkELGVV5A==

1220 Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7wRcaQ9gjBXCOuqWB54wfA==

1220 Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/WXKjOn8KOplusMpLzpTd3ujpQ==

1230 School-Connected Organizations - https://simbli.eboardsolutions.com/SU/TUNcr5l6QZDDrlNJ5rXb5g==

1230 School-Connected Organizations - https://simbli.eboardsolutions.com/SU/sDXhJFa6OFkhNJlen5SDKw==

1260 Educational Foundation - https://simbli.eboardsolutions.com/SU/gslshplusY8fjfYjslshYAA4NaTsJbQ==

1400 Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/vJHizKCtUNwIjEfGnHx4CA==

1700 Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/bj3fslsh3cl7eKslshyWTi7plusHVkQ==

3100 Budget - https://simbli.eboardsolutions.com/SU/jyvplusBDTDZP2PfaNJtUb1FQ==

3100 Budget - https://simbli.eboardsolutions.com/SU/msAckuIxvwNnuplus45O6T7slshw==

3290 Gifts, Grants And Bequests - https://simbli.eboardsolutions.com/SU/v0uP5OYKyNQGAvaslshoK4zOw==

3470 Debt Issuance And Management - https://simbli.eboardsolutions.com/SU/uaUO1PslshiQVjou0LbEBFgPg==

3471 Parcel Taxes - https://simbli.eboardsolutions.com/SU/cmZslshKevxBY1oUZx6mF8kNg==

3510 Green School Operations - https://simbli.eboardsolutions.com/SU/K0GKzAB8i2S6wgjlLPFfUw==

3514 Environmental Safety - https://simbli.eboardsolutions.com/SU/FREeZf6a8MvAoYS87Pslshlplusw==

3514 Environmental Safety - https://simbli.eboardsolutions.com/SU/BSLtfUgO3jNMI5qQwVEu7A==

3540 Transportation - https://simbli.eboardsolutions.com/SU/WsEcrsw1Er3slshov5xxld5xA==

3541 Transportation Routes And Services - https://simbli.eboardsolutions.com/SU/x9xslshKxLvYXXvWxrplus6eUEMg==

5030 Student Wellness - https://simbli.eboardsolutions.com/SU/CvzKiInplusCH4n5fplusjplusl8ljA==

5142 Safety - https://simbli.eboardsolutions.com/SU/7nif3h0e6gdJCmslshRtV72zA==

5142 Safety - https://simbli.eboardsolutions.com/SU/bUium2LRVRQFGiKYfplusLW7A==

6020 Parent Involvement - https://simbli.eboardsolutions.com/SU/8BBlLRHFPN4Ze3lDgjtlg==

6020 Parent Involvement - https://simbli.eboardsolutions.com/SU/Q0ib1gK3KHGsHNlpTjqI8A==

6142.7 Physical Education And Activity - https://simbli.eboardsolutions.com/SU/ZmslshJWRRGlhooOnK0kYcI2w==

6142.7 Physical Education And Activity - https://simbli.eboardsolutions.com/SU/7Tuzch26C948slshkHXr3eriw==

6142.8 Comprehensive Health Education - https://simbli.eboardsolutions.com/SU/26yNHUwMmAXRvJ1b3jpT2g==

Comprehensive Health Education -
6142.8 https://simbli.eboardsolutions.com/SU/tbwOImdoEz4Q1Vjo8rYnlQ==

Facilities Master Plan -
7110 https://simbli.eboardsolutions.com/SU/CTyHH1bl8WMYv7LT883UOw==

Evaluating Existing Buildings -
7111 https://simbli.eboardsolutions.com/SU/goJJCk1h6pJu8MfDmEnYslshg==

Site Selection And Development -
7150 https://simbli.eboardsolutions.com/SU/sYsAsWmYHUGsslshuVYRgMCbA==

Site Selection And Development -
7150 https://simbli.eboardsolutions.com/SU/9MaBvnOs2WPkslshb54TqcMZQ==

Policy 5148.2: Before/After School Programs

Status: ADOPTED

Original Adopted Date: 11/01/2006 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

The Governing Board desires to provide learning opportunities for students beyond the regular school day that support the regular education program in a supervised environment. In order to increase academic achievement of participating students, the content of such programs shall be coordinated with the district's vision and goals for student learning, local control and accountability plan, curriculum, and academic standards.

Each program offered by the district shall be planned through a collaborative process as required by law. (Education Code 8422, 8482.5, 8484.75, 46120)

To the extent feasible, the district shall give priority to establishing expanded learning opportunities beyond the regular school day in low-performing schools and/or programs that serve low-income and other at-risk students.

Any expanded learning opportunities, including but not limited to After School Education and Safety Program (ASES),
21st Century Community Learning Center Program (21st CCLC), 21st Century High School After School Safety and Enrichment for Teens Program (ASSETs), Expanded Learning Opportunities Program (ELO) or any other program to be established pursuant to Education Code 8421, 8482.3, 8484.75, or 46120, shall be approved by the Board.

The Superintendent or designee shall ensure that all staff who directly supervise students in the district's expanded learning opportunity programs possess appropriate knowledge and experience. As needed, staff and volunteers shall receive ongoing training related to their job responsibilities.

Each before-school, after-school, summer, vacation or intersessional expanded learning opportunity program shall include academic and enrichment elements in accordance with law and administrative regulation. In addition, each program may include support services that reinforce the educational component and promote student health and well-being.

~~OPTION 1: (~~For districts that do not charge family fees) No fee shall be charged for participation in the program.

OPTION 2: (For districts that charge permissible family fees)
A family fee may be charged to participating families based on the actual cost of services.

However, for the ASSETs program, a family fee shall be waived or reduced for families with students who are eligible for free or reduced-price meals. (Education Code 8422)

For ASES, 21st CCLC, and/or ELO s programs, no fee shall be charged for a student who is eligible for free or reduced-price meals, or a student who the district knows is a homeless youth or in foster care. In addition, family fees shall be calculated on a sliding scale that considers family income and ability to pay. (Education Code 8482.6, 46120)

Eligible students who are 11 or 12 years of age shall be placed in a before-school or after-school program, if and when available, rather than subsidized child-care and development services. During the time that the before-school or after-school program does not operate, such students may be provided the option of enrolling in child-care and development services in accordance with the enrollment priorities established in AR 5148 - Child Care and Development. (Welfare and Institutions Code 10273)

The Board and the Superintendent or designee shall monitor student participation rates and shall identify multiple measures that shall be used to evaluate program effectiveness. Such measures may include, but are not limited to, student outcome data; program self-assessments; feedback from staff, participating students, and parents/guardians; and observations of program activities.

Every three years, the Superintendent or designee shall review the after-school program plan, including, but not limited to, program goals, program content, and outcome measures. Documentation of the program plan shall be maintained for a minimum of five years.

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

State References	Description
Ed. Code 17260-17268	Plans and specifications for school facilities - https://simbli.eboardsolutions.com/SU/K93eKC5SslshBGM5azLOpZgjg==
Ed. Code 17264	New construction; accommodation of before- and after-school programs
Ed. Code 35021.3	After-school physical recreation instructors
Ed. Code 45125	Criminal record check
Ed. Code 45330	Paraprofessionals; instructional aides
Ed. Code 45340-45349	Paraprofessionals; instructional aides
Ed. Code 46120	Expanded learning opportunities
Ed. Code 49024	Activity Supervisor Clearance Certificate
Ed. Code 49430-49434	Nutrition standards
Ed. Code 49540-49546	Child care food program
Ed. Code 49553	Free or reduced-price meals
Ed. Code 69430-69460	Cal Grant program
Ed. Code 8263	Eligibility and priorities for subsidized child development services
Ed. Code 8273.1	Family fees; exemptions
Ed. Code 8295-8305	Child development program; personnel qualifications
Ed. Code 8322	California Prekindergarten Planning and Implementation Grant Program
Ed. Code 8350-8359.1	Programs for CalWORKS recipients
Ed. Code 8360-8370	Personnel qualifications
Ed. Code 8420-8428	21st Century High School After School Safety and Enrichment Program for Teens
Ed. Code 8482-8484.65	After School Education and Safety Program
Ed. Code 8484.7-8484.9	21st Century Community Learning Centers
Ed. Code 8490-8490.7	Distinguished After School Health Recognition Program
W&I Code 10207-10490	Child Care and Development Services Act
W&I Code 10273	Preferred placement for otherwise eligible children ages 11 or 12

Federal References	Description

20 USC 6311	State plan
20 USC 6314	Title I schoolwide program
20 USC 7171-7176	21st Century Community Learning Centers
42 USC 11434a	Education for homeless children and youths
42 USC 1766-1766a	Child and Adult Care Food Program
7 CFR 226.17	Child care center nutrition standards

Management Resources References	**Description**
California Department of Education Publication	Early Release and Late Arrival Guidance, December 2021
California Department of Education Publication	Quality Program Improvement Plan Instructions: Instructions for Completing a Quality Program Improvement Plan for Expanded Learning Programs in California, January 2022
California Department of Education Publication	21st CCLC and ASSETs FAQs, October 2022
California Department of Education Publication	Request for Applications: 21st Century Community Learning Centers and After School Safety and Enrichment for Teens, September 2022
California Department of Education Publication	Expanded Learning Opportunities Program FAQs, July 2022
California Department of Education Publication	Quality Standards for Expanded Learning in California: Creating and Implementing a Shared Vision of Quality, 2014
California Department of Education Publication	A Crosswalk Between the Quality Standards for Expanded Learning and Program Quality Assessment Tools, 2014
California Department of Education Publication	California After School Physical Activity Guidelines, 2009
U.S. Department of Education Publication	21st Century Community Learning Centers, Nonregulatory Guidance, February 2003
Website	California Afterschool Network - https://simbli.eboardsolutions.com/SU/SxeV5viyxZcyTRCEjxToLg==
Website	California Child and Adult Care Food Program - https://simbli.eboardsolutions.com/SU/NJK4oDHRD9iO9OQxRYnX1g==
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Department of Education, Expanded Learning - https://simbli.eboardsolutions.com/SU/0DHRmisIU5JVqzrlbgBQSQ==
Website	U.S. Department of Agriculture - https://simbli.eboardsolutions.com/SU/njpdBqDfo1Mslsh1ZLplusszTslshRw==
Website	California School-Age Consortium - https://simbli.eboardsolutions.com/SU/laEri3DXJqbiplusxNsL8qbiA==
Website	Partnership for Children and Youth - https://simbli.eboardsolutions.com/SU/bolfLRuzs4Pl63kJl3082w==
Website	California Healthy Kids Survey - https://simbli.eboardsolutions.com/SU/pB1UyKy4ocu6w934wTYg4g==
Website	Commission on Teacher Credentialing - https://simbli.eboardsolutions.com/SU/cxWNiqRUulsaq7efc7aH4Q==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==

Cross References	Description
0000	Vision - https://simbli.eboardsolutions.com/SU/KIjZfslsh88rWzvIh7AJ98iog==
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/9j90oJApxGvO9isI1IyD8g==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/rplusplusaBQeAE4bUpZiBFBO9dQ==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/Q7giI8GDAxZA23W9BEbNBw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/rdlFkXtkL04nPQ7EChV5kQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/xBPc1Aeplus3wePETE5KI2ziA==
0500	Accountability - https://simbli.eboardsolutions.com/SU/PDWiti8tEaGKnqJbgZ4Q3g==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/c3bzU5HxDAULaslshm6slshY5Cfg==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/ROv5x6plusDgBotyKnO8gWH3A==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/qvzpYbttZOPNWrpR2Lc9VQ==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/U5PKMAkslsh8XdmxbODX9gY2A==
1312.3-E(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/vicclxcmyjqgK8RRHm2Nkg==
1312.3-E(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/domunC7PDqvTrvdi2YkIlw==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/7Tgjno0n0gehbMslsh6oxD7Hg==
1330- E(1)	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/FTxq7G35iclvaYp8UplusEfZQ==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/ICknfKG9C2OPUHECZeBFuw==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/vJHizKCtUNwIjEfGnHx4CA==
1700	Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/bj3fslsh3cl7eKslshyWTi7plusHVkQ==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/ZkjY0BrL9AqbeaOFAdfslshfg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/8Q8jlqxIo00V6T6aNXVplus3A==
	Sale Or Lease Of District-Owned Real Property -

3280 https://simbli.eboardsolutions.com/SU/nl52FBYBISbzNGRG8CrhkQ==

Sale Or Lease Of District-Owned Real Property -
3280 https://simbli.eboardsolutions.com/SU/dHavI4DJJ4VVaplus02n5bFkg==

Transportation -
3540 https://simbli.eboardsolutions.com/SU/WsEcrsw1Er3slshov5xxId5xA==

Food Service/Child Nutrition Program -
3550 https://simbli.eboardsolutions.com/SU/I4jF0jxd0To1A6OlQagmqg==

Food Service/Child Nutrition Program -
3550 https://simbli.eboardsolutions.com/SU/Y01UYQzBbtdljM51C9plusZpA==

Summer Meal Program -
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Summer Meal Program -
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Free And Reduced Price Meals -
3553 https://simbli.eboardsolutions.com/SU/N7wbmnm9H944SplusVnwq4I9g==

Free And Reduced Price Meals -
3553 https://simbli.eboardsolutions.com/SU/5MEfuuu2ZJemVftwplusskZYw==

