

**HAPPY VALLEY SCHOOL DISTRICT
BOARD OF TRUSTEES
February 11, 2026
3:30 pm, Multi-Purpose Room
Regular Board Meeting
Agenda**

A. Approval of Agenda

B. Approval of Minutes- Regular Board Meeting, January 14, 2026

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. Community Foundation of Santa Cruz

The Board will receive an update regarding the Happy Valley Foundation Fund through December 31, 2025.

2. 2025-2026 First Interim Financial Report

The Board will receive information regarding the positive certification of the 2025-2026 First Interim Financial Report from the Santa Cruz County Office of Education.

I. Action Items

1. 2025/2026 Comprehensive Safety Plan

The Board will consider approval of the 2025/2026 Comprehensive Safety Plan Part 1- Public Component.

2. 2nd Quarter Williams Complaint Report

The Board will consider approval of the 2nd quarterly report of the 2025/2026 Uniform Complaint related to the Williams Settlement.

3. Resolution 25-26-03, Temporary Employee Notices

The Board will consider approval of the March 15th, layoff notices for the following positions- Hourly Temporary EL Support Teacher, .20 FTE Temporary Art Teacher, and .20 FTE Temporary Music Teacher.

4. 2026/2027 School Calendar

The Board will consider approval of the 2026/2027 school calendar.

5. Strategic Plan

The Board will review the Strategic Plan and consider approval of updates.

6. 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.

7. Board Policies

The Board will receive information regarding board policy updates and will consider approval of these.

J. Consent Items

1. Approval of vendor warrants paid since the last meeting

K. Communications and Announcements

1. Feb. 13- No School, Lincoln Holiday Observed
2. Feb. 16- No School, Presidents' Day
3. Feb. 18- Parent Club Meeting, 6:30 pm, Via Zoom
4. Feb. 19- Read-A-Thon Begins
5. Feb. 25- End of Second Trimester
6. Feb. 27- Peacebuilder Assembly, 10:45 am, MPR, Theme -Honesty
7. Mar. 04- HV Committee Meeting, 4:30 pm, Resource Room
8. Mar. 11- Board Meeting, 3:30 pm, MPR
9. Mar. 12- Report Cards Sent Home
10. Mar. 16- No School, Staff Development Day
11. Mar. 18- Parent Club Meeting, 6:30 pm, Via Zoom
12. Mar. 27- Peacebuilder Assembly, 10:45 am, MPR, Theme-Cooperation

L. Closed Session

1. Negotiations
2. Comprehensive Safety Plan, Part 2

M. Report Out of Closed Session

N. Adjournment

Happy Valley School District
Regular Board Meeting
January 14, 2026
MINUTES

The meeting was called to order by the Board President at 3:32pm

BOARD MEMBERS PRESENT: Freeman, Hodges, Trotter, Stahl, Willet

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Stewart, Lynd, Royer

STUDENTS PRESENT: None

A. APPROVAL OF THE AGENDA

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

B. APPROVAL OF THE MINUTES

MSC WILLET/FREEMAN to approve the minutes from the Regular Board Meeting December 10, 2025. Unanimous.

C. COMMUNITY INPUT

None.

D. BOARD REPORT

1. Katie Freeman thanked the Board and staff for everything they do.
2. Cliff Hodges informed the Board he attended the meeting for the community event May 3, 2026. There is a reimagining of the previous school community BBQ's. Meetings are monthly.

E. SUPERINTENDENT'S REPORT

Michelle Stewart informed the Board of the following:

1. Great start to the new year. The 100th day of school is next week.
2. Observing classes, participating in professional development, and will be attending a webinar on the governor's state of the budget.
3. The bathrooms were closed for a day due to ramp issues. The company will do a permanent remedy in the spring.
4. Participated in a safety training and have prepared staff for a February drill with the students.

F. STAFF REPORT

Kate Royer informed the Board of the following:

1. TK is working on numbers and letters.
2. K/1 is learning about MLK and they have a new class pet, a stick bug.
3. 2nd grade is learning about coins.
4. 3rd grade is learning about MLK.

5. 4th grade went on a field trip to Henry Cowell.
6. 5th/6th grade is working on percentages and fractions. There was a visit from B40 Middle School.

G. STUDENT REPORT
None.

H. INFORMATION ITEMS

1. 2025-2026 CONSOLIDATED APPLICATION FOR FUNDING FEDERAL PROGRAMS (CARS)
The Board received information regarding the winter release of the 2025-2026 Consolidated Application for Funding Federal Programs.
2. LCAP MID-YEAR UPDATE
The Board received information regarding the LCAP mid-year update.

I. ACTION ITEMS

1. 2024-2025 FINANCIAL AUDIT BY HARSHWAL AND COMPANY
MSC FREEMAN/WILLET to accept the 2024-2025 Financial Audit as presented. Unanimous.
2. SCHOOL ACCOUNTABILITY REPORT CARD (SARC)
MSC STAHL/HODGES to approve the 2024-2025 SARC. Unanimous.
3. CONTRACT FOR CATEGORY 1 INTERNET ACCESS WITH OR WITHOUT TRANSPORT AND INTERNET SERVICE PROVIDER SERVICES
MSC FREEMAN/TROTTER to approve a contract for Category 1 Internet Access With or Without Transport and Internet Service Provider Services with the Santa Cruz County Office of Education, Option B, for the contract term of July 1, 2026 - June 30, 2031 for a total contract amount of \$38,210.00 (\$7642 per year) and an estimated E-rate discount of 50%. Unanimous.
4. 2026-2027 SCHOOL CALENDAR
No action taken. To be brought back for approval at the next meeting.
5. STRATEGIC PLAN
No action taken. To be brought back for approval at the next meeting.

J. CONSENT ITEMS

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

K. COMMUNICATION AND ANNOUNCEMENTS

1. January 19, 2026 - No School, Martin Luther King Jr Day
2. January 21, 2026 - Parent Club Meeting, 6:30pm, Via Zoom
3. January 30, 2026 - PeaceBuilder Assembly, 10:45am
4. January 30, 2026 - Spirit Day, TBA
5. February 11, 2026 - Board Meeting, 3:30pm, MPR

6. February 13, 2026 - No School, Lincoln Holiday
7. February 16, 2026 - No School, Presidents' Day
8. February 18, 2026 - Parent Club Meeting, 6:30pm, Via Zoom
9. February 27, 2026 - PeaceBuilder Assembly, 10:45am

L. CLOSED SESSION
None.

M. ADJOURNMENT
MSC FREEMAN/TROTTER to adjourn the meeting, there being no further business,
4:03pm. Unanimous.

pl



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, 2025 – December 31, 2025

	Current Period 10/1/2025 – 12/31/2025	Year To Date 1/1/2025– 12/31/2025
Beginning Fund Balance	\$847,242.17	\$781,795.20
Plus Additions to Fund		
Earnings/(Losses)	\$18,505.19	\$117,244.41
Total Income	\$18,505.19	\$117,244.41
Less Distributions from Fund		
Distributions for Fund Purpose	\$0.00	\$27,380.00
Foundation Services Fee*	\$2,136.98	\$8,049.23
Total Expenditures	\$2,136.98	\$35,429.23
Ending Fund Balance	\$863,610.38	\$863,610.38

*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@cfsc.org or (831) 662-2065.

total Fund 57: \$ 2,043,991.46
(including county treasury amount of \$43,768.52)

Last quarter total Fund 57: \$2,005,645.51
(including county treasury amount of \$43,333.24)



Happy Valley School Foundation Fund - Donor Gifts - HVSDDG

Fund Type: Designated Fund

Date Established: October 30, 2017

Investment Pool: Endowed - Socially Responsible Long-Term Pool

Fund Report for October 01, 2025 - December 31, 2025

	Current Period 10/1/2025 - 12/31/2025	Year To Date 1/1/2025 - 12/31/2025
Beginning Fund Balance	\$796,617.27	\$734,158.76
Plus Additions to Fund		
Earnings/(Losses)	\$17,399.43	\$110,217.67
Total Income	\$17,399.43	\$110,217.67
Less Distributions from Fund		
Distributions for Fund Purpose	\$ 0.00	\$24,802.00
Foundation Services Fee*	\$2,009.28	\$7,567.01
Total Expenditures	\$2,009.28	\$32,369.01
Ending Fund Balance	\$812,007.42	\$812,007.42

*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@cfsc.org or (831) 662-2065.



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, 2025 – December 31, 2025

	Current Period 10/1/2025 – 12/31/2025	Year To Date 1/1/2025– 12/31/2025
Beginning Fund Balance	\$318,452.83	\$283,778.24
Plus Additions to Fund		
Earnings/(Losses)	\$6,955.54	\$43,838.76
Total Income	\$6,955.54	\$43,838.76
Less Distributions from Fund		
Foundation Services Fee*	\$803.23	\$3,011.86
Total Expenditures	\$803.23	\$3,011.86
Ending Fund Balance	\$324,605.14	\$324,605.14

*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@cfsc.org or (831) 662-2065.



SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR. FARIS SABBABH • SUPERINTENDENT OF SCHOOLS

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January 15, 2026

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

Re: 2025-26 First Interim Financial Report

Dear Mr. Hodges:

The Santa Cruz County Superintendent of Schools is in receipt of Happy Valley Elementary School District's First Interim report for the 2025-26 fiscal year. Based on the information as presented, the Santa Cruz County Office of Education (SCCOE) concurs with the district's **POSITIVE** certification.

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

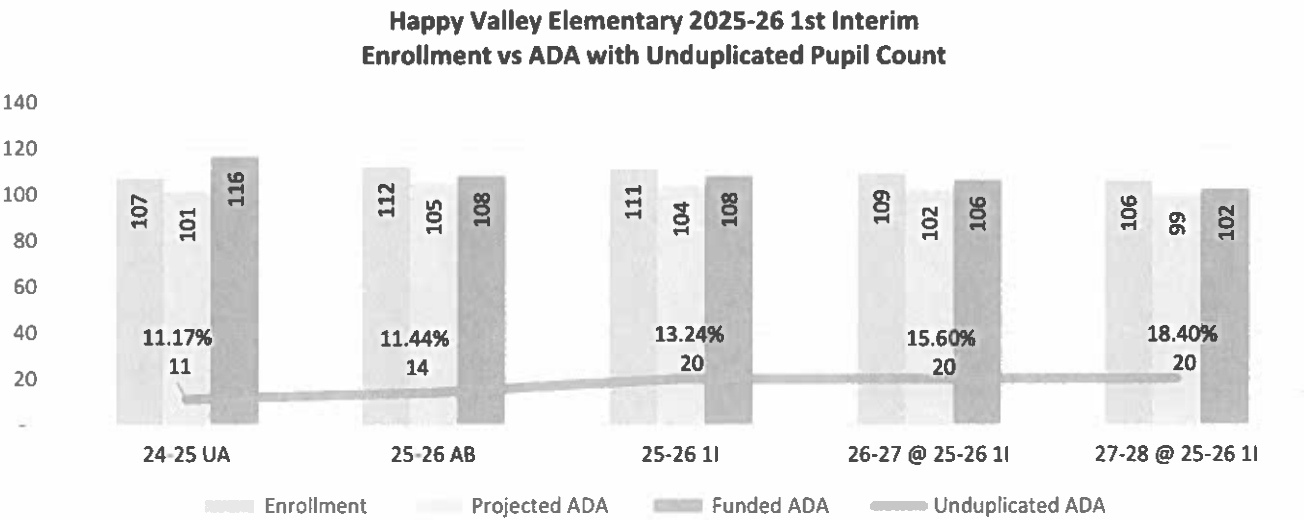
The analysis and comments regarding the First Interim Budget are contained on the following pages.