Other Food Sales -
3554 https://simbli.eboardsolutions.com/SU/XA2ZvkzJLpluswEugplusbBS1IVw==

Other Food Sales -
3554 https://simbli.eboardsolutions.com/SU/npluszuymEvcWm0UIgsNn6laQ==

District Records -
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District Records -
3580 https://simbli.eboardsolutions.com/SU/WEk7cYywcvcslshPFolgJHPZg==

Health Examinations -
4112.4 https://simbli.eboardsolutions.com/SU/slLMlslshxLI2YOPYoMMU2U7w==

Criminal Record Check -
4112.5 https://simbli.eboardsolutions.com/SU/XxVcsvXeI4TKDtGnWVslshaAA==

Criminal Record Check -
4112.5-E(1) https://simbli.eboardsolutions.com/SU/tAUiHG27ErkmEa4H0C0Hvg==

Staff Development -
4131 https://simbli.eboardsolutions.com/SU/IYMIfYPYXEiEMhaRz6slshWJQ==

Health Examinations -
4212.4 https://simbli.eboardsolutions.com/SU/RQiw5kZICOmkqEEHCUvAIA==

Criminal Record Check -
4212.5 https://simbli.eboardsolutions.com/SU/zlCQLKslshYYocj135d8hWslshpQ==

Criminal Record Check -
4212.5-E(1) https://simbli.eboardsolutions.com/SU/Vslsh3d3Fi56anUur36SWAIOw==

Teacher Aides/Paraprofessionals -
4222 https://simbli.eboardsolutions.com/SU/711NKzpluscCSc9QZsJCydyEA==

Teacher Aides/Paraprofessionals -
4222 https://simbli.eboardsolutions.com/SU/jKXUUgTR98mNmDdapRslshHplusw==

Staff Development -
4231 https://simbli.eboardsolutions.com/SU/FAuFrJnlbcVy3kgsTslshNU6g==

Health Examinations -
4312.4 https://simbli.eboardsolutions.com/SU/obiSk8rTaSgKJ7TuV2j8Xw==

Criminal Record Check -
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Criminal Record Check -
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Staff Development -
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Student Wellness -
5030 https://simbli.eboardsolutions.com/SU/CvzKiInplusCH4n5fplusjplusI8IjA==

Alcohol And Other Drugs -
5131.6 https://simbli.eboardsolutions.com/SU/WDkn56oiRIRHg1DfVsZyxA==

Alcohol And Other Drugs -
5131.6 https://simbli.eboardsolutions.com/SU/7eplus9F20al43StxVcQXvoig==

Tobacco -
5131.62 https://simbli.eboardsolutions.com/SU/aJ5kH2qyEG0vE2G37vU1sw==

Tobacco -
5131.62 https://simbli.eboardsolutions.com/SU/19Ip3NAy7KzO11ajp9og0w==

Positive School Climate -
5137 https://simbli.eboardsolutions.com/SU/Ufqvo2274QHBLOiceWSBplusA==

Administering Medication And Monitoring Health Conditions -
5141.21 https://simbli.eboardsolutions.com/SU/rYDAJplusX8LiVjbHZQ7Ftjiw==

Administering Medication And Monitoring Health Conditions -
5141.21 https://simbli.eboardsolutions.com/SU/x8WaM97KYyZDya9eslsho0ubg==

Asthma Management -
5141.23 https://simbli.eboardsolutions.com/SU/t3DI9ofAplusPWaVbTdkOgWpA==

Asthma Management -
5141.23 https://simbli.eboardsolutions.com/SU/SvckShNahNiG3z3bwMcTlw==

Food Allergies/Special Dietary Needs -
5141.27 https://simbli.eboardsolutions.com/SU/MS09fvkpcfTxfXADdn7slshBg==

Food Allergies/Special Dietary Needs -
5141.27 https://simbli.eboardsolutions.com/SU/pbePTFFyvpXAzJEa77Eu6w==

Suicide Prevention -
5141.52 https://simbli.eboardsolutions.com/SU/WM38treDjLEIDeRTkCMSCA==

Suicide Prevention -
5141.52 https://simbli.eboardsolutions.com/SU/eAe18Pkbslshqyslsh5aoMoF7ksQ==

Discipline -
5144 https://simbli.eboardsolutions.com/SU/q5NswZUhPTbrdfxL6JpCuQ==

Discipline -
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Parent/Guardian Notifications -
5145.6 https://simbli.eboardsolutions.com/SU/SuvNxTtlUJ0XfalLui15AA==

Parent/Guardian Notifications -
5145.6-E(1) https://simbli.eboardsolutions.com/SU/RdNSntUjWlcslshJyFn1Yfqfw==

Hate-Motivated Behavior -
5145.9 https://simbli.eboardsolutions.com/SU/zXaTq9y3Bf8f0rt8zzpcyw==

Dropout Prevention -
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Child Care And Development -

5148 https://simbli.eboardsolutions.com/SU/TkxFLplusg1be5kdCBI21w67A==

Child Care And Development -
5148 https://simbli.eboardsolutions.com/SU/Ez52VnD9tECorZJzyrh5plusg==

Academic Standards -
6011 https://simbli.eboardsolutions.com/SU/TplusI1ybplusF7QGkEslshLEej7PvA==

Parent Involvement -
6020 https://simbli.eboardsolutions.com/SU/8BBlLRHFPN4Ze3lDgijtIg==

Parent Involvement -
6020 https://simbli.eboardsolutions.com/SU/Q0ib1gK3KHGsHNIpTjqI8A==

Service Learning/Community Service Classes -
6142.4 https://simbli.eboardsolutions.com/SU/iVnd1RslshrYn5G7DW0f2PmUw==

Visual And Performing Arts Education -
6142.6 https://simbli.eboardsolutions.com/SU/MOSLG87SSN4D9X6Sr9slshHqQ==

Physical Education And Activity -
6142.7 https://simbli.eboardsolutions.com/SU/ZmslshJWRRGlhooOnK0kYcI2w==

Physical Education And Activity -
6142.7 https://simbli.eboardsolutions.com/SU/7Tuzch26C948slshkHXr3eriw==

Reading/Language Arts Instruction -
6142.91 https://simbli.eboardsolutions.com/SU/u0kwqXzoJslsh1zkA4neAslsh7eA==

Mathematics Instruction -
6142.92 https://simbli.eboardsolutions.com/SU/fTMquy4qCooO0o5vPBAlDA==

Science Instruction -
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Extracurricular And Cocurricular Activities -
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Extracurricular And Cocurricular Activities -
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Homework/Makeup Work -
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Individualized Education Program -
6159 https://simbli.eboardsolutions.com/SU/nRtcKBP3haQcPUiLWOYqgA==

Individualized Education Program -
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Student Use Of Technology -
6163.4 https://simbli.eboardsolutions.com/SU/JYZqEAGgHSQ8NKf76jfTkw==

Student Use Of Technology -
6163.4-E(1) https://simbli.eboardsolutions.com/SU/xL8Kskyraw6PieC8rplusJpYg==

Transitional Kindergarten -
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Title I Programs -
6171 https://simbli.eboardsolutions.com/SU/p4BMACj6yFUh6jSJgfA2gA==

Title I Programs -
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Education For Homeless Children -
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Education For Homeless Children -
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6173-E(1) https://simbli.eboardsolutions.com/SU/bgY0t00vS6m28pwGwmEslsh8A==

Education For Homeless Children -

6173- E(2)https://simbli.eboardsolutions.com/SU/Oziu5plusO24Cwf3qrg2IwW1A==

Education For Foster Youth -
6173.1 https://simbli.eboardsolutions.com/SU/hwZQyTeELA0Ir5Chn5ZTpg==

Education For Foster Youth -
6173.1 https://simbli.eboardsolutions.com/SU/4Rr6sDplusdFuBwPiazslshLpFQA==

Migrant Education Program -
6175 https://simbli.eboardsolutions.com/SU/roLeyXGgp5l03jclK5slshG1A==

Migrant Education Program -
6175 https://simbli.eboardsolutions.com/SU/eEi167SF33ZkvAHsw1fl7g==

Weekend/Saturday Classes -
6176 https://simbli.eboardsolutions.com/SU/gT9qUoycslshwAqFdyaRaqF4w==

Summer Learning Programs -
6177 https://simbli.eboardsolutions.com/SU/ezqaj3pDRTAplus4B05IJJGzw==

Career Technical Education -
6178 https://simbli.eboardsolutions.com/SU/2rbbha1T98IHWiOTkslshUErg==

Career Technical Education -
6178 https://simbli.eboardsolutions.com/SU/S4qxTuQvqZWs07diDIxw9g==

Supplemental Instruction -
6179 https://simbli.eboardsolutions.com/SU/zi8aQRQAs4kCAuX1Bu2Mslshg==

Regulation 5148.2: Before/After School Programs

Status: ADOPTED

Original Adopted Date: 07/01/2015 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

Definitions

Expanded learning opportunities means before school, after school, summer, vacation, and/or intersessional learning programs that focus on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences. Expanded learning opportunities does not mean an extension of
instructional time, but rather, opportunities to engage students in enrichment, play, nutrition, and other developmentally appropriate activities. (Education Code 8482.1, 46120)

Offer access, with regard to an Expanded Learning Opportunities (ELO) program, means to recruit, advertise, publicize, or solicit through culturally and linguistically effective and appropriate communication channels. (Education Code 46120)

Provide access, with regard to an ELO program, means to register or enroll a student in an ELO program. (Education Code 46120)

The district shall offer access to the ELO program to all classroom-based unduplicated students in grades TK-6. The district shall provide access to any unduplicated student whose parent/guardian requests placement in an ELO program.

OPTION 1: (For districts with a prior fiscal year local control funding formula unduplicated pupil percentage of at
least 75
percent)
Commencing with the 2023-24 school year, the district shall offer access to the ELO program to all classroom-based students in grades TK-6. The district shall provide access to any student whose parent/guardian requests placement in an ELO program.

OPTION 2: (For districts with a prior fiscal year local control funding formula unduplicated pupil percentage of less
Than 75
percent)

1. Staffing

    a. All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code 8483.4, 8484.75, 45330, 45344, 45344.5)

    b. All program staff and volunteers shall be subject to the health screening and fingerprint clearance
    requirements in law and Board policy. (Education Code 8483.4, 8484.75)

    c. The student-to-staff ratio shall be no more than 20 to 1, except that programs serving transitional kindergarten or kindergarten students shall maintain a student-to-staff member ratio of no more than 10 to 1 (Education Code 8483.4, 8484.75, 46120)

2. Admissions

   a. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity. (Education Code 8482.6, 8484.75)

   b. If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:

      i. First priority for enrollment shall be given to students who are identified as homeless youth, as defined by the McKinney-Vento Homeless Assistance Act (42 USC 11434a), at the time they apply for enrollment or at any time during the school year, to students who are identified by the program as being in foster care, and to students who are eligible for free or reduced-price meals. (Education Code 8483, 8483.1, 8484.75)

         The district is not required to disenroll a current student in order to secure the enrollment of a student who has priority for enrollment. (Education Code 8483, 8483.1)

         The district shall inform the parent/guardian of a homeless or foster youth, or student eligible for free or reduced price meals, of the right of the child to receive priority enrollment and how to request priority enrollment. (Education Code 8483, 8484.75)

      ii. Third priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance with Board policy or administrative regulation.

      iii. Any remaining capacity shall be filled by students selected at random.

      iv. A waiting list shall be established to accommodate additional students if space becomes available.

3. Attendance/Early Release

   a. Each student admitted into a district program shall be expected to attend the full number of hours that the program is in operation every day that the student participates. An ELO program offered pursuant to Education Code 46120 does not have an attendance requirement, but the district may track student attendance for safety and continuous quality improvement purposes.

   b. When necessary, a student's parent/guardian may request, in writing, that the Superintendent or designee approve the reasonable late daily arrival for the before-school program or the reasonable early daily release from the after-school program. The Superintendent or designee shall not approve such a request if the student would be attending less than one-half of the daily program hours.