**ENROLLMENT, AVERAGE DAILY ATTENDANCE AND UNDUPLICATED PUPIL
COUNT PROJECTIONS**

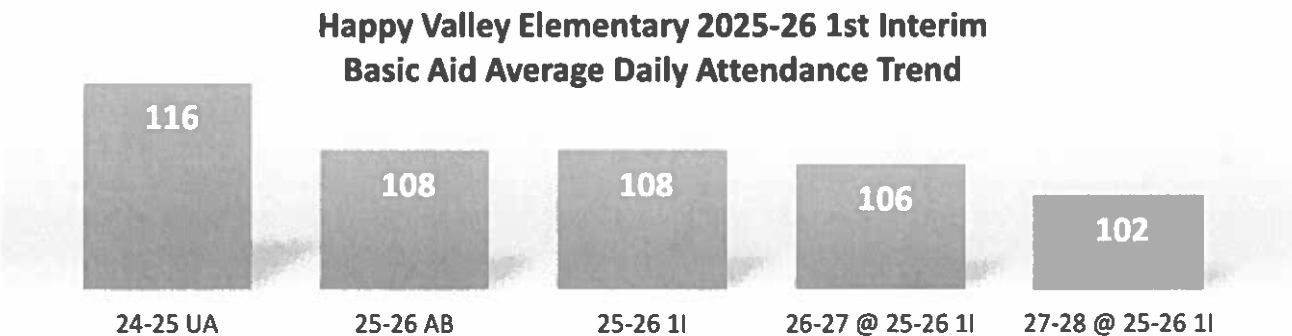
The district is projecting enrollment to decline by one to 111 when compared to the Adopted Budget. The district is projecting enrollment to then decrease by two in 2026-27 to 109 and to decrease by three for 2027-28. For Basic Aid districts, the SCCOE will typically note how much of an enrollment increase 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 approximately 15 students over current 2025-26 projections would begin to push the district out of Basic Aid status in 2025-26. There are multiple variables in this calculation, including but not limited to, changes in property tax, state cost of living adjustments (COLA), 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 108 for the budget year, 106 for 2026-27 and 102 for 2027-28. The district’s funded ADA for the budget year was calculated using the three prior years average method. The district’s pre-pandemic ADA to enrollment ratio was 96.79% in 2019-20 and 97.31% the prior year. The district is projecting the ratio at 93.6% for all three fiscal years.

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.



UNRESTRICTED ENDING FUND BALANCE AND STATE MINIMUM RESERVE

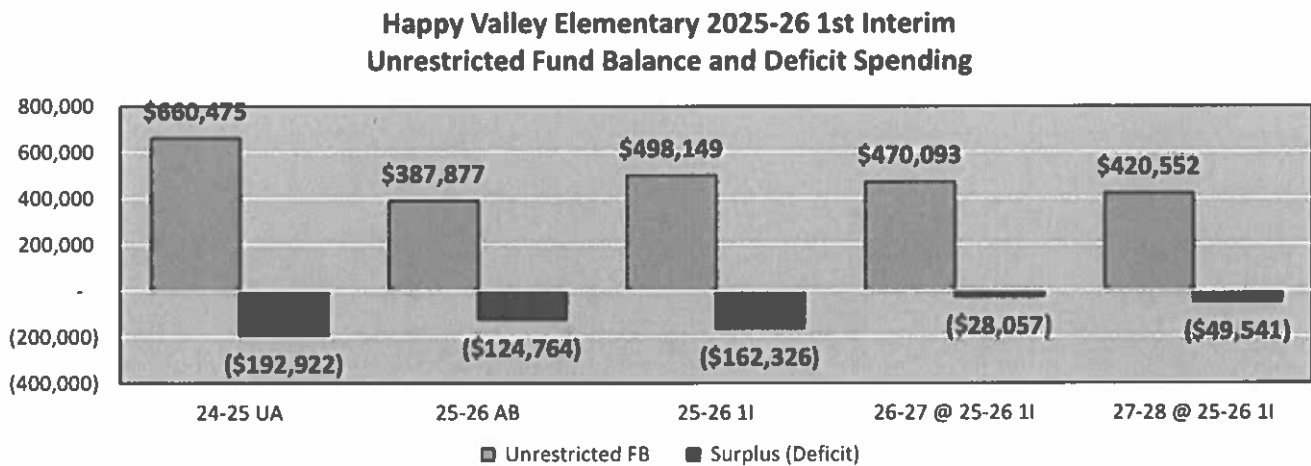
As certified by the Governing Board, the district is projecting an unrestricted ending balance in the General Fund of \$488,149 in the current year, \$460,093 in 2026-27, and \$410,552 in 2027-28. The District's State Required Minimum Reserve percentage is 5.0% or \$121,061 for 2025-26. The district 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 \$172,326 in the unrestricted resources in the budget year, by \$28,057 in 2026-27 and by \$49,541 in 2027-28.

The State's established standard for deficit spending is one-third (1/3) of the district's available unrestricted reserve percentage. The district's projected deficit spending is within the established state standard for the 2025-26 budget year and both two subsequent years. However, the district is strongly cautioned against on-going deficit spending, other than one-time, planned expenditures. The district is also advised to review expenditures to ascertain if any streamlining of expenses can occur to ensure fiscal sustainability.

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



CURRENT AND MULTI-YEAR PROJECTIONS

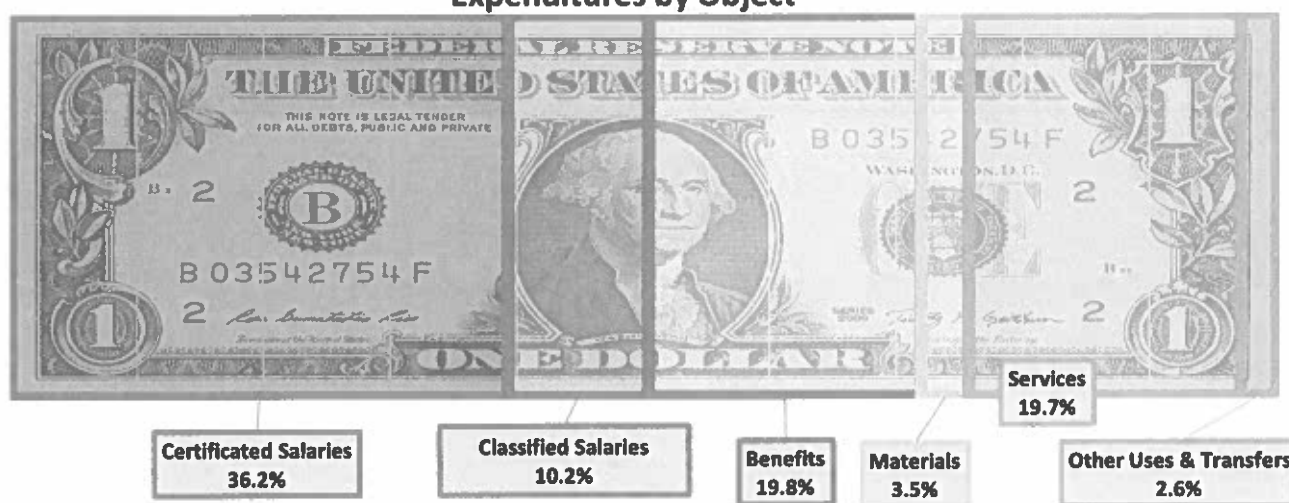
The district's projection of revenues and expenditures in the current and two subsequent fiscal years was reviewed. The district is projecting property tax increase at 3.0% annually. This is in line with the district's historical trends over the last several years.

3, the district successfully passed an eight-year parcel tax that ends ending in 2032 and is budgeting revenue of \$51,975 for the budget year. The district's endowment fund continues to support five of the six aides for the district. For 2025-26, the district will receive \$54,462; in 2026-27 the district will receive \$56,604 and in 2027-28, the district is projecting a sixth aide to be paid by the endowment fund at \$70,981.

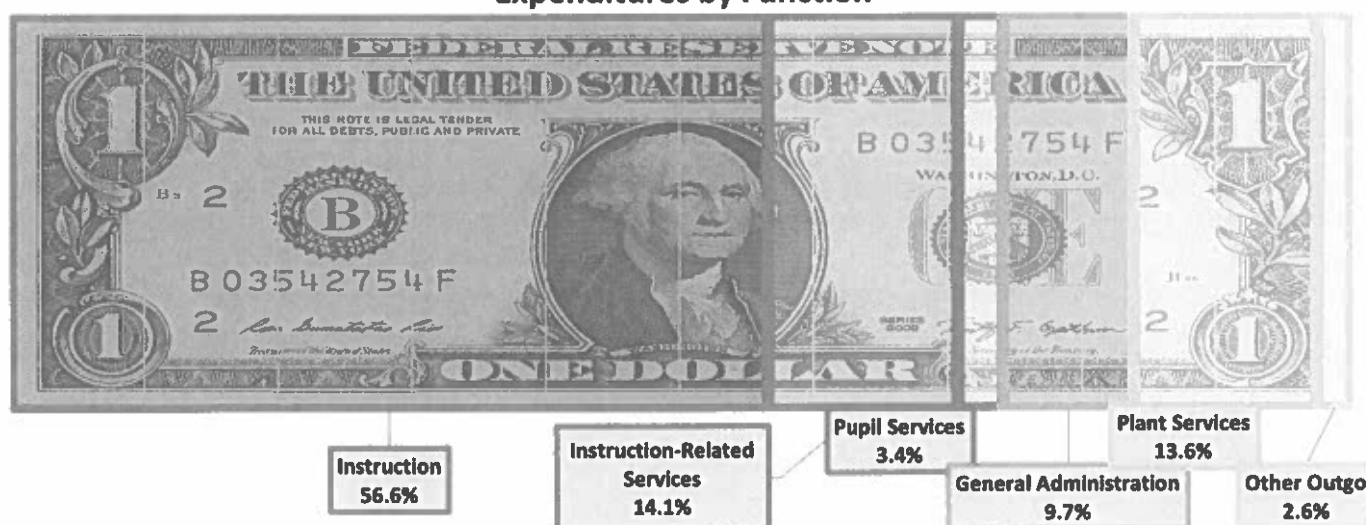
Contributions are projected to increase from \$120,803 to \$132,006 in the budget year which is a 9.2% increase when compared to the Adopted budget. Contributions are projected to decrease by 34.1% in 2026-27 and then increase by 7.6% in 2027-28. The contributions are to Special Education.

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

Happy Valley Elementary 2025-26 1st Interim Expenditures by Object



Happy Valley Elementary 2025-26 1st Interim Expenditures by Function



STAFFING PROJECTIONS AND SALARY SETTLEMENTS

Negotiations are not settled with the district's certificated bargaining unit and the unrepresented group for the budget year and no costs beyond step and column are included in the budget and MYP.

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 77.0%, 82.4% and 82.5%.

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 81.3%. The budget projection and both out years have not exceeded the 5% variance, therefore, the district is 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.

EDUCATION CODE

The review of the 2025-26 First Interim report for Happy Valley Elementary School District has been conducted in accordance with Education Code Section 42131.

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 budget will be re-evaluated at the next reporting cycle to determine its certification.

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 Rebecca Olker, Interim Deputy Superintendent, Business Services as soon as they are available.

If you have any questions about the First Interim budget, please contact Rebecca Olker, Interim Deputy Superintendent, Business, at (831) 466-5630.

Sincerely,

A handwritten signature in dark ink, appearing to read 'ROlker', with a stylized flourish at the end.

Rebecca Olker
Interim Deputy Superintendent, Business Services

c: Dr. Faris Sabbah, County Superintendent of School
Michelle Stewart, Superintendent, Happy Valley Elementary School District
Jacob Willet, Board Member
Katie Freeman, Board Member
Carly Trotter, Board Member
David Stahl, Board Member

2025-26 First Interim Financial Report
Happy Valley Elementary School District
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SANTA CRUZ COUNTY SCHOOLS

HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT

FINANCIAL ANALYSIS OF CURRENT GENERAL FUND UNRESTRICTED AND RESTRICTED MONIES

GENERAL FUND	2024-25			2025-26			2025-26			2026-27			2027-28		
	Unaudited Actuals			Adopted Budget			1st Interim			Projected @ 25-26 11			Projected @ 25-26 11		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Revenues															
8000-8999 Local Control Funding Formula	\$ 2,191,520	\$ -	\$ 2,191,520	\$ 1,410,853	\$ -	\$ 1,410,853	\$ 1,415,412	\$ -	\$ 1,415,412	\$ 1,453,549	\$ -	\$ 1,453,549	\$ 1,506,613	\$ -	\$ 1,506,613
8000-8999 Federal	2,742	-	2,742	33,119	-	33,119	786	-	786	25,081	-	25,081	63,167	-	63,167
8000-8999 Other State	25,379	-	25,379	21,810	-	21,810	21,941	-	21,941	25,081	-	25,081	23,287	-	23,287
8000-8999 Other Local	14,927	-	14,927	71,079	-	71,079	315,348	-	315,348	81,518	-	81,518	61,348	-	61,348
8500-8999 Federal Transfers In	6,642	-	6,642	33,653	-	33,653	51,462	-	51,462	56,801	-	56,801	70,581	-	70,581
8500-8999 Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8500-8999 Contributions	15,567	793,367	808,934	130,853	-	130,853	133,000	231,006	364,006	37,043	-	37,043	193,662	-	193,662
Total Revenue, Transfers, and Other Sources	\$ 2,245,735	\$ 793,367	\$ 3,039,102	\$ 1,415,812	\$ 231,006	\$ 1,646,818	\$ 1,541,212	\$ 632,012	\$ 2,173,224	\$ 1,590,799	\$ 493,240	\$ 2,084,039	\$ 1,662,211	\$ 486,741	\$ 2,148,952
Expenditures															
1000-1999 General Salary	\$ 763,402	\$ -	\$ 763,402	\$ 774,114	\$ -	\$ 774,114	\$ 721,067	\$ -	\$ 721,067	\$ 731,213	\$ -	\$ 731,213	\$ 746,481	\$ -	\$ 746,481
2000-2999 General Salary	259,469	-	259,469	191,006	-	191,006	209,232	-	209,232	211,291	-	211,291	214,249	-	214,249
3000-3999 Employee Benefits	135,625	-	135,625	370,079	-	370,079	369,229	-	369,229	370,077	-	370,077	379,779	-	379,779
4000-4999 Books & Supplies	9,141	-	9,141	10,780	-	10,780	10,780	-	10,780	11,288	-	11,288	11,282	-	11,282
5000-5999 Services & Other Operating Expenditures	279,828	-	279,828	228,575	-	228,575	261,075	-	261,075	242,687	-	242,687	242,172	-	242,172
6000-6999 Capital Outlay	-	-	-	-	-	-	27,652	-	27,652	35,078	-	35,078	33,078	-	33,078
7000-7999 Other Operating	107	-	107	259	-	259	62,529	-	62,529	259	-	259	259	-	259
8000-8999 Other Operating	1,129	-	1,129	5,079	-	5,079	8,741	-	8,741	8,741	-	8,741	8,741	-	8,741
9000-9999 Other Operating	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures, Transfers, and Other Uses	\$ 1,348,675	\$ 354,996	\$ 1,703,671	\$ 1,540,576	\$ 578,098	\$ 2,118,674	\$ 1,705,465	\$ 711,746	\$ 2,417,211	\$ 1,802,796	\$ 464,134	\$ 2,266,930	\$ 1,662,771	\$ 413,061	\$ 2,075,832
Excess (Deficiency)	\$ 897,060	\$ 438,371	\$ 1,335,431	\$ 1,096,242	\$ 162,910	\$ 1,259,152	\$ 835,747	\$ 920,266	\$ 756,013	\$ 787,943	\$ 229,106	\$ 817,009	\$ 499,159	\$ 73,680	\$ 73,680
Beginning Balance	\$ 653,407	\$ 297,275	\$ 950,682	\$ 532,641	\$ 144,429	\$ 677,070	\$ 650,475	\$ 214,359	\$ 864,834	\$ 786,249	\$ 161,467	\$ 947,716	\$ 470,093	\$ 283,551	\$ 753,644
Ending Balance	\$ 640,472	\$ 214,359	\$ 854,831	\$ 387,287	\$ 89,371	\$ 476,658	\$ 496,249	\$ 131,467	\$ 627,716	\$ 470,093	\$ 183,551	\$ 653,644	\$ 470,093	\$ 247,132	\$ 899,776
Reserves															
Minimum Reserve Level per Criteria & Statutes	\$ 103,134	\$ -	\$ 103,134	\$ 103,134	\$ -	\$ 103,134	\$ 121,053	\$ -	\$ 121,053	\$ 103,134	\$ -	\$ 103,134	\$ 103,134	\$ -	\$ 103,134
Reserves per District (RSU 9788)															
Net Operating (Net, Capital, Project, Bonds)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Reserve	-	21,389	21,389	-	89,171	89,171	-	151,467	151,467	-	178,551	178,551	-	210,121	210,121
Capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Excess (Deficiency) Above Minimum Reserve Level	\$ 640,472	\$ 214,359	\$ 854,831	\$ 387,287	\$ 89,371	\$ 476,658	\$ 496,249	\$ 131,467	\$ 627,716	\$ 470,093	\$ 183,551	\$ 653,644	\$ 470,093	\$ 247,132	\$ 899,776
Current District to Reserve Portfolio	\$ 103,134	\$ -	\$ 103,134	\$ 103,134	\$ -	\$ 103,134	\$ 121,053	\$ -	\$ 121,053	\$ 103,134	\$ -	\$ 103,134	\$ 103,134	\$ -	\$ 103,134
Special Reserve Fund 17 (RSU Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 416,626	\$ -	\$ 416,626	\$ 416,626	\$ -	\$ 416,626	\$ 416,626	\$ -	\$ 416,626

SANTA CRUZ COUNTY SCHOOLS
HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT

FINANCIAL ANALYSIS OF GENERAL FUND

GENERAL FUND	2024-25		2025-26		2025-26		25-26 AB vs 25-26 11		2026-27		25-26 11 vs 26-27 PB		2027-28		26-27 PB vs 27-28 PB	
	Unaudited Actuals	Adopted Budget	1st Interim						Projected @ 25-26 11				Projected @ 25-26 11			
Revenues																
8010-8098 Local Control Funding Formula	1,394,820	1,403,863	1,445,412				2.96%		1,485,549		2.78%		1,526,463		2.75%	
8100-8299 Federal	53,091	53,119	65,953				24.16%		65,167		-1.19%		65,167		0.00%	
8300-8599 Other State	202,232	219,949	302,981				37.75%		270,126		-10.84%		257,830		-4.55%	
8600-8799 Other Local	293,867	228,087	327,159				43.44%		178,533		-45.43%		178,533		0.00%	
8910-8929 Interfund Transfers In	63,852	33,633	54,462				61.93%		56,604		3.93%		70,981		25.40%	
8930-8979 Other Sources	-	-	-						-				-			
8980-8998 Contributions	-	-	-						-				-			
Total Revenue, Transfers, and Other Sources	2,007,862	1,938,651	2,195,966				13.27%		2,055,979		-6.37%		2,098,974		2.09%	
Expenditures																
1000-1999 Certificated Salary	872,599	862,938	876,002				1.51%		845,535		-3.48%		863,186		2.09%	
2000-2999 Classified Salary	245,290	232,732	247,848				6.50%		249,407		0.63%		251,901		1.00%	
3000-3999 Employee Benefit	462,436	480,577	480,405				-0.04%		479,952		-0.09%		485,759		1.21%	
4000-4999 Books & Supplies	23,737	82,800	83,715				1.10%		21,285		-74.57%		22,348		4.99%	
5000-5899 Services & Other Operating Expenditures	551,350	456,898	477,490				4.51%		423,163		-11.38%		436,033		3.04%	
6000-6599 Capital Outlay	-	2,529	193,224						35,078		-81.85%		35,078		0.00%	
7100-7299 Other Outgo	28,260	-	62,529				2372.48%		2,529		-95.96%		2,529		0.00%	
7300-7399 Direct & Indirect Support	-	-	0						-		-100.00%		-			
7610-7629 Interfund Transfers Out	-	-	-						-				-			
7630-7699 Other Uses	-	-	-						-				-			
Other Adjustments (From MYP)	-	-	-						-				-			
Total Expenditures, Transfers, and Other Uses	2,183,671	2,118,474	2,421,213				14.29%		2,056,950		-15.04%		2,096,835		1.94%	
Excess (Deficiency)	(175,808)	(179,822)	(225,247)				25.26%		(971)		-99.57%		2,139		-320.32%	
Beginning Balance																
Audit Adjustments / Restatements	1,050,672	657,070	874,864				33.15%		659,617		-24.60%		658,646		-0.15%	
Ending Balance	874,864	477,248	649,617				36.12%		658,646		1.39%		660,785		0.32%	
Reserves																
Minimum Reserve Level per Criteria & Standards																
Recommended REU (Computed in CAS)	\$ 109,184	\$ 105,924	\$ 121,061				14.29%		\$ 102,847		-15.04%		\$ 104,842		1.94%	
Reserves per District (REU 9789)																
Nonspendable (Rev. Cash, Prepaid, Stores)	-	-	-						-				-			
Restricted	214,389	89,371	151,467				69.48%		178,553		17.88%		230,233		28.94%	
Committed	-	-	-						-				-			
Assigned	-	-	-						-				-			
Unassigned	660,475	387,877	498,149				28.43%		470,093		-5.63%		420,552		-10.54%	
Excess (Deficiency) above state recommended REU	660,475.67	387,877.68	823,717				112.37%		813,873		-1.20%		762,338		-6.33%	
Contributions to Restricted Programs	192,167	120,803	132,006				9.27%		87,043		-34.06%		93,648		7.59%	
Serial Reserve Fund 17	109,184	105,924	446,628				321.65%		446,628		0.00%		446,628		0.00%	

HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT
All Funds Summary
2025-26
1st Interim

	01	17	25	35	57	Total All Funds
	General	Special Reserve	Capital Facilities	County Sch Facilities	Foundation	
Revenue						
8000-8099 Local Control Funding Formula	1,445,412	-	-	-	-	1,445,412
8100-8299 Federal Revenue	65,953	-	-	-	-	65,953
8300-8599 State Revenue	302,981	-	-	-	-	302,981
8600-8699 Local Revenue	327,159	12,000	1,500	1,500	51,000	393,159
Total Revenue	2,141,504	12,000	1,500	1,500	51,000	2,207,505
Expenditures						
1000 Certificated Salaries	876,002	-	-	-	-	876,002
2000 Classified Salaries	247,848	-	-	-	-	247,848
3000 Employee Benefits	480,405	-	-	-	-	480,405
4000 Books & Supplies	83,715	-	-	-	-	83,715
5000 Services & Other Oper.	477,490	-	-	4,838	-	482,328
6000 Equipment	193,224	-	-	125,308	-	318,531
7100-7299 Other Outgo (74XX)	62,529	-	-	-	-	62,529
7300 Indirect Costs	0	-	-	-	-	0
Total Expenditures	2,421,213	-	-	130,146	-	2,551,359
Surplus (Deficit)	(279,709)	12,000	1,500	(128,646)	51,000	(343,855)
Other Sources/Uses						
89XX Transfers In	54,462	-	-	-	-	54,462
8930-8979 Other Sources	-	-	-	-	-	-
7610-7629 Transfers Out	-	-	-	-	54,462	54,462
7630-7699 Other Uses	-	-	-	-	-	-
Total Other Sources/Uses	54,462	-	-	-	(54,462)	-
Total Incr (Decr) in Fund Balance	(225,247)	12,000	1,500	(128,646)	(3,462)	(343,855)
Beginning Fund Balance	874,864	434,628	3	130,884	1,157,448	2,597,826
Audit Adjustments/Restatements	-	-	-	-	-	-
Ending Fund Balance	649,617	446,628	1,503	2,238	1,153,986	2,253,972
Deficit (Surplus) as % of Fund Balance	-25.75%	2.76%	579.16.60%	-98.29%	-0.30%	-13.24%

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

2025-2026

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

Approved by:

Name	Title	Signature	Date

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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
Carey Ruwe	Teacher from Happy Valley Elementary School
Carly Cross, Parent / Current Law Enforcement	Parent whose child attends the School
Donna Walker	Classified Employee
Bryan Wall, Deputy Superintendent Safety, County Office Of Education Represtative	Law Enforcement Agency Representative
Erin Collins, Fire Marshall, Scotts Valley Fire Protection	Other

Key Dates of Plan Development and Approval	Date(s)
Meeting with representative of law enforcement agency to develop the Plan	2/5/2026
Meeting at the school site to allow members of the public the opportunity to review and express opinions about the Plan	2/11/2026
School Site Council approval of the Plan	02/06/2026
School District Board approval of the Plan	02/11/2026
Submission to Santa Cruz County Office of Education for audit review	02/12/2026

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

Our Mission

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.

Our Vision

Happy Valley will be a place where all students will be prepared for academic, social, and emotional success for the next stages of life and school.

Our Core Values

Provide an exceptional education with high expectations

Value honesty and integrity

Engage our diverse community

Cultivate aware and involved citizens

Recruit, retain and support high quality staff

Honor students as individuals with a focus on the whole child

Foster a small school environment

Provide a safe place both academically and emotionally

Create a growth mindset

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)
Earthquake Emergency Procedures	9/17/2025, 11/19/2025, 2/19/2026, 04/23/2026
Evacuation/ Fire Procedures	08/28/2025, 09/17/2025, 10/16/2025, 12/18/2025, 01/23/2026, 02/19/2026, 03/24/2026, 04/23/2026, 05/13/2026
Reverse Evacuation Procedures	2/11/2026
Hall Check Procedures	10/16/2025
Lockdown Procedures	01/9/2026

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 5 suspensions in five years.

Procedures to Notify Teachers of Dangerous Pupils – BP 5148

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 Council, 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, 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

Consultation, Cooperation and Coordination with other School Site Councils or School Safety Plan Committees

Describe collaboration with other schools in the development of the Comprehensive School Safety Plan OR delete this section.

Happy Valley works with The Santa Cruz County Office of Education.

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 and 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. In 2025-2026 there is a counseling intern that supports the SEL curriculum.

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).

Describe protocols for reporting incidents and referring students for mental health care

Students who are experiencing mental health or social issues are referred to our Happy Valley Administrator and/or 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:
- Students and Adults visiting the school site after hours or on weekends:

There are very few students who bike or walk to school; some are accompanied by their parents. Parents drive their children to school in private cars as Happy Valley school is in a rural area. There is no bus transportation. There is a gate that automatically closes at dusk, preventing cars from accessing the campus after hours.

Standard Command Response for Schools Protocol

Purpose of ISCRS:

- Standardizes and shares a common group of clear, initial responses applicable to a broad variety of K-12 school environments.

- Provides four (4) limited and unambiguous protocols in a standardized framework which each school, school district, and surrounding community can easily incorporate into their respective school and/or jurisdictional Emergency Operations Plans (EOP).
- Offers distinct operational procedure(s) that may be enacted in series or succession.
- Accounts for the “in Loco Parentis” responsibilities of school staff, i.e., the legal and ethical responsibility to “stand in the place of the parents” for a child.
- Acknowledges the mobile nature of modern education and student populations.
- Allows for sustainability by providing free training and materials.
- Draws from familiar procedures (examples: Run/Hide/Fight, Avoid/Deny/Defend, CRASE etc), existing training/experience, and prevalent lessons learned from past school-related emergencies.
- Strengthens partnerships among school communities and first responders to build and enhance a culture of safety and preparedness.
- NOTE: ISCRS has been designed for schools and doesn’t impact or alter police/fire response.

Santa Cruz Standard Command Response for Schools Protocol:

The approach to training schools on the Santa Cruz Standard Command Responses for Schools focuses on training for administrators, teachers and students for the IMMEDIATE response to a threat and/or hazard. The command responses can be enacted in series or succession. The command responses focus on the following:

EVACUATION

- Removing students and staff from dangerous situations inside a building.
- Staff are expected to be aware of their surroundings and make decisions based on active awareness of circumstances
- Movement must be safe, controlled and intentional.

REVERSE EVACUATION

- Removing students and staff from dangerous situations outside a building.
- This command response can be used for the following: Dangers on the playground or outside, Law enforcement activity or other emergencies.
- Instituted at the discretion of the principal/designee for any situation that poses a threat to the life safety of students, staff or visitors.

HALLCHECK

- Detecting and protecting from potential threats or other emergencies while continuing instruction
- Procedure for responding to lower level threat/emergencies inside a school o Focus on a high level of active awareness
- Examples of when this command response would be used:

Disruptive person,
unknown person on campus,
out of control student,
medical issue or

Any other unknown situation in and/or around a school building.

LOCKDOWN - MOVE/SECURE/DEFEND

- Procedures for staff and students to respond to an imminent threat or active violence inside a school.
- Options based approach that allows each individual to process information and make a decision.

Move-Secure-Defend – Quick Reference

The Move-Secure-Defend model describes protective actions taken by teachers and staff (school stakeholders) to keep students safe while executing a Lockdown protocol. The Move-Secure-Defend model is an options-based approach. Teachers and staff are entrusted to act in the safest manner for themselves and their students. They are authorized to adapt based on situational awareness (active awareness). Situational Awareness is the use of your senses – stop, look, listen, smell, and feel, in order to gather information and then act as warranted (informed decisions).

Move- Move away from danger to a place of safety using intentional movements.

- Have a specific safe location as the goal of your movement.
- Move with intention and purpose from transition point to transition point (e.g., classroom to doorway, doorway to hall intersection, etc.).
- Stop at each transition point and reassess – proceed if reasonable, adapt if necessary. Safety, not speed, is the goal.

Secure- Secure spaces quickly and completely with an emphasis on preventing entry. Note: securing your space generally is the safest option.

- School staff will secure classrooms by locking the door and may include barricading the entrance.
- Once secured, occupants of the room may be moved to designated safe areas in the room away from views from interior hallways and windows.
- Occupants of a classroom should look for cover (preferred) or concealment. Cover is behind something that can stop bullets. In addition to concealing you, it provides protection from being shot. Concealment is being behind something that prevents a bad guy from seeing you but won't stop bullets. You can't be seen, but you are still vulnerable.
- Close interior window coverings, if practicable and safe.
- If in a common space move to available securable space and secure it.
- If securable space is not readily available, move with students out of the building to the predesignated off-site location.
- If outside the building, at the initiation of a lockdown, move to the predetermined offsite location.
- Do not open secured doors until it is opened by responders or the designated all clear signal has been given.

Defend- Defend aggressively as your life may depend on it. Defense should be the last available option, but once started incapacitation of the shooter is the goal. Use pre-planned or improvised weapons to assist in the defense of yourself or others, e.g., a bat, golf club, fire extinguisher, etc.

Instructional Continuity Plan

"an instructional continuity plan to establish communication with pupils and their families and provide instruction to pupils when in-person instruction is disrupted due to an emergency.... The plan shall include all the following:

(i) Procedures for pupil engagement, as soon as practicable, and no later than five calendar days following the emergency. Procedures shall be designed to establish two-way communication with pupils and their families and identify and provide support for pupils' social-emotional, mental health, and academic needs.