Reports

The Superintendent or designee shall annually submit to CDE outcome-based data, including, but not limited to:
(Education Code 8427, 8482.3, 8484)

1. For participating students, school day attendance on an annual basis and program attendance on a semi-annual basis

2. Evidence of a program quality improvement process that is data driven and based on CDE program quality standards

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

State References	Description
Ed. Code 17260-17268	Plans and specifications for school facilities - https://simbli.eboardsolutions.com/SU/K93eKC5SslshBGM5azLOpZgjg==
Ed. Code 17264	New construction; accommodation of before- and after-school programs
Ed. Code 35021.3	After-school physical recreation instructors
Ed. Code 45125	Criminal record check
Ed. Code 45330	Paraprofessionals; instructional aides
Ed. Code 45340-45349	Paraprofessionals; instructional aides
Ed. Code 46120	Expanded learning opportunities
Ed. Code 49024	Activity Supervisor Clearance Certificate
Ed. Code 49430-49434	Nutrition standards
Ed. Code 49540-49546	Child care food program
Ed. Code 49553	Free or reduced-price meals
Ed. Code 69430-69460	Cal Grant program
Ed. Code 8263	Eligibility and priorities for subsidized child development services
Ed. Code 8273.1	Family fees; exemptions
Ed. Code 8295-8305	Child development program; personnel qualifications
Ed. Code 8322	California Prekindergarten Planning and Implementation Grant Program
Ed. Code 8350-8359.1	Programs for CalWORKS recipients
Ed. Code 8360-8370	Personnel qualifications
Ed. Code 8420-8428	21st Century High School After School Safety and Enrichment Program for Teens
Ed. Code 8482-8484.65	After School Education and Safety Program
Ed. Code 8484.7-8484.9	21st Century Community Learning Centers
Ed. Code 8490-8490.7	Distinguished After School Health Recognition Program
W&I Code 10207-10490	Child Care and Development Services Act
W&I Code 10273	Preferred placement for otherwise eligible children ages 11 or 12

Federal References	Description
20 USC 6311	State plan
20 USC 6314	Title I schoolwide program
20 USC 7171-7176	21st Century Community Learning Centers
42 USC 11434a	Education for homeless children and youths
42 USC 1766-1766a	Child and Adult Care Food Program
7 CFR 226.17	Child care center nutrition standards

Management Resources References	Description

California Department of Education Publication Early Release and Late Arrival Guidance, December 2021

California Department of Education Publication Quality Program Improvement Plan Instructions: Instructions for Completing a Quality Program Improvement Plan for Expanded Learning Programs in California, January 2022

California Department of Education Publication 21st CCLC and ASSETs FAQs, October 2022

California Department of Education Publication Request for Applications: 21st Century Community Learning Centers and After School Safety and Enrichment for Teens, September 2022

California Department of Education Publication Expanded Learning Opportunities Program FAQs, July 2022

California Department of Education Publication Quality Standards for Expanded Learning in California: Creating and Implementing a Shared Vision of Quality, 2014

California Department of Education Publication A Crosswalk Between the Quality Standards for Expanded Learning and Program Quality Assessment Tools, 2014

California Department of Education Publication California After School Physical Activity Guidelines, 2009

U.S. Department of Education Publication	21st Century Community Learning Centers, Nonregulatory Guidance, February 2003
Website	California Afterschool Network - https://simbli.eboardsolutions.com/SU/SxeV5viyxZcyTRCEjxToLg==
Website	California Child and Adult Care Food Program - https://simbli.eboardsolutions.com/SU/NJK4oDHRD9iO9OQxRYnX1g==
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Department of Education, Expanded Learning - https://simbli.eboardsolutions.com/SU/0DHRmisIU5JVqzrlbgBQSQ==
Website	U.S. Department of Agriculture - https://simbli.eboardsolutions.com/SU/njpdBqDfo1MsIsh1ZLplusszTslshRw==
Website	California School-Age Consortium - https://simbli.eboardsolutions.com/SU/laEri3DXJqbiplusxNsL8qbiA==
Website	Partnership for Children and Youth - https://simbli.eboardsolutions.com/SU/bolfLRuzs4Pl63kJl3082w==
Website	California Healthy Kids Survey - https://simbli.eboardsolutions.com/SU/pB1UyKy4ocu6w934wTYg4g==
Website	Commission on Teacher Credentialing - https://simbli.eboardsolutions.com/SU/cxWNiqRUuIsaq7efc7aH4Q==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcSsJimosIsh3XhJKy4tplus7wplusA==

Cross References	**Description**
0000	Vision - https://simbli.eboardsolutions.com/SU/KIjZfslsh88rWzvIh7AJ98iog==
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/9j90oJApxGvO9isI1IyD8g==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/rplusplusaBQeAE4bUpZiBFBO9dQ==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/Q7gil8GDAxZA23W9BEbNBw==

0450 Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/rdlFkXtkL04nPQ7EChV5kQ==

0460 Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==

0460 Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==

0470 COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/xBPc1Aeplus3wePETE5KI2ziA==

0500 Accountability - https://simbli.eboardsolutions.com/SU/PDWiti8tEaGKnqJbgZ4Q3g==

1240 Volunteer Assistance - https://simbli.eboardsolutions.com/SU/c3bzU5HxDAULaslshm6slshY5Cfg==

1240 Volunteer Assistance - https://simbli.eboardsolutions.com/SU/ROv5x6plusDgBotyKnO8gWH3A==

1312.3 Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/qvzpYbttZOPNWrpR2Lc9VQ==

1312.3 Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/U5PKMAkslsh8XdmxbODX9gY2A==

1312.3-E(1) Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/vicclxcmyjqgK8RRHm2Nkg==

1312.3-E(2) Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==

1330 Use Of School Facilities - https://simbli.eboardsolutions.com/SU/domunC7PDqvTrvdi2Ykllw==

1330 Use Of School Facilities - https://simbli.eboardsolutions.com/SU/7Tgjno0n0gehbMslsh6oxD7Hg==

1330- E(1) Use Of School Facilities - https://simbli.eboardsolutions.com/SU/FTxq7G35iclvaYp8UplusEfZQ==

1330.1 Joint Use Agreements - https://simbli.eboardsolutions.com/SU/ICknfKG9C2OPUHECZeBFuw==

1400 Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/vJHizKCtUNwIjEfGnHx4CA==

1700 Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/bj3fslsh3cl7eKslshyWTi7plusHVkQ==

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3280 Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/dHavI4DJJ4VVaplus02n5bFkg==

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3550 Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/I4jF0jxd0To1A6OlQagmqg==

Food Service/Child Nutrition Program -

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Summer Meal Program -
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Free And Reduced Price Meals -
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Free And Reduced Price Meals -
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Other Food Sales -
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District Records -
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District Records -
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Health Examinations -
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Criminal Record Check -
4112.5 https://simbli.eboardsolutions.com/SU/XxVcsvXeI4TKDtGnWVslshaAA==

Criminal Record Check -
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Staff Development -
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Criminal Record Check -
4212.5 https://simbli.eboardsolutions.com/SU/zlCQLKslshYYocj135d8hWslshpQ==

Criminal Record Check -
4212.5-E(1) https://simbli.eboardsolutions.com/SU/Vslsh3d3Fi56anUur36SWAIOw==

Teacher Aides/Paraprofessionals -
4222 https://simbli.eboardsolutions.com/SU/711NKzpluscCSc9QZsJCydyEA==

Teacher Aides/Paraprofessionals -
4222 https://simbli.eboardsolutions.com/SU/jKXUUgTR98mNmDdapRslshHplusw==

Staff Development -
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Criminal Record Check -
4312.5 https://simbli.eboardsolutions.com/SU/87h9kHh1nis8QFmawLNjVQ==

Criminal Record Check -
4312.5-E(1) https://simbli.eboardsolutions.com/SU/4pwx7VnbQITsEbQDQeplusbKA==

Staff Development -
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Student Wellness -
5030 https://simbli.eboardsolutions.com/SU/CvzKilnplusCH4n5fplusjplusI8IjA==

Alcohol And Other Drugs -
5131.6 https://simbli.eboardsolutions.com/SU/WDkn56oiRIRHg1DfVsZyxA==

Alcohol And Other Drugs -
5131.6 https://simbli.eboardsolutions.com/SU/7eplus9F20al43StxVcQXvoig==

Tobacco -
5131.62 https://simbli.eboardsolutions.com/SU/aJ5kH2qyEG0vE2G37vU1sw==

Tobacco -
5131.62
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Positive School Climate -
5137
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Administering Medication And Monitoring Health Conditions
5141.21 https://simbli.eboardsolutions.com/SU/rYDAJplusX8LiVjbHZQ7Ftjiw==

Administering Medication And Monitoring Health Conditions -
5141.21 https://simbli.eboardsolutions.com/SU/x8WaM97KYyZDya9eslsho0ubg==

Asthma Management -
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Asthma Management -
5141.23 https://simbli.eboardsolutions.com/SU/SvckShNahNiG3z3bwMcTlw==

Food Allergies/Special Dietary Needs -
5141.27 https://simbli.eboardsolutions.com/SU/MS09fvkpcfTxfXADdn7slshBg==

Food Allergies/Special Dietary Needs -
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Suicide Prevention -
5141.52 https://simbli.eboardsolutions.com/SU/WM38treDjLEIDeRTkCMSCA==

Suicide Prevention -
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Discipline -
5144 https://simbli.eboardsolutions.com/SU/q5NswZUhPTbrdfxL6JpCuQ==

Discipline -
5144
https://simbli.eboardsolutions.com/SU/uCGNmZB4i0EHAGGnMD6jCg==

Parent/Guardian Notifications -
5145.6 https://simbli.eboardsolutions.com/SU/SuvNxTtlUJ0XfalLui15AA==

Parent/Guardian Notifications -
5145.6-E(1) https://simbli.eboardsolutions.com/SU/RdNSntUjWlcslshJyFn1Yfqfw==

Hate-Motivated Behavior -
5145.9 https://simbli.eboardsolutions.com/SU/zXaTq9y3Bf8f0rt8zzpcyw==

Dropout Prevention -
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Child Care And Development -
5148 https://simbli.eboardsolutions.com/SU/TkxFLplusg1be5kdCBI21w67A==

Child Care And Development -
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Academic Standards -

6011 https://simbli.eboardsolutions.com/SU/TplusI1ybplusF7QGkEslshLEej7PvA==

Parent Involvement -
6020 https://simbli.eboardsolutions.com/SU/8BBlLRHFPN4Ze3lDgijtIg==

Parent Involvement -
6020 https://simbli.eboardsolutions.com/SU/Q0ib1gK3KHGsHNIpTjqI8A==

Service Learning/Community Service Classes -
6142.4 https://simbli.eboardsolutions.com/SU/iVnd1RslshrYn5G7DW0f2PmUw==

Visual And Performing Arts Education -
6142.6
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Physical Education And Activity -
6142.7
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Physical Education And Activity -
6142.7 https://simbli.eboardsolutions.com/SU/7Tuzch26C948slshkHXr3eriw==

Reading/Language Arts Instruction -
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Mathematics Instruction -
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Science Instruction -
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Extracurricular And Cocurricular Activities -
6145
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Extracurricular And Cocurricular Activities -
6145
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Homework/Makeup Work -
6154 https://simbli.eboardsolutions.com/SU/VxoHZcFGUPDEfR07jf6Umg==

Individualized Education Program -
6159
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Individualized Education Program -
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Student Use Of Technology -
6163.4 https://simbli.eboardsolutions.com/SU/JYZqEAGgHSQ8NKf76jfTkw==

Student Use Of Technology -
6163.4-E(1) https://simbli.eboardsolutions.com/SU/xL8Kskyraw6PieC8rplusJpYg==

Transitional Kindergarten -
6170.1 https://simbli.eboardsolutions.com/SU/8JTQy7DEa01NslshxDL3O0ktw==

Title I Programs -
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Title I Programs -
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Education For Homeless Children -
6173 https://simbli.eboardsolutions.com/SU/zsjkyhfKAplusFQR21mnjd3hw==

Education For Homeless Children -
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Education For Homeless Children -
6173-E(1) https://simbli.eboardsolutions.com/SU/bgY0t00vS6m28pwGwmEslsh8A==

Education For Homeless Children -
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Education For Foster Youth -
6173.1 https://simbli.eboardsolutions.com/SU/hwZQyTeELA0Ir5Chn5ZTpg==

Education For Foster Youth -
6173.1 https://simbli.eboardsolutions.com/SU/4Rr6sDplusdFuBwPiazslshLpFQA==

Migrant Education Program -
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Migrant Education Program -
6175 https://simbli.eboardsolutions.com/SU/eEi167SF33ZkvAHsw1fl7g==

Weekend/Saturday Classes -
6176 https://simbli.eboardsolutions.com/SU/gT9qUoycslshwAqFdyaRaqF4w==

Summer Learning Programs -
6177 https://simbli.eboardsolutions.com/SU/ezqaj3pDRTAplus4B05IJJGzw==

Career Technical Education -
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Career Technical Education -
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Supplemental Instruction -
6179
https://simbli.eboardsolutions.com/SU/zi8aQRQAs4kCAuX1Bu2Mslshg==

Regulation 6164.4: Identification And Evaluation Of Individuals For Special Education

Status: ADOPTED

Original Adopted Date: 03/01/2007 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

The Superintendent or designee shall ensure that the district's child find process includes the collection of data and, at reasonable intervals, the screening of such data to determine if students are making adequate progress, as appropriate.

A student shall be referred for special education instruction and services only after the resources of the regular education program have been considered and used where appropriate. (Education Code 56303)

However, the district shall ensure that evaluations of children suspected of having a disability are not delayed or denied because of the implementation of response to intervention strategies.

A parent/guardian or the district may initiate a request for an initial evaluation to determine if the student is a student with a disability. (34 CFR 300.301)

When a verbal referral is made, staff shall offer assistance to the individual to make the request in writing and shall assist the individual if the individual requests such assistance. (5 CCR 3021)

All referrals from school staff for an initial evaluation shall include a brief reason for the referral and description of the regular program resources that were considered and/or modified for use with the student and, when appropriate, the results of intervention. This documentation shall not delay the timelines for completing the assessment plan or assessment. (5 CCR 3021)

Initial Evaluation for Special Education Services

Before the initial provision of special education and related services to a student with a disability, the district shall conduct an individual initial evaluation of the student's educational needs related to all areas of suspected disability. (Education Code 56320; 34 CFR 300.301)

Upon receipt of a referral of any student for special education and related services, a proposed evaluation plan shall be developed within 15 calendar days, not counting days between the student's regular school sessions or terms or calendar days of school vacation in excess of five school days, unless the parent/guardian agrees, in writing, to an extension. If the referral is made within 10 days or less prior to the end of the student's regular school year or term, the proposed evaluation plan shall be developed within 10 days after the beginning of the next regular school year or term. (Education Code 56043, 56321)

The proposed evaluation plan shall meet all of the following requirements: (Education Code 56321)

1. Be in a language easily understood by the general public
2. Be provided in the native language of the parent/guardian or other mode of communication used by the parent/guardian unless it is clearly not feasible
3. Explain the types of evaluation to be conducted
4. State that no individualized education program (IEP) will result from the evaluation without parent/guardian consent

A copy of the notice of a parent/guardian's rights and procedural safeguards shall be attached to the evaluation plan.
(Education Code 56321)

The proposed written evaluation plan shall include a description of recent assessments conducted, including available independent assessments and assessment information requested by the parent/guardian to be considered, as well as information indicating the student's primary language and the student's primary language proficiency as determined by Education Code section 52164.1. (5 CCR 3022)

Before conducting an initial evaluation, the district shall provide the parent/guardian with prior written notice in accordance with 34 CFR 300.503. In addition, as part of the evaluation plan, the parent/guardian shall receive written notice that includes all of the following information: (Education Code 56329; 34 CFR 300.304, 300.502, 300.504)

1. Upon completion of the administration of tests and other evaluation materials, an IEP team meeting that includes the parent/guardian or the parent/guardian's representative shall be scheduled pursuant to Education Code 56341. At this meeting, the team shall determine whether or not the student is a student with disabilities, as defined in Education Code 56026, and shall discuss the evaluation, the educational recommendations, and the reasons for the recommendations.

2. When making a determination of eligibility for special education, the district shall not determine that the student is disabled if the primary factor for such determination is lack of appropriate instruction in reading, including the essential components of reading instruction as defined in 20 USC 6368, lack of appropriate instruction in mathematics, or limited English proficiency, if the student does not otherwise meet the eligibility criteria under 34 CFR 300.8.

3. A copy of the evaluation report and the documentation of determination of eligibility shall be given to the parent/guardian.

4. If the parent/guardian disagrees with an evaluation obtained by the district, the parent/guardian has the right to obtain, at public expense, an independent educational evaluation (IEE) of the student from qualified specialists, in accordance with 34 CFR 300.502. The parent/guardian is entitled to only one such evaluation at public expense each time the district conducts an assessment with which the parent/guardian disagrees.

   If the district observed the student in conducting its evaluation, or if its evaluation procedures make it permissible to have in-class observation of the student, an equivalent opportunity shall apply to the IEE. This equivalent opportunity shall apply to the student's current placement and setting as well as observation of the district's proposed placement and setting, if any, regardless of whether the IEE is initiated before or after the filing of a due process hearing proceeding.

5. The district may initiate a due process hearing pursuant to Education Code 56500-56508 to show that its evaluation is appropriate. If the final decision resulting from the due process hearing is that the evaluation is appropriate, the parent/guardian maintains the right for an IEE, but not at public expense.

   If the parent/guardian obtains an IEE at private expense, the results of the IEE shall be considered by the district with respect to the provision of a free appropriate public education (FAPE) to the student, and may be presented as evidence at a due process hearing regarding the student. If the district observed the student in conducting its evaluation, or if its evaluation procedures make it permissible to have in-class observation of a student, an equivalent opportunity shall apply to an IEE of the student in the student's current educational placement and setting and in any educational placement and setting proposed by the district, regardless of whether the IEE is initiated before or after the filing of a due process hearing.

6. If the parent/guardian proposes a publicly financed placement of the student in a nonpublic school, the district shall have an opportunity to observe the proposed placement and, if the student has already been unilaterally placed in the nonpublic school by the student's parent/guardian, the student in that proposed placement. Any such observation shall only be of the student who is the subject of the observation and shall not include the observation or evaluation of any other student

in the proposed placement unless that other student's parent/guardian consents to the observation or evaluation. The results of any observation or evaluation of another student in violation of Education Code 56329(d) shall be inadmissible in any due process or judicial proceeding regarding FAPE of that other student.

Parent/Guardian Consent for Evaluations

Consent means that the parent/guardian: (Education Code 56021.1; 34 CFR 300.9)

1. Has been fully informed, in the parent/guardian's native language or other mode of communication, of all information relevant to the activity for which consent is sought

2. Understands and agrees, in writing, to the carrying out of the activity for which parent/guardian consent is sought and the consent describes that activity and lists the records (if any) that will be released and to whom

3. Understands that the granting of consent is voluntary on the parent/guardian's part and may be revoked at any time

4. Understands that if the parent/guardian revokes consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked). The district is not required to amend the education records of a student to remove any reference to the student's receipt of special education and services if the student's parent/guardian submits a written revocation of consent after the initial provision of special education and related services to the student.

Upon receiving the proposed evaluation plan, the parent/guardian shall have at least 15 days to decide whether to consent to the initial evaluation. The district shall not interpret parent/guardian consent for initial evaluation as consent for initial placement or initial provision of special education services. (Education Code 56321; 34 CFR 300.300)

The district shall make reasonable efforts to obtain the consent of the parent/guardian for an initial evaluation or reevaluation of a student. (Education Code 56321; 34 CFR 300.300, 300.322)

The district shall maintain a record of its attempts to obtain consent, such as: (Education Code 56341.5)

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

If a parent/guardian refuses to consent to the initial evaluation or fails to respond to a request to provide consent, the district may, but is not required to, pursue an evaluation by utilizing the procedural safeguards, including the mediation and due process procedures pursuant to 20 USC 1415 and 34 CFR 300.506-300.516. (Education Code 56321; 34 CFR 300.300)

For a student who is a ward of the state and not residing with the student's parent/guardian, the district shall make reasonable efforts to obtain the consent from the parent/guardian of the student for an initial evaluation to determine whether the student is a student with a disability. The district may conduct an initial evaluation without obtaining consent if any of the following situations exists: (Education Code 56321.1; 20 USC 1414; 34 CFR 300.300)

1. Despite reasonable efforts to do so, the district cannot discover the whereabouts of the parent/guardian of the student

2. The rights of the parent/guardian of the student have been terminated in accordance with state law

3. The rights of the parent/guardian to make educational decisions have been subrogated by a judge in accordance with state law and consent for an initial evaluation has been given by an individual appointed by the judge to represent the student

The district need not obtain parent/guardian consent before reviewing existing data as part of an evaluation or reevaluation, or before administering a test or other evaluation that is administered to all students, unless consent is required from the parents/guardians of all students. (Education Code 56321; 34 CFR 300.300)

Conduct of the Evaluation

Within 60 calendar days of receiving parental consent for the initial assessment of a student, not counting days between the student's regular school sessions, terms, or days of school vacation in excess of five schooldays, a determination whether the student is eligible for special education and the educational needs of the student shall be made, an IEP team meeting shall occur, and an IEP shall be developed, unless the parent/guardian agrees in writing to an extension, pursuant to Education Code 56344. If the 60-day time is interrupted by a student school vacation, the 60-day time shall recommence on the date that student schooldays reconvene and a meeting to develop an IEP for the student shall be conducted within 30 days of a determination that the student needs special education and related services. (Education Code 56043, 56344)

However, when a referral has been made for a student 30 days or less prior to the end of the regular school year, an IEP required as a result of an assessment of the student shall be developed within 30 days after the commencement of the subsequent regular school year. (Education Code 56043, 56344; 34 CFR 300.301, 300.323)

The evaluation shall be conducted by qualified personnel who are competent to perform the assessment as determined by the district. (Education Code 56322)

In addition, evaluations and reevaluations shall be administered by qualified personnel who are competent in the oral or sign language skills and written skills of the student's primary language or mode of communication and have a knowledge and understanding of the cultural and ethnic background of the student. If it is clearly not feasible to do so, an interpreter shall be used, and the assessment report shall document this condition and note that the validity of the assessment may have been affected. The normal process of second-language acquisition, as well as manifestations of dialect and sociolinguistic variance shall not be diagnosed as a disabling condition. (5 CCR 3023)

The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation shall not be considered to be an evaluation for eligibility for special education and related services. (Education Code 56321; 20 USC 1414; 34 CFR 300.302)

In conducting the evaluation, the district shall use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the student. The district shall also use any information provided by the parent/guardian that may assist the district in making the determination as to whether the student is a student with a disability and, if so, the necessary components of the student's IEP when the IEP is developed, including information related to enabling the student to be involved in and to progress in the general education curriculum. (34 CFR 300.304)

The district's evaluation shall not use any single measure or assessment as the sole criterion for determining whether a student is a student with a disability and for determining the appropriate educational program for the student. The assessment shall use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors in addition to physical or developmental factors. (Education Code 56320; 34 CFR 300.304)

The district shall also ensure that assessments and other evaluation materials provide relevant information that assists in determining the student's educational needs and are: (Education Code 56320; 34 CFR 300.304)

1. Selected and administered so as not to be discriminatory on a racial, cultural, or sexual basis

2. Provided and administered in the student's native language or other mode of communication and in the form most likely to yield accurate information on what the student knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer

3. Used for the purposes for which the assessments or measures are valid and reliable

4. Administered by trained and knowledgeable personnel except that individually administered tests of intellectual or emotional functioning shall be administered by a credentialed school psychologist

5. Administered in accordance with any instructions provided by the producer of the assessments

6. Tailored to assess specific areas of educational need and not merely designed to provide a single general intelligence quotient

7. If administered to a student with impaired sensory, manual, or speaking skills, selected and administered to best ensure that the results accurately reflect the student's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child's impaired sensory, manual, or speaking skills (unless those skills are the factors that the test purports to measure).

Students shall be assessed in all areas related to the suspected disability, including, if appropriate, health and development, vision (including low vision), hearing, motor abilities, language function, general intelligence, academic performance, communicative status, self-help, orientation and mobility skills, career and vocational abilities and interests, and social and emotional status. When appropriate, a developmental history shall be obtained. For students with residual vision, a low vision assessment shall be provided in accordance with guidelines established pursuant to Education Code 56136. The district shall ensure that the evaluation is sufficiently comprehensive to identify all of the student's special education and related service needs, whether or not commonly linked to the disability category in which the student has been classified. (Education Code 56320; 34 CFR 300.304)

As part of the initial evaluation and any reevaluation, the IEP team and other qualified professionals shall, if appropriate, review existing evaluation data on the student, including evaluations and information provided by the parents/guardians, current classroom-based local or state assessments and classroom-based observations, and observations by teachers and related services providers. On the basis of that review and input from the student's parent/guardian, the team shall identify what additional data, if any, are needed to determine: (Education Code 56381; 34 CFR 300.305)

1. Whether the student is a student with a disability, or in the case of a reevaluation, whether the student continues to have a disability, and the educational needs of the student

2. The present levels of academic achievement and related developmental needs of the student

3. Whether the student needs, or continues to need, special education and related services

4. Whether any additions or modifications to the special education and related services are needed to enable the student to meet the measurable annual goals set out in the student's IEP and to participate, as appropriate, in the general education curriculum

If a student has transferred from another district in the same school year or leaves this district, the district shall coordinate with the student's prior or subsequent district as necessary and as expeditiously as possible to ensure prompt completion of full evaluations. (Education Code 56320; 34 CFR 300.304)

Evaluation Report

The personnel who evaluate the student shall prepare a written report of the results of each evaluation. The report shall include, but not be limited to, the following: (Education Code 56327)

1. Whether the student may need special education and related services

2. The basis for making the determination

3. The relevant behavior noted during the observation of the student in an appropriate setting

4. The relationship of that behavior to the student's academic and social functioning

5. The educationally relevant health, developmental, and medical findings, if any

6. For students with learning disabilities, whether there is such a discrepancy between achievement and ability that it cannot be corrected without special education and related services

7. A determination concerning the effects of environmental, cultural, or economic disadvantage, where appropriate

8. The need for specialized services, materials, and equipment for students with low incidence disabilities, consistent with Education Code 56136

Eligibility Determination

Upon completion of the administration of assessments and other evaluation measures, a group of qualified professionals and the parent/guardian shall determine whether the student is a student with a disability as defined in 5 CCR 3030 and 34 CFR 300.8 and, if so, the student's educational needs. In interpreting the data, the group shall draw information from a variety of sources, including aptitude and achievement tests, parent/guardian input, and teacher recommendations, as well as information about the student's physical condition, social or cultural background, and adaptive behavior. The group shall ensure that the information obtained from these sources is documented and carefully considered. (34 CFR 300.306)

When making a determination of eligibility for special education and related services, the district shall not determine that a student is disabled if the primary factor for such determination is a lack of appropriate instruction in reading, including the essential components of reading instruction pursuant to 20 USC 6368, lack of instruction in mathematics, limited English proficiency, or that the student does not otherwise meet the eligibility criteria. (Education Code 56329; 34 CFR 300.306)

The normal process of second-language acquisition, as well as manifestations of dialect and sociolinguistic variance, shall not be diagnosed as a disabling condition. (5 CCR 3023)

Independent Educational Evaluation

An *independent educational evaluation* is defined as an evaluation conducted by a qualified examiner who is not employed by the district. (34 CFR 300.502)