As soon as possible and within five days following an emergency, Happy Valley will communicate with families and students through various modes of communication. We will have district/countywide communication come from our superintendent or designee, who will email/send through our communication application. This countywide communication will cover updates regarding the emergency and available student and family support offered throughout the county. Specifically, these communications will include any necessary details regarding shelter, food banks, and mental health resources. We will reach out directly to students and families to establish two way communication to ensure all families are connected to school and aware of the communication and resources being offered countywide.

Through this communication, school teams will establish a feasible mode of academic engagement during this time.

(ii) A plan to provide access to in-person instruction or remote instruction pursuant to Sections 51747 and 51749.5, as soon as practicable, but no later than 10 instructional days following the emergency. The plan may include support to pupils and families to enroll in or be temporarily reassigned to another school district, county office of education, or charter school."

In-person or Remote Instruction:

As soon as possible and within 10 instructional days, students and families will have access to either in-person or remote instruction. We have prepared independent studies/remote instruction packets both online or paper-based that can be tailored for individual students. Families will have the opportunity to participate in in-person instruction at school if possible. Our Resource Teachers will also check in with their students and provide support for students with IEPs. Every effort will be made to continue special education services during emergencies. During this time both district/countywide and site-based communication outlined above will continue.

Adaptations for Students with Disabilities

Classrooms have an aide in the room for 3.75 hours a day and they will assist a student with disabilities as needed. Students with disabilities will also be assigned a buddy who can assist with evacuation and help with supporting the student if needed. There may be specific students with 1:1 aides.

Opioid Prevention and Life-Saving Response Procedures

Narcan is available in the office if needed.

Response Procedures for Dangerous, Violent, or Unlawful Activity

This is covered in the Comprehensive School Safety Plan Part II, Internal Components.

Procedures for Immigration Enforcement Notification

(Education Code § 32282, as amended by SB 98, Chapter 124, Statutes of 2024)

In accordance with Education Code § 32282, as amended by Senate Bill 98 (2024), this Comprehensive School Safety Plan includes procedures for notifying parents/guardians, teachers, school staff, and members of the school community when immigration enforcement is confirmed to be present on the school campus.

Notification Procedures:

1. Confirmation of Presence

- Immigration enforcement is considered “confirmed” when school administration has verified, through direct observation or reliable communication, the physical presence of immigration enforcement officers on school grounds.

2. Timely Notification

- Upon confirmation, the Principal or designee will initiate immediate notification to:
 - Parents/guardians of enrolled students
 - All certificated and classified staff
 - Relevant school community members (e.g., PTA, advisory councils)
- Notification will occur using existing emergency communication systems (phone, text, email, and/or automated messaging).

3. Content of Notification

- The notification will include:
 - The date and time of the confirmed presence
 - The location on or near campus
 - General nature of the enforcement activity, if known
 - A statement affirming the school’s commitment to maintaining a safe and supportive environment for all students and families

4. Confidentiality and Rights

- Notifications will not disclose personally identifiable information about students or families.
- Staff will be reminded of their obligations under state law and district policy regarding student privacy and the prohibition of discrimination or harassment.

5. Staff Training

- Annual staff training will include procedures for identifying, confirming, and reporting the presence of immigration enforcement, as well as guidelines for communicating with students and families in a trauma-informed manner.

6. Review and Update

- These procedures will be reviewed annually with the School Safety Planning Committee and updated as needed.
- This section of the CSSP will remain operative until January 1, 2031, consistent with the statutory sunset date.

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 5141.4: Child Abuse Prevention And Reporting

Status: ADOPTED

Original Adopted Date: 03/11/2015 | **Last Revised Date:** 10/08/2025 | **Last Reviewed Date:** 10/08/2025

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

Child Abuse Prevention

The district's instructional program may provide age-appropriate and culturally sensitive child abuse prevention curriculum which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse.

The district's program also may include age-appropriate instruction in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The Superintendent or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5)

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

Procedures for reporting child abuse, as specified in Penal Code 11164-11174.3, shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

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.

The Superintendent or designee shall provide training regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)

Policy 3516: Emergencies And Disaster Preparedness Plan

Status: ADOPTED

Original Adopted Date: 06/20/2018 | **Last Revised Date:** 05/08/2024 | **Last Reviewed Date:** 05/08/2024

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act, the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act of 1973. Such procedures shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, school psychologists, counselors, school nurses, teachers, and classified employees. As appropriate, the Superintendent shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs. (Education Code 32282)

District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

Policy 5144.1: Suspension And Expulsion/Due Process

Status: ADOPTED

Original Adopted Date: 11/14/2018 | **Last Revised Date:** 10/09/2024 | **Last Reviewed Date:** 10/09/2024

The Governing Board 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 any 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 based solely on a student's truancy, tardiness, or absenteeism from assigned school activities. (Education Code 48900)

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 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, 287, 288, or 289, or former 288a, 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. (Education Code 48918(j))

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 or unenrolled except under limited circumstances in accordance with Education Code 8489.1 and as specified in Administrative Regulation 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 the students due process rights under the law. The Superintendent 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 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 or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term 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:** 05/14/2025 | **Last Reviewed Date:** 05/14/2025

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

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

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

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

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

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

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

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

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

Use of Pepper Spray

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

Reporting of Injurious Objects

Employees shall take immediate action upon being made aware that any person is in possession of a weapon or unauthorized injurious object on district property or at a district related or school-sponsored activity. Employees shall exercise their best judgment as to the potential danger involved and do one of the following:

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

3. Immediately call 911 and the principal or supervisor

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

Policy 5145.3: Nondiscrimination/Harassment

Status: ADOPTED

Original Adopted Date: 06/20/2020 | **Last Revised Date:** 08/13/2025 | **Last Reviewed Date:** 08/13/2025

The Governing Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities.

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

The Board prohibits, at any district school or activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

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

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

Because unlawful discrimination could occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

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

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6; 34 CFR 106.8)

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

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be

investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

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

When a student has been suspended, or other means of correction have been implemented against the student for an incident of racist bullying, harassment, or intimidation, the principal or designee may engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee may also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

When appropriate, based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Complaints alleging unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures, when required by law. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.

Record-Keeping

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

Policy 5132: Dress And Grooming

Status: ADOPTED

Original Adopted Date: 11/13/2019 | **Last Reviewed 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 | **Last Revised Date:** 05/08/2024 | **Last Reviewed Date:** 05/08/2024

The Governing Board 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 or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and responding appropriately to 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 or designee's strategies for responding to 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)

A student shall not be denied recess unless the student's participation poses an immediate threat to the physical safety of the student or to the physical safety of one or more of the student's peers. If, due to such immediate threat, a student is denied recess, staff shall make all reasonable efforts to resolve the threat and minimize the student's exclusion from recess, to the greatest extent practicable. (Education Code 49056)

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

The principal or designee at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and administrative regulations. The Board, at an open meeting, may 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, providing interventions and supports to students, as well as 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 support and/or 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 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 or designee may 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: 02/12/2020 | **Last Revised Date:** 01/17/2024 | **Last Reviewed Date:** 01/17/2024

This policy shall apply to all acts constituting bullying related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a welcoming, safe, and supportive school environment that protects students from physical, mental, 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 or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent 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 Administrative Regulation 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 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 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 or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

District families are encouraged to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

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 | **Last Reviewed 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: 06/10/2020 | **Last Revised Date:** 08/13/2025 | **Last Reviewed Date:** 08/13/2025

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

Complaints Subject to UCP

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

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

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

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

A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243, 244)
14. Local control and accountability plan (Education Code 52075)

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

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

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

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

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

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

Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services (5 CCR 4611)

3. Any complaint alleging that a student, while in an education program or activity, was subjected to sexual harassment, as defined in 34 CFR 106.30

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

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

**QUARTERLY DISTRICT STATUS REPORT OF UNIFORM COMPLAINTS
TO THE COUNTY SUPERINTENDENT OF SCHOOLS
QUARTER ENDED December 31, 2025**

DISTRICT: Happy Valley Elementary Date Reported to District Governing Board February 11, 2026

I. INSTRUCTIONAL MATERIALS

A) Insufficient textbooks or instructional materials in the classroom:

# of Complaints 0	# of Complaints Resolved 0	# of Complaints Unresolved* 0
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- Explanation: _____

B) Insufficient textbooks or instructional materials to take home:

# of Complaints 0	# of Complaints Resolved 0	# of Complaints Unresolved* 0
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- Explanation: _____

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

# of Complaints 0	# of Complaints Resolved 0	# of Complaints Unresolved* 0
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- Explanation: _____

II. TEACHER VACANCY OR MISASSIGNMENT

A) No assigned certified teacher at beginning of semester:

# of Complaints 0	# of Complaints Resolved 0	# of Complaints Unresolved* 0
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- Explanation: _____

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

# of Complaints 0	# of Complaints Resolved 0	# of Complaints Unresolved* 0
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- Explanation: _____

C) Teacher instructing class lacking subject matter competency:

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

- Explanation: _____

III. FACILITIES

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

# of Complaints 0	# of Complaints Resolved 0	# of Complaints Unresolved* 0
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- Explanation: _____

EXHIBIT B
BEFORE THE BOARD OF TRUSTEES OF THE
HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT
SANTA CRUZ COUNTY, CALIFORNIA

RESOLUTION NO. 25-26-03

In the Matter of the Decision	)	RESOLUTION TO RELEASE
To Release Temporary	)	TEMPORARY CERTIFICATED
Certificated Employees	)	EMPLOYEES

WHEREAS, the Board of Trustees is authorized under Education Code section 44954(b) to give, at any time before the end of the current school year, a notice of release for the succeeding school year to any temporary certificated employee who has served during one school year at least seventy-five percent (75%) of the number of days the regular schools of the District are maintained;

WHEREAS, the employees listed in Attachment "A" are temporary certificated employees who have served or will serve during one school year at least seventy-five percent (75%) of the number of days the regular schools of the District are maintained;

WHEREAS, the Board of Trustees has received a recommendation from the District Superintendent or other appropriate District administrator(s) to release the temporary employees listed in Attachment "A"; and

WHEREAS, the Board of Trustees has discussed the recommendation made by the administration and concurs in said recommendation;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees determines that the employees listed in Attachment "A" shall be released from employment at the end of the current

school year and hereby authorizes the District Superintendent or the Superintendent's designee to give notice, in accordance with the requirements of Education Code section 44954(b), to such employees of the Board of Trustees' decision to release them. The District Superintendent or the Superintendent's designee is further authorized to take any other actions necessary to effect the intent of this Resolution.

This Resolution was adopted at a meeting of the Board of Trustees of the Happy Valley Elementary School District held on February 11, 2026.

AYES: _____

NOES: _____

ABSENT: _____

President, Board of Trustees

I, _____, Clerk of the Board of Trustees of this school district, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board of Trustees at its meeting held on February 11, 2026.