Public expense means that the district either pays for the full cost of the IEE or ensures that the evaluation is otherwise provided at no cost to the parent/guardian. (34 CFR 300.502)

The parents/guardians of a student with a disability have the right to obtain an IEE at public expense under the same criteria, including the location of the evaluation and the qualifications of the examiner, that the district uses for a district-initiated evaluation. (34 CFR 300.502)

The parent/guardian is entitled to only one IEE at public expense each time the district conducts an evaluation with which the parent/guardian disagrees. (Education Code 56329; 34 CFR 300.502)

If a parent/guardian has requested an IEE, the district may ask for the reason that the parent/guardian objects to the district's evaluation. However, the parent/guardian is not required to provide an explanation and the district may not unreasonably delay either providing the IEE at public expense or filing a due process complaint to request a due process hearing to defend the public evaluation. (34 CFR 300.502)

Upon receiving the request for an IEE, the district shall, without unnecessary delay, either: (34 CFR 300.502)

1. File a due process complaint to request a hearing to show that its evaluation is appropriate

2. Ensure that an IEE is provided at public expense, unless the district demonstrates at a hearing that the evaluation obtained by the parent/guardian did not satisfy the district's criteria

If a due process hearing decision determines that the district's evaluation is appropriate, then the parent/guardian may obtain an IEE but not at public expense. (Education Code 56329; 34 CFR 300.502)

In any decision made with respect to providing FAPE to a student with a disability, the result of any IEE obtained by the student's parent/guardian shall be considered by the district if it meets district criteria. Any such result also may be presented as evidence at a hearing on a due process complaint. (Education Code 56329; 34 CFR 300.502) **Coordinating Transitions**

The district designates the individual listed below as the main point of contact for coordinating and completing, with other agencies and persons, the transition of a child and family from infant/toddler programs to preschool (Part C to Part B of the federal Individuals with Disabilities Education Act), including establishing practices to educate and support families during the transition: (Government Code 95008)

Superintendent / Principal
(title or position)

3125 Branciforte Dr SC
(address)

831-429-1456
(telephone number)

mstewart@hvesd.com
(email)

Reevaluation

A reevaluation shall be conducted when the district determines that the educational or related service needs of the student, including improved academic achievement and functional performance, warrant a reevaluation or if the student's parent/guardian or teacher requests reevaluation. Such reevaluations shall occur every three years, unless the parent/guardian and district agree in writing that a reevaluation is unnecessary. A reevaluation may not occur more than once a year, unless the parent/guardian and the district agree otherwise. (Education Code 56043, 56381; 34 CFR 300.303)

The district shall ensure that any reevaluations of the student are conducted in accordance with the evaluation procedures pursuant to 34 CFR 300.304-300.311. (34 CFR 300.303)

Before entering kindergarten or first grade, as the case may be, children with disabilities who are in a preschool program shall be reevaluated to determine if they still need special education and services. IEP teams shall identify a means of monitoring the continued success of children who are determined to be eligible for less intensive special education programs. (Education Code 56445)

The district's point of contact for coordinating and completing the transition of a child and family from infant/toddler programs to preschool, may coordinate the reevaluation and monitoring as described above for kindergarten or first grade.

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

State References	**Description**
34 CFR 303.1-303.734	Early Intervention Program for Infants and Toddlers with Disabilities
5 CCR 3021-3029	Identification, referral and assessment
5 CCR 3030-3031	Eligibility criteria
Ed. Code 44265.5	Professional preparation for teachers of impaired students
Ed. Code 56000-56885	Special education programs
Ed. Code 56043	Special education; timelines
Ed. Code 56195.8	Adoption of policies
Ed. Code 56300-56305	Identification of individuals with disabilities
Ed. Code 56320-56330	Assessment
Ed. Code 56333-56338	Eligibility for specific learning disabilities
Ed. Code 56340-56347	Individualized education program teams
Ed. Code 56381	Reassessment of students
Ed. Code 56425-56432	Early education for individuals with disabilities
Ed. Code 56441.11	Eligibility criteria; children ages 3-5
Ed. Code 56445	Transition to grade school; reassessment
Ed. Code 56500-56509	Procedural safeguards
Gov. Code 95000-95029.5	California Early Intervention Services Act

Federal References	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 1412	State eligibility
20 USC 1415	Procedural safeguards
34 CFR 104.35	Evaluation and placement
34 CFR 104.36	Procedural safeguards
34 CFR 300.1-300.818	Individuals with Disabilities Education Act
34 CFR 300.301-300.306	Evaluations and reevaluations
34 CFR 300.323	When IEPs must be in effect
34 CFR 300.502	Independent educational evaluation of student with disability

Management Resources References	**Description**
California Department of Education Publication	California Practitioners' Guide for Educating English Learners with Disabilities, 2019

Court Decision	N.B. and C.B v. Hellgate Elementary School District (9th Cir. 2008) 541 F.3d 1202
Court Decision	Compton Unified School District v. Addison (9th Cir. 2010) 598 F.3d 1181
Court Decision	Timothy O. v. Paso Robles Unified School District (9th Cir. 2016) 822 F.3d 1105
Court Decision	M.M. v. Lafayette School District (9th Cir. 2014) 767 F.3d 842
Court Decision	Hood v. Encinitas Union School District (2007) 486 F.3d 1099
Federal Register	Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845
U.S. Department Of Education Publication	Long COVID under Section 504 and the IDEA: A Resource to Support Children, Students, Educators, Schools, Service Providers, and Families, July 2021
U.S. Department Of Education Publication	Return to School Roadmap: Child Find Under Part B of the Individuals with Disabilities Education Act, August 2021
U.S. Department of Education Publication	A Response to Intervention (RTI) Process Cannot Be Used to Delay-Deny an Evaluation for Eligibility under the Individuals with Disabilities Education Act (IDEA): Memorandum 11-07, January 2011
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Department of Education, Special Education - https://simbli.eboardsolutions.com/SU/wbtzINw8puwslshjTsrmVmBCA==
Website	U.S. Department of Education, Office of Special Education Programs https://simbli.eboardsolutions.com/SU/v4I2D9cNplus2KZ0yVtPslshvZhg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/rplusplusaBQeAE4bUpZiBFBO9dQ==
0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/rgKIgacI3XOslshoplusJI3KpLhw==
0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/sjv2t7rloeaRRZopluscw5c4w==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpI4A==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/xBPc1Aeplus3wePETE5KI2ziA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/qvzpYbttZOPNWrpR2Lc9VQ==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/U5PKMAkslsh8XdmxbODX9gY2A==
1312.3-E(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/vicclxcmyjqgK8RRHm2Nkg==
1312.3-E(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==
	Transportation For Students With Disabilities -

3541.2 https://simbli.eboardsolutions.com/SU/slshxvzUpFU7JJURslshN7eBIjSQ==

Summer Meal Program -
3552 https://simbli.eboardsolutions.com/SU/wzUihV3gK9PplusFxGH4It0Ew==

Summer Meal Program -
3552 https://simbli.eboardsolutions.com/SU/byXci7oy4EQvJziZSatkag==

Special Education Staff -
4112.23
https://simbli.eboardsolutions.com/SU/irm0wWLeSkGJ5UwfJqHGEw==

Suspension And Expulsion/Due Process (Students With Disabilities) -
5144.2 https://simbli.eboardsolutions.com/SU/VfqT4dag9OryfRHQPxk58A==

Parent/Guardian Notifications -
5145.6
https://simbli.eboardsolutions.com/SU/SuvNxTtlUJ0XfalLui15AA==

Parent/Guardian Notifications -
5145.6-E(1) https://simbli.eboardsolutions.com/SU/RdNSntUjWlcslshJyFn1Yfqfw==

Child Care And Development -
5148 https://simbli.eboardsolutions.com/SU/TkxFLplusg1be5kdCBI21w67A==

Child Care And Development -
5148 https://simbli.eboardsolutions.com/SU/Ez52VnD9tECorZJzyrh5plusg==

Preschool/Early Childhood Education -
5148.3 https://simbli.eboardsolutions.com/SU/RoY7foslshVVCuCn7ASBE4vKg==

Preschool/Early Childhood Education -
5148.3 https://simbli.eboardsolutions.com/SU/plusslsh1w9wNJgSxojasMdRRAOg==

Response To Instruction And Intervention -
6120 https://simbli.eboardsolutions.com/SU/YopBQ2VrklsMGNYQPvMr6w==

Differential Graduation And Competency Standards For Students With Disabilities -
6146.4
https://simbli.eboardsolutions.com/SU/Xs7XqDX5xXWGTjFqvve54w==

Individualized Education Program -
6159
https://simbli.eboardsolutions.com/SU/nRtcKBP3haQcPUiLWOYggA==

Individualized Education Program -
6159 https://simbli.eboardsolutions.com/SU/IBlWJmfAP00e3xnVhUQNYg==

Procedural Safeguards And Complaints For Special Education -
6159.1
https://simbli.eboardsolutions.com/SU/S0PIFWQ0dcwNeAZdN9bmYQ==

Procedural Safeguards And Complaints For Special Education -
6159.1 https://simbli.eboardsolutions.com/SU/3gc3YUKeG1b3e7zDpoTL3Q==

Nonpublic, Nonsectarian School And Agency Services For Special Education -
6159.2 https://simbli.eboardsolutions.com/SU/ueu2nVzHClsqslsh5Oplus8osvjg==

Nonpublic, Nonsectarian School And Agency Services For Special Education -
6159.2 https://simbli.eboardsolutions.com/SU/8tj64Eb0rA04NXwDCLkGbQ==

Appointment Of Surrogate Parent For Special Education Students -
6159.3
https://simbli.eboardsolutions.com/SU/kwKWaBk8WZGBdRWcmfUQoA==

Appointment Of Surrogate Parent For Special Education Students -
6159.3 https://simbli.eboardsolutions.com/SU/WsbHcd1QtVwHGqMal6QN9g==

Student Assessment -
6162.5
https://simbli.eboardsolutions.com/SU/qVgmtyqQy60o6cg8rziBgg==

State Academic Achievement Tests -
6162.51 https://simbli.eboardsolutions.com/SU/NdqSEfNslshhwaBKplusUkKHo40A==

State Academic Achievement Tests -
6162.51
https://simbli.eboardsolutions.com/SU/oZbkKwYtcu0mkplusF9H7PNfQ==

Animals At School -
6163.2 https://simbli.eboardsolutions.com/SU/IgtIfqFAWuTtFk6KjOEfKg==

Animals At School -
6163.2 https://simbli.eboardsolutions.com/SU/kK1ziXSO9CkxNJrG0xucgQ==

Children With Disabilities Enrolled By Their Parents In Private School -
6164.41 https://simbli.eboardsolutions.com/SU/u4wN5vUh5CfplusRtos7LFGfQ==

Children With Disabilities Enrolled By Their Parents In Private School -
6164.41
https://simbli.eboardsolutions.com/SU/32fc8wfxuslshplusplqJ1HeY7XA==

Student Success Teams -
6164.5 https://simbli.eboardsolutions.com/SU/XrnslshQlPaFW9wMoMV2IEKpg==

Student Success Teams -
6164.5 https://simbli.eboardsolutions.com/SU/UkLsYeA03YN6xcWenpZIVQ==

Identification And Education Under Section 504 -
6164.6 https://simbli.eboardsolutions.com/SU/6plusOTTGd6ABIAeBaW0zV0xg==

Identification And Education Under Section 504 -
6164.6 https://simbli.eboardsolutions.com/SU/CGPb7slshjqJY1l1isv4hclqQ==

Education For Foster Youth -
6173.1 https://simbli.eboardsolutions.com/SU/hwZQyTeELA0Ir5Chn5ZTpg==

Education For Foster Youth -
6173.1 https://simbli.eboardsolutions.com/SU/4Rr6sDplusdFuBwPiazslshLpFQA==

Education Of Children Of Military Families -
6173.2 https://simbli.eboardsolutions.com/SU/tHYVlliplusEhWEo0ll2RHBMg==

Education Of Children Of Military Families -
6173.2 https://simbli.eboardsolutions.com/SU/p9islshfftfiWNXpwsKgKC41A==

Home And Hospital Instruction -
6183 https://simbli.eboardsolutions.com/SU/splusGW8slshHtohMvCGn2HgfrFA==

Bylaw 9220: Governing Board Elections

Status: ADOPTED

Original Adopted Date: 06/01/2006 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

Board Member Qualifications

Any person is eligible to be a member of the Governing Board, without further qualifications, if the person is 18 years of age or older, a citizen of California, a resident of the school district or, if applicable, the trustee area, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or elected as a Board member except when the person has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

A district employee elected to the Board shall resign from district employment before being sworn in or shall have the employment automatically terminated upon being sworn into office. (Education Code 35107)

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

Recalling a Board Member

A Board member may be recalled as permitted by Elections Code 11000. Proponents of a recall are required to serve, file, and publish or post a notice of intention to circulate the recall petition and to comply with other applicable law and formalities and county elections official directives. The petition, pursuant to Elections Code 11041, is required to be in the format provided by the Secretary of State and to include an estimate of the cost of conducting the special election, as determined by the county elections official, in consultation with the district.

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

Recall elections shall be conducted in accordance with Elections Code 11381-11386.

Consolidation of Elections

To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election in accordance with Elections Code 1302.