Clerk, Board of Trustees

ATTACHMENT "A"

HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT

**RELEASE OF TEMPORARY CERTIFICATED
EMPLOYEES**

- | | | | |
|----|------------------|---------|--------------------|
| 1. | Employee ID #167 | HRLY | EL Support Teacher |
| 2. | Employee ID #57 | .20 FTE | Art Teacher |
| 3. | Employee ID #178 | .20 FTE | Music Teacher |

EXHIBIT A

EDUCATION CODE 44954

§ 44954. Release of temporary employees

Governing boards of school districts may release temporary employees requiring certification qualifications under the following circumstances:

- (a) At the pleasure of the board prior to serving during one school year at least 75 percent of the number of days the regular schools of the district are maintained.
- (b) After serving during one school year the number of days set forth in subdivision (a), if the employee is notified before the end of the school year of the district's decision not to reelect the employee for the next succeeding year.

HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT
2026-2027 SCHOOL CALENDAR
Draft

JULY 2026					JANUARY 2027				
M	T	W	T	F	M	T	W	T	F
		1	2	3					1
		4th of July Observed							
6	7	8	9	10	4	5	6	7	8
13	14	15	16	17	11	12	13	14	15
20	21	22	23	24	18	19	20	21	22
27	28	29	30	31	25	26	27	28	29
AUGUST 2026					FEBRUARY 2027				
M	T	W	T	F	M	T	W	T	F
3	4	5	6	7	1	2	3	4	5
10	11	12	13	14	8	9	10	11	12
17	18	19	20	21	15	16	17	18	19
24	25	26	27	28	22	23	24	25	26
31									
14 Instructional Days					18 Instructional Days				
SEPTEMBER 2026					MARCH 2027				
M	T	W	T	F	M	T	W	T	F
	1	2	3	4	1	2	3	4	5
7	8	9	10	11	8	9	10	11	12
14	15	16	17	18	15	16	17	18	19
21	22	23	24	25	22	23	24	25	26
28	29	30			29	30	31		
21 Instructional Days					22 Instructional Days				
OCTOBER 2026					APRIL 2027				
M	T	W	T	F	M	T	W	T	F
			1	2				1	2
5	6	7	8	9	5	6	7	8	9
12	13	14	15	16	12	13	14	15	16
19	20	21	22	23	19	20	21	22	23
26	27	28	29	30	26	27	28	29	30
21 Instructional Days					17 Instructional Days				
NOVEMBER 2026					MAY 2027				
M	T	W	T	F	M	T	W	T	F
2	3	4	5	6	3	4	5	6	7
9	10	11	12	13	10	11	12	13	14
16*	17*	18*	19*	20*	17	18	19	20	21
23	24	25	26	27	24	25	26	27	28
30					31				
15 Instructional Days					20 Instructional Days				
DECEMBER 2026					JUNE 2027				
M	T	W	T	F	M	T	W	T	F
	1	2	3	4		1	2	3	4
7	8	9	10	11	7	8	9	10	11
14	15	16	17	18	14	15	16	17	18
21	22	23	24	25	21	22	23	24	25
28	29	30	31		28	29	30		
14 Instructional Days					Juneteenth Day Observed				
Every Friday is a restructured day- Grades TK-6th are dismissed at 12:30pm. Student Days 180, Teacher Contract Days 185									
○ First/Last day of school					*Parent/Teacher conferences				

HVESD Strategic Plan

Our Mission

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.

Our Vision

Happy Valley will be a place where all students will be prepared for academic, social, and emotional success for the next stages of life and school.

Our Core Values

- Provide an exceptional education with high expectations
- Value honesty and integrity
- Engage our diverse community
- Cultivate aware and involved citizens
- Recruit, retain and support high quality staff
- Honor students as individuals with a focus on the whole child
- Foster a small school environment
- Provide a safe place both academically and emotionally
- Create a growth mindset

Happy Valley Goals

I. Student Achievement and Engagement

- Provide differentiation for all students
- Provide enrichment activities such as garden, library, art and music
- Evaluate current teaching practices and investigate curriculum that supports all learners
- Provide social and emotional supports for all students

II. Fiscal Stewardship

- Maintain balanced budget
- Provide safe and well-maintained facilities

III. Public Relations

- Communicate transparently to the school community about important Board decisions
- Support community engagement and Provide events where the community is invited (i.e. Heroes of Happy Valley)
- Collaborate with the HVES Parent Club
- Participate in work days that enhance the campus

IV. Human Resources

- Retain, recruit (when necessary) and support high quality staff
- Create positive relations between the staff and school board

Please see action steps and metrics below.

Goal I. Student Achievement and Engagement

Action Step 1: Evaluate Current Teaching Practices and Investigate Curriculum that Supports All Differentiation for All Learners																																																																																																																									
Metrics, Measurement	Data listing criteria for support. Schedule of student contacts with baseline scores. Intervention Program and results Benchmark/ report card data Dashboard Data																																																																																																																								
Baseline	Intervention provided 2.5 days per week, in every classroom. Spring 2024 CAASPP data <i>*Scaled scores show maintenance of growth in ELA and Math</i> <table><tr><th>CAASPP Scores</th><th>2022 ELA</th><th>2023 ELA</th><th>2024 ELA</th><th>2022 Math</th><th>2023 Math</th><th>2024 Math</th></tr><tr><td>3rd</td><td>100%</td><td>100%</td><td>82%</td><td>95%</td><td>87%</td><td>86%</td></tr><tr><td>4th</td><td>82%</td><td>85%</td><td>71%</td><td>53%</td><td>70%</td><td>82%</td></tr><tr><td>5th</td><td>83%</td><td>94%</td><td>86%</td><td>50%</td><td>63%</td><td>59%</td></tr><tr><td>6th</td><td>79%</td><td>80%</td><td>90%</td><td>53%</td><td>70%</td><td>73%</td></tr><tr><td>OVERALL</td><td>86%</td><td>90%</td><td>82%</td><td>64%</td><td>73%</td><td>75%</td></tr></table> Trimester 3 2024 Report Card Data <table><tr><th></th><th>ELA RC (T3) 22.23</th><th>ELA RC (T3) 23.24</th><th>Writing RC (T3) 22.23</th><th>Writing RC (T3) 23.24</th><th>Math RC (T3) 22.23</th><th>Math RC (T3) 23.24</th><th>Math RC (T3) 21.22</th></tr><tr><td>Kinder</td><td>2.93</td><td>2.85</td><td>2.95</td><td>2.73</td><td>3.00</td><td>2.97</td><td>2.86</td></tr><tr><td>1st</td><td>3.02</td><td>2.94</td><td>2.93</td><td>2.8</td><td>3.03</td><td>2.92</td><td>2.72</td></tr><tr><td>2nd</td><td>3.15</td><td>2.87</td><td>2.75</td><td>2.75</td><td>3.18</td><td>2.85</td><td>3.5</td></tr><tr><td>3rd</td><td>3.25</td><td>3.42</td><td>2.77</td><td>2.85</td><td>2.93</td><td>2.97</td><td>3.25</td></tr><tr><td>4th</td><td>3.13</td><td>2.93</td><td>2.95</td><td>2.97</td><td>3.03</td><td>2.73</td><td>na</td></tr><tr><td>5th</td><td>2.88</td><td>2.95</td><td>2.93</td><td>3.05</td><td>3.00</td><td>2.92</td><td>3.00</td></tr><tr><td>6th</td><td>2.93</td><td>3</td><td>3.23</td><td>3.2</td><td>3.13</td><td>3.07</td><td>2.68</td></tr><tr><td>Total</td><td>3.04</td><td>2.99</td><td>2.93</td><td>2.91</td><td>3.04</td><td>2.92</td><td>3.00</td></tr></table>							CAASPP Scores	2022 ELA	2023 ELA	2024 ELA	2022 Math	2023 Math	2024 Math	3rd	100%	100%	82%	95%	87%	86%	4th	82%	85%	71%	53%	70%	82%	5th	83%	94%	86%	50%	63%	59%	6th	79%	80%	90%	53%	70%	73%	OVERALL	86%	90%	82%	64%	73%	75%		ELA RC (T3) 22.23	ELA RC (T3) 23.24	Writing RC (T3) 22.23	Writing RC (T3) 23.24	Math RC (T3) 22.23	Math RC (T3) 23.24	Math RC (T3) 21.22	Kinder	2.93	2.85	2.95	2.73	3.00	2.97	2.86	1st	3.02	2.94	2.93	2.8	3.03	2.92	2.72	2nd	3.15	2.87	2.75	2.75	3.18	2.85	3.5	3rd	3.25	3.42	2.77	2.85	2.93	2.97	3.25	4th	3.13	2.93	2.95	2.97	3.03	2.73	na	5th	2.88	2.95	2.93	3.05	3.00	2.92	3.00	6th	2.93	3	3.23	3.2	3.13	3.07	2.68	Total	3.04	2.99	2.93	2.91	3.04	2.92	3.00
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5th	2.88	2.95	2.93	3.05	3.00	2.92	3.00																																																																																																																		
6th	2.93	3	3.23	3.2	3.13	3.07	2.68																																																																																																																		
Total	3.04	2.99	2.93	2.91	3.04	2.92	3.00																																																																																																																		
2025-26 Tasks	Students of greatest need are given first priority for intervention. Provide disaggregated data throughout the school year that includes all levels of learners.																																																																																																																								
Results																																																																																																																									

Action Step 2: Provide Enrichment Activities	
Metrics, Measurement	Survey results Schedule of pull outs and after school activities Survey of students/parents/teachers
Baseline	All students invited to Sprouts Day Camps. The District covers the cost for students in need. 2024-25 After School care for Kindergarten-6th grade daily. District covers the cost of students in need.
2025-26 Tasks	Revisit after school opportunities in the future, discuss with parent club in the spring. Look for opportunities during the school day to enrich student experiences.
Results	

Action Step 3: Provide Social and Emotional Supports for All Students	
Metrics, Measurement	Counseling program Information about PeaceBuilder Program Parent, staff and student surveys
Baseline	2023-24: 22 students 2023 Parent Survey: 94% believe students' social and emotional needs are met. Best practices and training shared at staff and aide meetings.
2025-26 Tasks	Continue with counseling and PeaceBuilder Program
Results	

Goal II. Fiscal Stewardship

Action Step 1: Maintain Balanced Budget	
Metrics, Measurement	Board Reports Positive certification from the COE

Baseline	2024-25 Adopted Budget: Positive certification from the COE Concern about MYP
2025-26 Tasks	Seek to make cuts or find alternative funding opportunities. Fiscal stability plan if needed Consider District fundraising to the general fund Consider Bond in the future Fundraising committee
Results	

Action Step 2: Provide Safe and Well-Maintained Facilities	
Metrics, Measurement	SARC Workmans' Comp
Baseline	Summer 2023 Maintenance Worker hired Ongoing list of needs Regular janitorial support in classrooms
2025-26 Tasks	Hire a part time maintenance worker to maintain facilities and look for safety and maintenance needs. Modernization Project Evaluate services and outcome of projects.
Results	

Action Step 3: Launch fundraising campaign	
Metrics, Measurement	Budget Cost of planned construction, particularly finishing the current project
Baseline	Current state of the budget and WHY
2025-26 Tasks	Consider support from outside, including alumni Call to action to our families to find donors Look for possible grants Consider combining community event with fundraising kickoff Revisit educating people about the endowment and parcel tax Reach out to the Alumni who we know would be willing to contribute.

Results	
---------	--

Goal III. Public Relations

Action Step 1: Support Community Engagement and Provide Events that the Community is invited to (i.e. Heroes of Happy Valley)	
Metrics, Measurement	List of events
Baseline	2023-24 there were 2 field days Calendar of events shared with board members (ie. Redwood Gala)
2025-26 Tasks	Reengage Board presence at all events Consider outside school community events Discuss fundraising Review tenants and by-laws of Heroes of Happy Valley. Attend the SCZCSBA meetings Focus on Heroes of Happy Valley.
Results	

Action Step 2 Collaborate with the HVES Parent Club	
Metrics, Measurement	Agendas Events
Baseline	Regular involvement of board, staff and administration at Parent Club meetings and functions May 2024 Community BBQ
2025-26 Tasks	Outreach to Parent Club (possible committees, including fundraising) Provide yearly calendar Regular report from Parent Club Representative Board members to attend Parent Club Meetings
Results	

Action Step 3: Communicate Transparently to the School Community About Important Board Decisions	
Metrics, Measurement	Newsletters Website Community response at Board Meetings
Baseline	Weekly Newsletters
2025-26 Tasks	Provide monthly board meetings on the Friday newsletter Find ways to encourage attendance Respond to parents as needed.
Results	

Goal IV. Human Resources

Action Step 1: Retain, Recruit (when necessary) and Support High Quality Staff	
Metrics, Measurement	Salary Schedule List of retention of teachers CBA
Baseline	2024 1 new teacher 1% raise
2025-26 Tasks	Maintain current practices
Results	

Action Step 2: Create Positive Relations Between the Staff and School Board	
Metrics, Measurement	Staff reports at Board meetings Surveys
Baseline	2024 Board members attended beginning of the year breakfast and the 6th grade graduation 2024 All board members participated in the Community BBQ and work day
2025-26 Tasks	Possible Board Retreat Attend beginning of the year breakfast, other events available Ensure board presence at all major events Plan for/attend outside of school community events, such as events

	hosted at the school during non-school hours.
Results	

** Last update 5/13/2025*

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 **MONDAY, MARCH 16, 2026**. 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 2026 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, 2026 - March 31, 2028

**denotes incumbent*

☐

Drew McAllister (San Benito COE)

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.

***Please note as of 2025, subregion 9A will have 1 loss of an elected seat**

Subregion 9-A (San Benito, Santa Cruz)

Mark Becker (San Lorenzo Valley USD), term expires 2025

Patricia Nehme (San Benito HSD), term expires 2026

Vacant, term expires 2026

Subregion 9-B (Monterey)

David Kong (Greenfield Union SD), 2025

Veronica (Ronnie) Miramontes (Monterey Peninsula USD), term expires 2026

Subregion 9-C (San Luis Obispo)

Mark Buchman (San Luis Coastal USD), term expires 2026

Vacant, term expires 2025

County Delegate:

Vacant, term expires 2025

Counties

San Benito, Santa Cruz (Subregion A)

Monterey (Subregion B)

San Luis Obispo (Subregion C)

Delegate Assembly Nomination/Appointment Biographical Sketch Form 2026 (2)

Use this required biographical sketch form for the Delegate Assembly. Forms must be submitted no later than **11:59 p.m.** on

January 7, 2026. We strongly advise to print the completed PDF form for your records. It is the nominee or appointee's

responsibility to confirm that CSBA has received nomination/appointment materials prior to the deadline. * Required

1. I have been... *

☐ Appointed

☒ Nominated

2. Your signature indicates your consent to serve as a Delegate. *

Drew McAlister

3. Your signature indicates your consent to be placed on the ballot and serve as a Delegate, if elected. *

Drew McAlister

4. Full name *

Andrew B. McAlister

5. Region/subregion * 1A

- ☐ 1B
- ☐ 2C
- ☐ 2 - County
- ☐ 3A
- ☐ 3C
- ☐ 3D
- ☐ 4A
- ☐ 4C
- ☐ 4D
- ☐ 4 - County
- ☐ 5A
- ☐ 5B
- ☐ 6A
- ☐ 6B
- ☐ 6C
- ☐ 6 - County
- ☐ 7A
- ☐ 7B
- ☐ 8A
- ☐ 8C
- ☐ 8D
- ☐ 8 - County
- ☒ **9A**
- ☐ 9B
- ☐ 9C
- ☐ 10B
- ☐ 10C
- ☐ 10 - County
- ☐ 11A
- ☐ 11B
- ☐ 12A
- ☐ 12B
- ☐ 12 - County
- ☐ 15
- ☐ 16B
- ☐ 16 - County
- ☐ 17
- ☐ 18A
- ☐ 18B
- ☐ 18 - County
- ☐ 20
- ☐ 20 - County
- ☐ 22
- ☐ 23A
- ☐ 23B

- 23C
- 24

6. Name of District or COE *

San Benito County Office of Ed

7. Years on board *

6 years at the COE, 4 years at Aromas San Juan USD

8. Profession

Business

9. Contact number *

925.785.1530

10. Primary email address *

dmcalister@sbcoe.k12.ca.us

11. Are you an Incumbent Delegate? *

Yes

• No

12. Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. *

I am interested in serving as a Delegate because I have spent more than thirty years deeply engaged in public education and believe strongly in the role collaboration and advocacy play in strengthening our schools. Through both my professional work with school districts across California and my personal service as a parent and board member, I have seen that students thrive when schools are supported by informed, engaged communities and when governance is grounded in practical experience and shared purpose. Serving as a Delegate would allow me to contribute meaningfully to that work at a broader level.

I would bring to the Delegate Assembly extensive governance experience, a strong understanding of school operations, and a proven record of collaborative leadership. My service includes fifteen years on the Associate Member Committee Board for the California Association of School Business Officials (CASBO), where I served as Board President and was honored as State Associate Member of the Year. I have also served on multiple PTA boards as a legislative liaison, gaining firsthand experience advocating for students and families. Elected to the Aromas-San Juan Unified School District Board, and I am currently in my second term as a Trustee for

the San Benito County Office of Education. These roles have equipped me with the skills to listen thoughtfully, represent diverse perspectives, and contribute constructively to policy discussions in service of California's students and school communities.

13. Please describe your activities and involvement on your local board, community, and/or CSBA. *

I have served as Board President for both at Aromas San Juan USD and the San Benito County office of Ed. I am currently on the board of Aromas Neighbors Helping Neighbors. Our programs include food distribution twice a month, providing lunches for homebound sick & shut-ins, jackets and school supplies for children, adopting families in need during the holidays and crisis support.

14. What do you see as the biggest challenge facing governing boards and how can CSBA help address it? *

California's education community has much to be proud of-exceptional teachers, dedicated staff, and capable administrators. Yet governing boards are operating in an increasingly complex environment marked by state budget deficits, declining enrollment, aging buildings, funding uncertainty, and the gradual erosion of local control. The greatest challenge facing boards today is navigating these pressures while remaining focused on student outcomes and long-term community stability. Meeting this challenge requires informed, steady leadership and a willingness to work collaboratively across districts and regions. CSBA plays a critical role by providing advocacy, training, and practical guidance that help boards make sound decisions in difficult circumstances. This support is especially vital for small, rural counties, which often lack the resources of larger districts but carry the same governance responsibilities. By continuing to elevate their voices and tailor support to their needs, CSBA can help ensure that all governing boards are equipped to lead effectively and sustainably.

CSBA UPDATE CHECKLIST – January 2026

District Name: Happy Valley Elementary School District

Contact Name: Michelle Stewart, Superintendent Phone: 831-429-1456

Email: mstewart@hvesd.com

POLICY	TITLE	OPTIONS/BLANKS	ADOPTION DATE	MANDATED
BP 0450	Comprehensive Safety Plan	OPTION 1: ☐ OPTION 2: ☒		
AR 0450	Comprehensive Safety Plan			
BP 1340	Access to District Records			
AR 1340	Access to District Records			
BP 1445	Response To Immigration Enforcement	NEW POLICY		M
AR 1445	Response To Immigration Enforcement	NEW REGULATION		M
BP 5125	Student Records			M and C
AR 5125	Student Records			M
BP 5125.1	Release of Directory Information			M
AR 5125.1	Release of Directory Information			M and C
E(1) 5125.1	Release of Directory Information	Fill in Blanks 		
BP 5145.13	Response to Immigration Enforcement	Delete BP ☒ Yes ☐ No		
AR 5145.13	Response to Immigration Enforcement	Delete AR ☒ Yes ☐ No		
AR 5111.1	District Residency			

CSBA POLICY GUIDE SHEET

January 2026

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes and minor revisions have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Board Policy 0450 - Comprehensive Safety Plan

Policy updated in conjunction with the accompanying administrative regulation.

Administrative Regulation 0450 - Comprehensive Safety Plan

Regulation updated to reflect **NEW LAW (SB 848, 2025)** which (1) expands the list of persons who may cooperate in the review of the comprehensive school safety plan (CSSP) to include the district's public entity risk pool joint powers authority or insurance provider, (2) adds child neglect to the reporting procedures required to be included in the CSSP, (3) requires, when the CSSP is next reviewed and updated, or by no later than July 1, 2026, that the CSSP includes procedures specifically designed to address the supervision and protection of children from child abuse or neglect or sex offenses, (4) adds a sex offense that has occurred on campus to acts that the principal is authorized to notify parents/guardians and employees of, and (5) expands the definition of "violent crime." Additionally, regulation updated to reflect **NEW LAW (SB 98, 2025)**, which requires, when a CSPP is next reviewed and updated, but no later than March 1, 2026, to include procedures specifically designed to notify parents/guardians and district staff when the school confirms the presence of immigration enforcement on a school site. In addition, regulation updated to reflect **NEW LAW (AB 962, 2025)** which authorizes districts to prohibit a student from possessing or using a smartphone in the case of an emergency or in response to a perceived threat of danger, if the prohibition is explicitly addressed in the district's CSSP.

Board Policy 1340 - Access to District Records

Policy reviewed in conjunction with the accompanying administrative regulation.