In addition, if a regularly scheduled Board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four statewide general elections, the Board shall take action to consolidate Board elections with statewide elections. (Elections Code 14051, 14052)

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

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

OPTION 1: (Election by trustee area)

The district is divided into trustee areas and each trustee area shall be represented by a Board member who resides in and is elected by voters residing within that trustee area. Trustee areas shall be balanced by population as required by state and federal law.

Prior to March 1 following the year in which the results of each decennial federal census are released, the Board shall adjust the boundaries of the district's trustee areas based on population figures as validated by the Population Research Unit of the Department of Finance. (Education Code 5019.5)

OPTION 1 ENDS HERE

OPTION 2: (Election using "at-large" voting method)

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

OPTION 2 ENDS HERE

OPTION 3: (Election from trustee area/hybrid method)

Each Board member shall reside within the trustee area that the Board member represents but shall be elected by all voters in the district.

OPTIONS 3 ENDS HERE

To ensure ongoing compliance with the California Voting Rights Acts, the Board may review the district's Board election method to determine whether any modification is necessary due to changes in the district's population or any of its racial, color, or language minority group composition. The review shall be based on the Superintendent or designee's report to the Board after the release of each decennial federal census.

When the district's election method is to be changed, the Board shall hold public hearings in accordance with Elections Code 10100 before adopting a resolution at an open meeting specifying the change(s), and shall, in accordance with Education Code 5019, obtain approval from the county committee on school district organization having jurisdiction over the district.

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

Any petition for a special election ordered pursuant to Education Code 5091 shall contain the county election official's estimate of the cost of conducting the special election, expressed on a per-student basis. (Education Code 5091)

Campaign Conduct

All candidates, including current Board members running as incumbents, shall abide by local, county, state, and federal requirements regarding campaign donations, funding, and expenditures.
A Board member shall not expend, and a candidate shall not accept, any public money for the purpose of seeking elective office. However, the district may establish a dedicated fund for those seeking election to the Board, provided that the funds are available to all candidates who are qualified pursuant to Education Code 35107 without regard to incumbency or political preference. (Government Code 85300)

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

Statement of Qualifications

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

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term

2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to
   Elections Code 13307

OPTION 1: (200 Words Limit)
Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

OPTION 1 ENDS HERE

OPTION 2: (400 Words Limit)
Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 400 words. (Elections Code 13307)

OPTION 2 ENDS HERE

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

OPTION 1: (Candidate Statement Paid by District)
The district shall pay the cost of printing, handling, translating, mailing, and/or electronically distributing candidate statements filed pursuant to Elections Code 13307.

OPTION 1 ENDS HERE

OPTION 2: (Candidate Statement Paid by Candidate)

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

OPTION 2 ENDS HERE

Tie Votes in Board Member Elections

OPTION 1: (Tie Decided by Lot)
Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)

OPTION 1 ENDS HERE

OPTION 2: (Tie Decided by Runoff Election)
Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall schedule a runoff election in accordance with law. (Education Code 5016)

OPTION 2 ENDS HERE

OPTION 3: (Tie Decided Based on Board Determination Prior to Each Election)
Before each election, the Board shall decide whether to resolve a potential tie by lot or by a runoff election. If the Board has decided to resolve a tie by lot, the Board shall, immediately after the election, notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. If the Board has decided to resolve a tie with a runoff election, the Board shall schedule the runoff election in accordance with law. (Education Code 5016)

OPTION 3 ENDS HERE

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

State References	Description
CA Constitution Article 2, Section 2	Voters; qualifications - https://simbli.eboardsolutions.com/SU/KKLw0OnoP51tFVmcD0r0cw==
CA Constitution Article 7, Section 7	Conflicting offices - https://simbli.eboardsolutions.com/SU/w2GJWnE8euW42mslshEhP4pdA==
CA Constitution Article 7, Section 8	Disqualification from office - https://simbli.eboardsolutions.com/SU/Q4yREwplusyW3K8LD1GiJq8Eg==
Ed. Code 1006	Prohibition against school district employees serving on county board of education - https://simbli.eboardsolutions.com/SU/Qnj8IKKU84qMv8ZX5ZPu1w==
Ed. Code 35107	School district employees
Ed. Code 35177	Campaign expenditures or contributions
Ed. Code 35239	Compensation of governing board member of districts with less than 70 ADA
Ed. Code 5000-5033	Election of school district board members
Ed. Code 5091	Vacancies; petition for special election
Ed. Code 5220-5231	Elections

Ed. Code 5300-5304	General provisions; conduct of elections
Ed. Code 5320-5329	Order and call of elections
Ed. Code 5340-5345	Consolidation of elections
Ed. Code 5360-5363	Election notice
Ed. Code 5380	Compensation; election officer
Ed. Code 5390	Qualifications of voters
Ed. Code 5420-5426	Cost of elections
Ed. Code 5440-5442	Miscellaneous provisions
Ed. Code 7054	Use of district property; campaign purposes
Elec. Code 10010	District boundaries
Elec. Code 10400-10418	Consolidation of elections
Elec. Code 10509	Notice of election by secretary
Elec. Code 10600-10604	School district elections
Elec. Code 11000	Recall of officers
Elec. Code 1302	Local elections; school district election
Elec. Code 13307	Candidate's statement
Elec. Code 13308	Candidate's statement contents
Elec. Code 13309	Candidate's statement; indigence
Elec. Code 14025-14032	California Voting Rights Act
Elec. Code 14050-14057	California Voter Participation Rights Act
Elec. Code 20	Public office eligibility
Elec. Code 20440	Code of Fair Campaign Practices
Elec. Code 2201	Grounds for cancellation
Elec. Code 4000-4008	Elections conducted wholly by mail
Gov. Code 1021	Conviction of crime
Gov. Code 1097	Illegal participation in public contract
Gov. Code 12940	Unlawful discriminatory employment practices
Gov. Code 1770	Vacancy of office
Gov. Code 81000-91014	Political Reform Act of 1974
Pen. Code 424	Embezzlement and falsification of accounts by public officers
Pen. Code 661	Removal for neglect or violation of official duty
Pen. Code 68	Bribes
Pen. Code 74	Acceptance of gratuity

Federal References	**Description**
52 USC 10301-10508	Voting Rights Act

Management Resources References	**Description**
Attorney General Opinion	105 Ops.Cal.Atty.Gen. 182 (2022)
Attorney General Opinion	69 Ops.Cal.Atty.Gen. 290 (1986)
Attorney General Opinion	81 Ops.Cal.Atty.Gen. 98 (1998)
Attorney General Opinion	83 Ops.Cal.Atty.Gen. 181 (2000)
Attorney General Opinion	85 Ops.Cal.Atty.Gen. 49 (2002)
Court Decision	Dusch v. Davis, (1967) 387 U.S. 112
Court Decision	Randall v. Sorrell, (2006) 126 S.Ct. 2479

Court Decision	Rey v. Madera Unified School District, (2012) 203 Cal. App. 4th 1223
Court Decision	Sanchez v. City of Modesto, (2006) 145 Cal. App. 4th 660
CSBA Publication	Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections, January 2017
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	Institute for Local Government - https://simbli.eboardsolutions.com/SU/U2G2edhR1agbQ5dqoPtfmA==
Website	Fair Political Practices Commission - https://simbli.eboardsolutions.com/SU/C2dGDtcJnwslshMnGhy8lJcbw==
Website	California Secretary of State's Office - https://simbli.eboardsolutions.com/SU/boqYBvXk4Ayr0VpwsIsh5Z9FA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/rplusplusaBQeAE4bUpZiBFBO9dQ==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/b4OmvGoyuJpAPG4LxplusvkHQ==
9110	Terms Of Office - https://simbli.eboardsolutions.com/SU/kD67U6qIypFplusslshlBUz5c2nA==
9223	Filling Vacancies - https://simbli.eboardsolutions.com/SU/zQ7Tu2iaq83slshGwgPPV5WIw==
9224	Oath Or Affirmation - https://simbli.eboardsolutions.com/SU/tKaJJ9mLslsh1HTqv3M3Bmlbw==
9230	Orientation - https://simbli.eboardsolutions.com/SU/zPgBfoLQTIvGXFVmx3IPVA==
9240	Board Training - https://simbli.eboardsolutions.com/SU/xVjnBLTBhzybPslshMDYIWDZg==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/oRFVOd1noXlo0YatZBhhOw==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/Anmpju16pbVELI4TZDLVsA==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/kaWrYCz4FrrfM0Djy8s6Fg==

Bylaw 9223: Filling Vacancies **Status:** ADOPTED

Original Adopted Date: 09/01/1989 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

Events Causing a Vacancy

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

1. The death of an incumbent (Government Code 1770)

2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of the office for the remainder of the term (Government Code 1770)

3. A Board member's resignation (Government Code 1770)

   A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer an effective date of resignation for more than 60 days after the date the resignation is filed with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

4. A Board member's removal from office by recall (Elections Code 11000; Government Code 1770)

5. A Board member's ceasing to be a resident of the district (Government Code 1770)

6. A Board member ceases to inhabit the trustee area represented on the Board (58 Ops.Cal.Atty.Gen. 888 (1975))

7. A Board member's absence from the state for more than 60 days, except in the following situations:
   (Government Code 1064, 1770)

   a. Upon district business with the approval of the Board

   b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

   c. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board

   d. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

      If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve during the absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its

responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

8. A Board member's ceasing to discharge the duties of the office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law (Government Code 1770)

9. A Board member's conviction of a felony or any offense involving a violation of official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)

10. A Board member's refusal or neglect to file the required oath within the time prescribed (Government Code 1770)

11. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)

12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

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

Timelines for Filling a Vacancy

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

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)

2. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which the person was elected to fill. (Education Code 5093)

3. When a vacancy occurs outside of the statutory time windows identified in Items #1 and #2 above, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment. (Education Code 5091, 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107, as described in BB 9220 - Governing Board Elections.

Provisional Appointments

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and

announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by majority vote.

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation

2. The full name of the appointee

3. The date of appointment

4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

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

Appointment Due to Failure to Elect

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

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

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

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

State References	Description
Ed. Code 35107	School district employees
Ed. Code 35178	Resignation with deferred effective date
Ed. Code 5000-5033	Election of school district board members

Ed. Code 5090-5095	Vacancies on the board
Ed. Code 5200-5208	Districts governed by boards of education
Ed. Code 5300-5304	General provisions; conduct of elections
Ed. Code 5320-5329	Order and call of elections
Ed. Code 5340-5345	Consolidation of elections
Ed. Code 5360-5363	Election notice
Ed. Code 5420-5426	Cost of elections
Ed. Code 5440-5442	Miscellaneous provisions
Elec. Code 10600-10604	School district elections
Elec. Code 11000-11386	Candidates for recall
Gov. Code 1064	Absence from state
Gov. Code 1770	Vacancy of office
Gov. Code 3000-3003	Forfeiture of office
Gov. Code 3060-3075	Removal other than by impeachment
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 6061	Manner of notice as prescribed in designated section
Pen. Code 88	Bribery; forfeiture from office

Federal References	**Description**
18 USC 704	Military medals or decorations

Management Resources References	**Description**
Attorney General Opinion	105 Ops.Cal.Atty.Gen. 182 (2022)
Attorney General Opinion	58 Ops.Cal.Atty.Gen. 888 (1975)
CSBA Publication	Filling a Board Vacancy, rev. 2022
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California State Attorney General's Office, Quo Warranto Applications https://simbli.eboardsolutions.com/SU/plus0W6mhrGbhBsJI5dplus4ScSQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	**Description**
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/VQd4HhnIB5p7OgDHHuo3HA==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/fhcZPsXmszI9QLwLKW0rSw==
9100	Organization - https://simbli.eboardsolutions.com/SU/TFTn62woUZgRutLcm3xTIg==
9110	Terms Of Office - https://simbli.eboardsolutions.com/SU/kD67U6qIypFplusslshlBUz5c2nA==

9130	Board Committees - https://simbli.eboardsolutions.com/SU/Z3ib9m8wsZRTsZmw45qE9Q==
9220	Governing Board Elections - https://simbli.eboardsolutions.com/SU/UFaDMCMuel6gmfcxmHZW8Q==
9222	Resignation - https://simbli.eboardsolutions.com/SU/iZ6lZvdqTDxJB4GN1R6x3w==
9224	Oath Or Affirmation - https://simbli.eboardsolutions.com/SU/tKaJJ9mLslsh1HTqv3M3Bmlbw==
9230	Orientation - https://simbli.eboardsolutions.com/SU/zPgBfoLQTIvGXFVmx3IPVA==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/qTqlJZz7LWxdOXZSRTVLAA==
9323.2-E(1)	Actions By The Board - https://simbli.eboardsolutions.com/SU/E5GqXb1wi3InLlAbs692Zw==
9323.2-E(2)	Actions By The Board - https://simbli.eboardsolutions.com/SU/qVfpDmpluswpVdRGdSnZjRPQw==

Bylaw 9323: Meeting Conduct

Status: ADOPTED

Original Adopted Date: 11/01/2006 | **Last Revised Date:** 12/01/2022 | **Last Reviewed Date:** 12/01/2022

Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned by 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and, if necessary, may subsequently be adjourned to a later date.

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, the abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

Provided the Board typically has seven members and there are no more than two vacancies on the Board, the vacant position(s) shall not be counted for purposes of determining how many members of the Board constitute a majority. In addition, whenever any provisions of the Education Code require unanimous action of all or a specific number of the members, the vacant position(s) shall not be counted for purposes of determining the total membership constituting the Board. (Education Code 35165)

Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting, except that if the meeting is conducted using remote public participation or with a Board member attending remotely pursuant to Government Code 54953, a member of the public desiring to provide comment through the use of a third party internet website or online platform may be required to register as required by the third party provider.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5; Government Code 54954.3)

2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5; Government Code 54954.2)

3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, Board members or staff members may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. (Government Code 54954.2)

   Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

   In general, individual speakers will be allowed three minutes to address the Board on each agenda or nonagenda item, and the Board will limit the total time for public input on each item to 20 minutes. However, in exceptional circumstances when necessary to ensure full opportunity for public input, the Board president may, with Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The president may also ask members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that viewpoint.

   In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

6. The Board president may rule on the appropriateness of a topic, subject to the following conditions:

   a. If a topic would be suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.

   b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3)

   c. The Board shall not prohibit public criticism of district employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant of the appropriate complaint procedure.

7. The Board president shall not permit actual disruption of Board meetings. Actual disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board and remove the individual from the meeting.

The Board President or designee may remove an individual for actually disrupting the meeting. Prior to removal, the individual shall be warned that their behavior is disrupting the meeting and that failure to cease the disruptive behavior may result in removal. If, after being warned, the individual does not promptly cease the disruptive behavior, the Board president, or designee, may then remove the individual from the meeting. (Government Code 54957.95)

When an individual's behavior constitutes the use of force or a true threat of force, the individual shall be removed from a Board meeting without a warning. (Government Code 54957.95)

Disrupting means engaging in behavior during a Board meeting that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, a failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law, or engaging in behavior that constitutes use of force or a true threat of force. (Government Code 54957.95)

True threat of force means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat. (Government Code 54957.95)

Additionally, the Board may order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When disruptive conduct occurs, the Board may decide to recess the meeting to help restore order, or if removing the disruptive individual(s) or clearing the room is infeasible, move the meeting to another location. The Board may direct the Superintendent or designee to contact local law enforcement as necessary.

Recording by the Public

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

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

State References	Description
CCP. 527.8	Workplace violence safety - https://simbli.eboardsolutions.com/SU/zzBhO3hWGUr7lplusYiDNCP8A==
Ed. Code 32210	Willful disturbance of public school or meeting
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35145.5	Agenda; public participation and regulations
Ed. Code 35163	Official actions, minutes and journal
Ed. Code 35164	Actions by majority vote
Ed. Code 35165	Effect of vacancies upon majority and unanimous votes by seven member board
Ed. Code 5095	Powers of remaining board members and new appointees

Elec. Code 18430	Prevention or hinderance of electors assembling in public meeting
Gov. Code 54953.3	Meetings to be open and public; remote attendance
Gov. Code 54953.5	Audio or video recording of proceedings
Gov. Code 54953.6	Broadcasting of proceedings
Gov. Code 54954.2	Agenda posting requirements; board actions
Gov. Code 54954.3	Opportunity for public to address legislative body
Gov. Code 54957	Closed session personnel matters
Gov. Code 54957.9	Disorderly conduct of general public during meeting; clearing of room
Gov. Code 54957.95	Opening meetings; orderly conduct
Pen. Code 403	Disruption of assembly or meeting

Management Resources References	**Description**
Attorney General Opinion	55 Ops.Cal.Atty.Gen. 26 (1972)
Attorney General Opinion	61 Ops.Cal.Atty.Gen. 243, 253 (1978)
Attorney General Opinion	63 Ops.Cal.Atty.Gen. 215 (1980)
Attorney General Opinion	66 Ops.Cal.Atty.Gen. 336 (1983)
Attorney General Opinion	76 Ops.Cal.Atty.Gen. 281 (1993)
Attorney General Opinion	90 Ops.Cal.Atty.Gen. 47 (2007)
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Court Decision	Baca v. Moreno Valley Unified School District, (1996) 936 F. Supp. 719
Court Decision	City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526
Court Decision	McMahon v. Albany Unified School District, (2002) 104 Cal.App.4th 1275
Court Decision	Norse v. City of Santa Cruz, (9th Cir. 2010) 629 F3d 966
Court Decision	Rubin v. City of Burbank, (2002) 101 Cal.App.4th 1194
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2019
CSBA Publication	Call to Order: A Blueprint for Great Board Meetings, 2018
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	California Attorney General's Office - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	**Description**
1000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/YjtHEG1Iwtm6LQZTYplusn4rA==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/m4slshfz41M67B2WioVNfzUDg==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7wRcaQ9gjBXCOuqWB54wfA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/WXKjOn8KOplusMpLzpTd3ujpQ==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/dIGslshefvOqyWh8DLTuprGWw==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/ZCplusrqf8OJfVdSVEedfwjAA==

1313 Civility - https://simbli.eboardsolutions.com/SU/cERNNranyLpslshslshpzrqyRyAw==

3100 Budget - https://simbli.eboardsolutions.com/SU/jyvplusBDTDZP2PfaNJtUb1FQ==

3100 Budget - https://simbli.eboardsolutions.com/SU/msAckuIxvwNnuplus45O6T7slshw==

3270 Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/4xVQspytceRtGBj5E9mJGQ==

3270 Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/CPwhCGZXgC6KkTGvmllgLw==

3312 Contracts - https://simbli.eboardsolutions.com/SU/fXvC3hMz5b6WCslsh8VCWplus8QQ==

9005 Governance Standards - https://simbli.eboardsolutions.com/SU/b4OmvGoyuJpAPG4LxplusvkHQ==

9100 Organization - https://simbli.eboardsolutions.com/SU/TFTn62woUZgRutLcm3xTlg==

9121 President - https://simbli.eboardsolutions.com/SU/9DePeFAaWu91NRZNdGXD0Q==

9130 Board Committees - https://simbli.eboardsolutions.com/SU/Z3ib9m8wsZRTsZmw45qE9Q==

9200 Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/9D6eWnslshmjc4aK9zGITm6Ow==

9230 Orientation - https://simbli.eboardsolutions.com/SU/zPgBfoLQTlvGXFVmx3IPVA==

9270 Conflict Of Interest - https://simbli.eboardsolutions.com/SU/oRFVOd1noXlo0YatZBhhOw==

9270-E(1) Conflict Of Interest - https://simbli.eboardsolutions.com/SU/Anmpju16pbVELI4TZDLVsA==

9310 Board Policies - https://simbli.eboardsolutions.com/SU/uqCUreAgsJGmtpWNOTZAkQ==

9320 Meetings And Notices - https://simbli.eboardsolutions.com/SU/kaWrYCz4FrrfM0Djy8s6Fg==

9321 Closed Session - https://simbli.eboardsolutions.com/SU/6Okac2n002IH7QiOyqvirA==

9321-E(1) Closed Session - https://simbli.eboardsolutions.com/SU/HugJnLcusrzLSVT90UPEcA==

9321-E(2) Closed Session - https://simbli.eboardsolutions.com/SU/wSrEqCMiEHslshYFCluMQnxBg==

9322 Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/rPzCGxop9pluspluscD3iWn6mhcw==

9323.2 Actions By The Board - https://simbli.eboardsolutions.com/SU/qTqlJZz7LWxdOXZSRTVLAA==

9323.2-E(1) Actions By The Board - https://simbli.eboardsolutions.com/SU/E5GqXb1wi3InLlAbs692Zw==

9323.2-E(2) Actions By The Board - https://simbli.eboardsolutions.com/SU/qVfpDmpluswpVdRGdSnZjRPQw==

9324 Minutes And Recordings - ttps://simbli.eboardsolutions.com/SU/zH3GY0qGJetNLV3SrzWpnA==

Happy Valley

Classified TA

Effective 7-1-2023

Year	23-24	24-25
STEP		
1	$ 16.00	$ 16.50
2	$ 16.50	$ 17.00
3	$ 17.00	$ 17.50
4	$ 17.50	$ 18.00
5	$ 18.00	$ 18.50
6	$ 18.50	$ 19.00
7	$ 18.50	$ 19.00
8	$ 19.00	$ 19.50
9	$ 19.00	$ 19.50
10	$ 19.00	$ 19.50
11	$ 19.50	$ 20.00
12	$ 19.50	$ 20.00
13	$ 19.50	$ 20.00
14	$ 20.00	$ 20.50
15	$ 20.00	$ 20.50
16	$ 20.00	$ 20.50
17	$ 20.50	$ 21.00

Board Approved TBA

Happy Valley Elementary School District

Classified TA

Effective 7-1-18

Year	17-18	18-19	19-20	20-21	21-22
STEP					
1	$ 11.29	$ 12.00	$ 13.00	$ 14.00	$ 15.00
2	$ 11.84	$ 12.50	$ 13.50	$ 14.50	$ 15.50
3	$ 12.43	$ 13.00	$ 14.00	$ 15.00	$ 16.00
4	$ 13.01	$ 13.50	$ 14.50	$ 15.50	$ 16.50
5	$ 13.69	$ 14.00	$ 15.00	$ 16.00	$ 17.00
6	$ 14.35	$ 14.50	$ 15.50	$ 16.50	$ 17.50
7	$ 14.35	$ 14.50	$ 15.50	$ 16.50	$ 17.50
8	$ 14.74	$ 15.00	$ 16.00	$ 17.00	$ 18.00
9	$ 14.74	$ 15.00	$ 16.00	$ 17.00	$ 18.00
10	$ 14.74	$ 15.00	$ 16.00	$ 17.00	$ 18.00
11	$ 15.11	$ 15.50	$ 16.50	$ 17.50	$ 18.50
12	$ 15.11	$ 15.50	$ 16.50	$ 17.50	$ 18.50
13	$ 15.11	$ 15.50	$ 16.50	$ 17.50	$ 18.50
14	$ 15.51	$ 16.00	$ 17.00	$ 18.00	$ 19.00
15	$ 15.51	$ 16.00	$ 17.00	$ 18.00	$ 19.00
16	$ 15.51	$ 16.00	$ 17.00	$ 18.00	$ 19.00
17	$ 15.91	$ 16.50	$ 17.50	$ 18.50	$ 19.50

Board Approved 4-18-18

California School Boards Association

REQUIRES BOARD ACTION

Due: Weds. March 15—return ballot in enclosed envelope

January 31, 2023
MEMORANDUM

To: All Board Presidents and Superintendents — CSBA Member Boards
From: Susan Markarian, CSBA President
Re: 2023 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Weds. March 15**

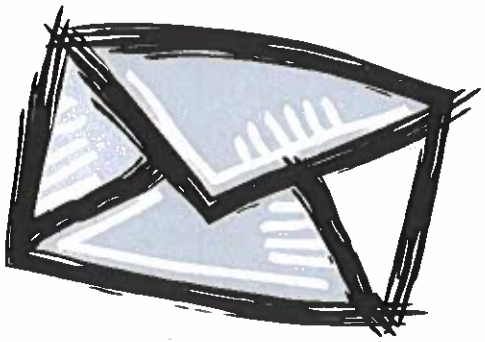
Enclosed is the ballot material for election to CSBA's Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper) listing the candidates, the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned to CSBA. It must be postmarked by the U.S. Post Office on or before Wednesday, March 15, 2023.**

Your Board may vote for up to the number of seats to be filled in the region or subregion as indicated on the ballot. For example, if there are three seats up for election, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot). If there is a tie vote, a run-off election will be held. Results will be published by May 11, 2023.

All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2023 – March 31, 2025. The next meeting of the Delegate Assembly takes place on Saturday, May 20 and Sunday, May 21, 2023. Please do not hesitate to contact the Executive Office at nominations@csba.org should you have any questions.

Encs: Ballot on red paper and watermarked "copy" of ballot on white paper
List of all current Delegates on reverse side of ballot
Candidate(s)' required Biographical Sketch Forms and optional resumes
CSBA-addressed envelope to send back ballots



BALLOTS SHOULD BE RETURNED IN THE ENCLOSED ENVELOPE; HOWEVER, SHOULD THE ENVELOPE BECOME MISPLACED; PLEASE USE YOUR STATIONERY AND RETURN TO:

CSBA
DELEGATE ASSEMBLY ELECTIONS
3251 BEACON BLVD.
WEST SACRAMENTO, CA 95691

ON THE BOTTOM LEFT CORNER OF THE ENVELOPE, WRITE THE REGION OR SUBREGION NUMBER (THIS NUMBER APPEARS ON THE BALLOT AT THE TOP).

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office no later than **WEDNESDAY, MARCH 15, 2023**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box.
A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

OFFICIAL 2023 DELEGATE ASSEMBLY BALLOT
SUBREGION 9-A
(San Benito and Santa Cruz Counties)

Number of seats: 1 (Vote for no more than 1 candidate)

Delegates will serve two-year terms beginning April 1, 2023 - March 31, 2025

**denotes incumbent*

☐ Mark Becker (San Lorenzo Valley USD)

☐ Phil Rodriguez (Soquel Union ESD)*

COPY

Provision for Write-in Candidate Name _____ *School District* _____

Signature of Superintendent or Board Clerk _____ *Title* _____

School District Name _____ *Date of Board Action* _____

See reverse side for list of all current Delegates in your Region.

REGION 9 – 8 Delegates (8 elected)

Director: Roger Snyder (Scotts Valley USD)

Below is a list of all elected or appointed Delegates from this Region.

Subregion 9-A (San Benito, Santa Cruz)
Mark Becker (San Lorenzo Valley USD), term expires 2023
Patricia Nehme (San Benito HSD), term expires 2024
Vacant, term expires 2024

Subregion 9-B (Monterey)
David Kong (Greenfield Union SD), 2023
Vacant, term expires 2024

Subregion 9-C (San Luis Obispo)
Mark Buchman (San Luis Coastal USD), term expires 2024
Vicki Meagher (Lucia Mar USD), term expires 2023

County Delegate:
John McPherson (Monterey COE), term expires 2023

Counties

San Benito, Santa Cruz (Subregion A)
Monterey (Subregion B)
San Luis Obispo (Subregion C)

COPY

Delegate Assembly
Biographical Sketch Form for 2023 Election

Deadline: Saturday, January 7, 2023 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. Please submit completed form via e-mail to nominations@csba.org by no later than 11:59 p.m. on January 7, 2023. Forms may also be submitted via mail, to CSBA's Executive Office, at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2023. **It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline.**

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: M. Becker **Date:** December 5, 2022

Name: Mark Becker **CSBA Region & subregion #:** 9A

District or COE: San Lorenzo Valley Unified **Years on board:** 6

Profession: Environmental Consultant **Contact Number (☒ Cell ☐ Home ☐ Bus.):** 831-246-0711

Primary E-mail: mbecker@slvusd.org

Are you an incumbent Delegate? ☒ Yes ☐ No If yes, year you became Delegate: 2022

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I strongly believe in a Board members responsibility to continuously educate themselves about the issues impacting a districts ability to provide the best education feasible for our students, and to advocate on behalf of our students. CSBA has been an excellent source of education and training for me, and our governance team. I am a good listener, communicator and an open-minded consensus-builder. I believe that as delegate, I can push forward ideas for additional Board member and governance team support, and contribute to shaping and focusing the direction of CSBA advocacy efforts.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I have served as SLVUSD clerk and am our current Board president. I have attended four CSBA Legislative Action Days, and plan to participate again in 2023. I have built relationships with our legislators and their staff. I am our district's representative to the Santa Cruz County CSBA group, where best practices and ideas are shared. That group also periodically meets with legislators to advocate on behalf of our students. I have been on multiple district committees, and actively supported our district's most recent bond initiative. I am a member of two local community advocacy organizations, and our local community theater.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

- Declining Enrollment Cliff - CSBA can advocate for funding mechanisms that cushion the impact of the upcoming declining enrollment cliff, minimizing reductions to ongoing funding levels.
- Need for Greater Ongoing Discretionary Funding - CSBA can advocate for adequate increase(s) to the Prop 98 base so that districts, at their discretion, can appropriately fund mental health support services, address learning deficits from the pandemic, attract and retain teachers and staff, along with other district-specific student needs.
- Inadequate Facilities Funding - CSBA can advocate for adequate facilities funding to meet the requirements surrounding TK implementation (e.g., new buildings and/or modifications to existing buildings).

Checks Dated 01/01/2023 through 01/31/2023

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-OOOO-SSS-MMM	Comment	Expensed Amount	Check Amount
1018944	01/09/2023	ARTURO RIVERA MORALES				
			01-0000-0-0000-8100-5524-200-2801	JANITORIAL SERVICES		1,200.00
1018945	01/09/2023	AT&T				
			01-0000-0-0000-2700-5900-200-2801	PHONE	111.80	
			01-0000-0-0000-7200-5900-200-2801	PHONE	37.26	149.06
1018946	01/09/2023	AT&T				
			01-0000-0-0000-2700-5900-200-2801	INTERNET SERVICES		215.41
1018947	01/09/2023	BOWIE, CRAIG				
			01-0000-0-0000-7200-5200-200-2801	MILEAGE		197.15
1018948	01/09/2023	CUNNINGHAM, GARY				
			01-0084-0-1110-1000-5800-200-0000	MUSIC CONCERT PERF		100.00
1018949	01/09/2023	DASSEL'S PETROLEUM				
			01-0000-0-0000-8100-5511-200-2801	PROPANE		787.83
1018950	01/09/2023	Emmett, Donna M				
			01-0700-0-1110-1000-4300-200-2801	CONF STUDENT COUNCIL		21.74
1018951	01/09/2023	JOHNSON CONTROLS SECURITY				
			01-0000-0-0000-8100-5800-200-2801	COMPUTER LAB ALARM		135.44
1018952	01/09/2023	MRC SMART TECHNOLOGY SOLUTIONS				
			01-1100-0-0000-7100-5600-200-3000	COPIER USAGE	23.74	
			01-1100-0-0000-7200-5600-200-3000	COPIER USAGE	94.98	
			01-1100-0-1110-1000-5600-200-3000	COPIER USAGE	356.17	474.89
1018953	01/09/2023	PACIFIC GAS & ELECTRIC				
			01-0000-0-0000-8100-5511-200-2801	ELECTRIC	1,608.77	
				PUMP HOUSE	35.09	
				STREET LIGHT	9.18	1,653.04
1018954	01/09/2023	ROBERTSON & ASSOC CPAS				
			01-0000-0-0000-7191-5809-200-2801	AUDIT		787.50
1018955	01/09/2023	SANTA CRUZ CO OFC OF EDUCATION				
			01-0000-0-1110-1000-5808-200-2801	OSS	3,161.00	
			01-0700-0-1110-1000-5808-200-2801	OSS	677.00	3,838.00
1018956	01/09/2023	SANTA CRUZ MUNICIPAL UTILITIES				
			01-0000-0-0000-8100-5514-200-2801	WATER		101.19
1018957	01/09/2023	SISC 3				
			01-0000-0- - -9514-	- JANUARY 2023 MEDICAL	14,640.00	
			01-0000-0- - -9524-	- JANUARY 2023 MEDICAL	2,901.00	17,541.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 01/01/2023 through 01/31/2023

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-OOOO-SSS-MMM	Comment	Expensed Amount	Check Amount
1018958	01/09/2023	STAPLES CREDIT PLAN				
			01-1100-0-0000-2700-4350-200-3000	OFFICE, ROOM 4 MATERIALS AND SUPPLIES	273.71	
			01-1100-0-0000-7200-4350-200-3000	OFFICE, ROOM 4 MATERIALS AND SUPPLIES	91.23	
			01-9009-0-1110-1000-4300-200-RM04	OFFICE, ROOM 4 MATERIALS AND SUPPLIES	21.79	386.73
1018959	01/09/2023	Stewart, Michelle A				
			01-0000-0-0000-8100-4350-200-2801	YARD MATERIALS AND SUPPLIES		117.90
1018960	01/09/2023	SUNDERLAND TREE SERVICE				
			01-0000-0-0000-8100-5600-200-2801	TREE SERVICE		3,500.00
1018961	01/09/2023	US BANK				
			01-0000-0-0000-2700-5900-200-2801	CAL CARD MISC CHARGES	79.00	
			01-0000-0-0000-3700-4300-200-3007	CAL CARD MISC CHARGES	149.36	
			01-0700-0-1110-1000-4300-200-2801	CAL CARD MISC CHARGES	43.88	
			01-1100-0-0000-2700-4350-200-3000	CAL CARD MISC CHARGES	94.27	
			01-3305-0-5760-1190-5800-200-0000	CAL CARD MISC CHARGES	83.38	
			01-4035-0-0000-2700-5200-200-2356	CAL CARD MISC CHARGES	669.50	
			01-6300-0-1110-1000-4100-200-3000	CAL CARD MISC CHARGES	203.42	
			01-6537-0-5760-3150-4300-200-0000	CAL CARD MISC CHARGES	47.20	1,370.01
1019737	01/17/2023	ABRITE				
			01-6500-0-5760-1190-5800-200-1304	SPED BEHAVIOR ANALYIS AND ASSES		418.44
1019738	01/17/2023	CARLY PERLMAN				
			01-0700-0-1110-1000-5800-200-2801	COUNSELING	690.00	
			01-6546-0-5760-3120-5800-200-0000	COUNSELING	330.00	1,020.00
1019739	01/17/2023	COLOMA OUTDOOR DISCOVERY SCHOOL				
			01-9009-0-1110-1000-5808-200-RM02	FINAL COLOMA FIELD TRIP PAYMENT		3,608.00
1019740	01/17/2023	EMPLOYMENT DEVELOPMENT DEPT				
			01-0000-0- - -9515- -	4TH QUARTER SUI		1,368.28
1019741	01/17/2023	FLASHFORGE USA				
			01-2600-0-1110-1000-4300-200-0000	3-D PRINTING SUPPLIES FOR ELOP		785.51
1019742	01/17/2023	GREENWASTE RECOVERY INC				
			01-0000-0-0000-8100-5523-200-2801	GARBAGE		588.01
1019743	01/17/2023	MATTERHACKERS, INC				
			01-2600-0-1110-1000-4300-200-0000	3-D PRINTING SUPPLIES FOR ELOP		294.54
1019744	01/17/2023	OHLSEN FOODS				
			01-0000-0-0000-3700-5800-200-3007	DEC LUNCHES		1,953.00

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Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-OOOO-SSS-MMM	Comment	Expensed Amount	Check Amount
1019745	01/17/2023	SHI INTERNATIONAL CORP				
			01-0084-0-1110-1000-5800-200-0000	INTERNET ACCESS POINTS ONE YEAR - PARCEL		1,226.82
1019746	01/17/2023	US BANK EQUIPMENT FINANCE				
			01-1100-0-0000-7100-5600-200-3000	COPIER LEASE	33.13	
			01-1100-0-0000-7200-5600-200-3000	COPIER LEASE	132.54	
			01-1100-0-1110-1000-5600-200-3000	COPIER LEASE	497.03	662.70
1020423	01/23/2023	COAST PAPER & SUPPLY, INC				
			01-1100-0-0000-8100-4350-200-3000	JANITORIAL SUPPLIES FOR STUDENTS		275.14
1020424	01/23/2023	JOHNSON CONTROLS SECURITY				
			01-0000-0-0000-8100-5800-200-2801	COMPUTER LAB ALARM		135.44
1020425	01/23/2023	MRC SMART TECHNOLOGY SOLUTIONS				
			01-1100-0-0000-7100-5600-200-3000	COPIER USAGE	9.70	
			01-1100-0-0000-7200-5600-200-3000	COPIER USAGE	38.81	
			01-1100-0-1110-1000-5600-200-3000	COPIER USAGE	145.55	194.06
1020426	01/23/2023	PACIFIC GAS & ELECTRIC				
			01-0000-0-0000-8100-5511-200-2801	PUMPHOUSE		29.25
1020427	01/23/2023	SCREENBEAM INC				
			01-0084-0-1110-1000-4300-200-0000	TECH MOUNTING KIT		501.84
1020428	01/23/2023	Stewart, Michelle A				
			01-0000-0-0000-7200-5200-200-2801	CONF FOR PD		61.65
1021146	01/30/2023	BOWIE, CRAIG				
			01-9003-0-1110-1000-4300-200-CFFG	GARDEN AND FERTILIZER GRANT REIMBURSEMENT	22.67	
			01-9009-0-1110-1000-4300-200-OPLL	GARDEN AND FERTILIZER GRANT REIMBURSEMENT	242.49	265.16
1021147	01/30/2023	COOL EARTH LANDSCAPES LLC				
			01-0000-0-0000-8100-5800-200-2801	SUMP PUMP AND GUTTER SERVICE		1,585.00
1021148	01/30/2023	DASSEL'S PETROLEUM				
			01-0000-0-0000-8100-5511-200-2801	PROPANE		800.85
1021149	01/30/2023	IVAN DEI ROSSI				
			01-0084-0-1110-1000-5800-200-0000	TECH PARCEL SUPPORT		2,320.00
1021150	01/30/2023	LAKESHORE LEARNING MATERIALS				
			01-2600-0-1110-1000-4300-200-0000	ELOP CHESS TEACHER	28.78	
			01-6053-0-1110-1000-4300-200-0000	TK MATERIALS AND SUPPLIES	426.51	455.29
1021151	01/30/2023	PACIFIC GAS & ELECTRIC				
			01-0000-0-0000-8100-5511-200-2801	ELECTRIC	659.15	
				STREET LIGHT	8.31	667.46

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Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-OOOO-SSS-MMM	Comment	Expensed Amount	Check Amount
1021152	01/30/2023	SANTA CRUZ MUNICIPAL UTILITIES				
			01-0000-0-0000-8100-5514-200-2801	WATER		76.07
1021153	01/30/2023	STAPLES CREDIT PLAN				
			01-0000-0-0000-3700-4300-200-3007	MISC SUPPLIES	17.21	
			01-0084-0-1110-1000-4300-200-0000	MISC SUPPLIES	166.26	
			01-1100-0-0000-2700-4350-200-3000	MISC SUPPLIES	307.66	
			01-1100-0-0000-7200-4350-200-3000	MISC SUPPLIES	102.55	
			01-2600-0-1110-1000-4300-200-0000	MISC SUPPLIES	206.42	
			01-9009-0-1110-1000-4300-200-MURT	MISC SUPPLIES	17.76	817.86
				Total Number of Checks	**42**	**52,687.26**

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	42	52,687.26
	Total Number of Checks	42	52,687.26
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		**52,687.26**

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