Administrative Regulation 1340 - Access to District Records

Regulation updated to reflect **NEW LAW (AB 1004, 2025)** which provides that any record that contains financial information provided by an Indian tribe to a public agency as a condition of or requirement for receiving financial assistance is confidential, not considered to be a public record, and not be open to public inspection. Additionally, regulation updated to provide that an individual's immigration status may only be disclosed in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement. In addition, regulation updated to reflect **NEW LAW (AB 370, 2025)** which includes, in the definition of "unusual circumstances" whereby the Superintendent or designee may extend the 10-day limit to initially respond to a request for public records, (1) the inability to access electronic servers or systems due to a cyberattack, but only until the district regains its ability to search for and obtain electronic records, and (2) the need to search for, collect, and examine records when a state of emergency, in addition to currently affecting the district's ability to timely respond, directly affects this ability.

NEW - Board Policy 1445 - Response to Immigration Enforcement

New policy includes a significant amount of material that was formerly in Board Policy/Administrative Regulation 5145.13 - Response to Immigration Enforcement, and addresses a district's response to immigration enforcement including **NEW LAW (AB 495, 2025)** which requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes." Additionally, new policy includes list of actions that district staff are prohibited from undertaking, unless an exception applies, related to (1) citizenship or immigration status of a student or the student's family members, (2) education records of or any information about a student or a student's family or household, (3) personnel records, personal information, or any other confidential information of an employee, and (4) permission to an officer or employee of an agency conducting immigration enforcement to enter a school bus or other transportation provided by the district, a nonpublic

area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring. In addition, new policy reiterates the prohibition against obstructing, interfering with, or otherwise impeding an officer or employee of an agency conducting immigration enforcement who nonetheless enters district-provided transportation, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring. New policy also includes that (1) the Superintendent or designee is required to report to the Governing Board any requests by an officer or employee of an agency conducting certain immigration enforcement actions, (2) students may not be denied equal rights and opportunities, or be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of the student's or family's immigration status or for the refusal to provide information related to the student's or family's immigration status, (3) resources and data collected by the district are prohibited from being used to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination, and (4) the Superintendent or designee is required to provide parents/guardians with specified information and notifications related to immigration status or religious beliefs and their rights related to immigration enforcement. Additionally, new policy provides that complaints alleging discrimination, harassment, intimidation, and bullying based on actual or perceived immigration status be filed in accordance with Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures and that the Superintendent or designee provide to the California Department of Education copies of this policy, any associated administrative regulation, and any other Board policies and administrative regulations required by Education Code 234.7.

NEW - Administrative Regulation 1445 - Response to Immigration Enforcement

New regulation includes a significant amount of material that was formerly in Board Policy/Administrative Regulation 5145.13 - Response to Immigration Enforcement, and addresses a district's response to immigration enforcement including **NEW LAW (AB 495, 2025)** which requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes." Additionally, new regulation provides direction on responding to (1) requests by an officer or employee of an agency conducting immigration enforcement for information about a student, a student's family or household, or a district employee, (2) requests by an officer or employee of an agency conducting immigration enforcement for access to a student or permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring, (3) immigration enforcement when any officer or employee of an agency conducting immigration enforcement is actually or imminently present on district property, and (4) instances when a student's parent/guardian has been detained by an agency conducting immigration enforcement or deported.

Board Policy 5125 - Student Records

Policy updated to provide that an individual's immigration status may only be disclosed in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement, with applicable material from this policy moved to/already contained within Board Policy/Administrative Regulation 1445.

Administrative Regulation 5125 - Student Records

Regulation updated to define "district officials and employees," and, for accuracy, to use this term, rather than "school officials and employees." Additionally, regulation updated to reference **NEW LAW (AB 495, 2025)** which (1) requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes," and (2) changes the definition of "relative", for purposes of a Caregiver's Authorization Affidavit, to include any adult who is related to the child by blood, adoption, or affinity within the fifth degree of kinship, including all stepparents, stepsiblings, and all relatives whose status is preceded by the words "great," "great-great," or "grand." In addition, regulation updated to (1) add that a request for student records by an officer or employee of an agency conducting immigration enforcement be denied except in accordance with Board

Policy/Administrative Regulation 1445 - Response to Immigration Enforcement, and (2) clarify that the annual parent/guardian notification includes a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will only be released in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

Board Policy 5125.1 - Release of Directory Information

Policy reviewed due to **NEW LAW (AB 495, 2025)** which requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes."

Administrative Regulation 5125.1 - Release of Directory Information

Regulation reviewed due to **NEW LAW (AB 495, 2025)** which requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes." Additionally, regulation updated to reflect **NEW LAW (AB 677, 2025)** which provides an exception to the consent requirement for release of directory information for a student experiencing homelessness by authorizing disclosure to facilitate an eye examination by a nonprofit eye examination provider or a free oral health assessment hosted by a school, unless consent is not given to the physical examination.

Exhibit(1) 5125.1 - Release of Directory Information

Exhibit updated due to **NEW LAW (AB 495, 2025)** which requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes."

DELETE - Board Policy 5145.13 - Response to Immigration Enforcement

Policy deleted, as being too narrowly focused on students given **NEW LAW (AB 495, 2025)** which expands requirement to develop policies in response to immigration enforce to encompass protections for staff, with significant amount of material added to new Board Policy 1445 - Response to Immigration Enforcement.

DELETE - Administrative Regulation 5145.13 - Response to Immigration Enforcement

Regulation deleted, as being too narrowly focused on students given **NEW LAW (AB 495, 2025)** which expands requirement to develop policies in response to immigration enforce to encompass protections for staff, with significant amount of material added to new Administrative Regulation 1445 - Response to Immigration Enforcement.



CSBA Policy Management Console

CSBA Sample District Policy Manual

Policy 0450: Comprehensive Safety Plan

Status: ADOPTED

Original Adopted Date: 11/01/2011 | Last Revised Date: 01/01/2026 | Last Reviewed Date: 01/01/2026

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

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

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

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

OPTION 1 ENDS HERE



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

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

OPTION 2 ENDS HERE

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

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

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

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

Tactical Response Plan

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

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

Safety Plan(s) Access and Reporting

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

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

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

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

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

State	Description
5 CCR 11987-11987.7	<u>School Community Violence Prevention Program requirements</u>
5 CCR 11992-11993	<u>Persistently dangerous schools; definition</u>
CA Constitution Article 1, Section 28	<u>Right to Safe Schools</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination</u>
Ed. Code 32260-32262	<u>Interagency School Safety Demonstration Act of 1985</u>
Ed. Code 32270	<u>School safety cadre</u>
Ed. Code 32280-32289.5	<u>School safety plans</u>
Ed. Code 32290	<u>Safety devices</u>
Ed. Code 35147	<u>School site councils and advisory committees</u>
Ed. Code 35183	<u>School dress code; uniforms</u>
Ed. Code 35266	<u>Reporting of cyberattacks</u>
Ed. Code 35291	<u>Rules</u>
Ed. Code 35291.5	<u>School-adopted discipline rules</u>
Ed. Code 41020	<u>Requirement for annual audit</u>
Ed. Code 44010	<u>Sex offense; definition</u>
Ed. Code 48900-48927	<u>Suspension and expulsion</u>
Ed. Code 48901.7	<u>Smartphone limitation or prohibition</u>
Ed. Code 48950	<u>Speech and other communication</u>
Ed. Code 48980	<u>Parent/Guardian notifications</u>
Ed. Code 49079	<u>Notification to teacher; student act constituting grounds for suspension or expulsion</u>
Ed. Code 49390-49395	<u>Homicide threats</u>
Ed. Code 49414.35	<u>Emergency treatment for opioid overdose</u>
Ed. Code 49414.6	<u>Student possession of opioid antagonist</u>
Ed. Code 67381	<u>Availability of information regarding crimes</u>
Gov. Code 11549.3	<u>Independent security assessment</u>
Gov. Code 54957	<u>Closed session meetings for threats to security</u>
Gov. Code 8586.5	<u>California Cybersecurity Integration Center</u>
Pen. Code 11164-11174.3	<u>Child Abuse and Neglect Reporting Act</u>

State	Description
Pen. Code 1192.7	<u>Criminal procedures</u>
Pen. Code 422.55	<u>Definition of hate crime</u>
Pen. Code 626.8	<u>Disruptions</u>
Pen. Code 667.5	<u>Violent felony; definition</u>
Federal	Description
20 USC 1400-1482	<u>Individuals with Disabilities Education Act</u>
20 USC 7111-7122	<u>Student support and academic enrichment grants</u>
20 USC 7912	<u>Transfers from persistently dangerous schools</u>
29 USC 794	<u>Rehabilitation Act of 1973; Section 504</u>
42 USC 12101-12213	<u>Americans with Disabilities Act</u>
6 USC 665k	<u>Federal Clearinghouse on School Safety Evidence-Based Practices</u>
Management Resources	Description
CA Office of the Attorney General Publication	<u>Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025</u>
California Department of Education	<u>Instructional Continuity Plan Guidance</u>
CSBA Publication	<u>Comprehensive School Safety Plans, July 2024</u>
CSBA Publication	<u>School Safety: Firearm Safety and Storage, May 2023</u>
CSBA Publication	<u>Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010</u>
CSBA Publication	<u>Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011</u>
Federal Bureau of Investigation Publication	<u>Uniform Crime Reporting Handbook, 2004</u>
Nat'l Assoc. of Secondary School Principals Pub	<u>The NASSP Principal Recovery Network Guide to Recovery</u>
U.S. Department of Education Publication	<u>Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007</u>
U.S. Department of Homeland Security Publication	<u>Behavioral Threat Assessment and Management in Practice 2024</u>
Website	<u>California Department of Education, Resources to Include Immigrant Families</u>
Website	<u>California Department of Education, LEA Immigration Enforcement Policy Submission</u>
Website	<u>California Department of Education, School Safety Elements and Resources</u>
Website	<u>California Department of Education, Language Services Policy and Process</u>
Website	<u>Schoolsafety.gov</u>
Website	<u>California Department of Education, Safe Schools Planning</u>
Website	<u>California Military Department</u>
Website	<u>California Department of Technology, Independent Security Assessment</u>
Website	<u>U.S. Department of Homeland Security, Fusion Centers</u>
Website	<u>California State Threat Assessment System</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>U.S. Secret Service, National Threat Assessment Center</u>

Management Resources

Website

Website

Website

Website

Website

Website

Website

Website

Website

Description

Centers for Disease Control and Prevention

Federal Bureau of Investigation

National Center for Crisis Management

National School Safety Center

California Department of Education, Safe Schools

California Governor's Office of Emergency Services

California Healthy Kids Survey

U.S. Department of EducationCSBA**Cross References**

0400

0410

0420

0420

0460

0460

0500

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1100

1112

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1113-E(1)

1220

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1312.3

1312.3

1312.3-E(1)

1312.3-E(2)

1313

1330

1330

1330.1

1340

1340

1400

1445

1445

Description

Comprehensive Plans

Nondiscrimination In District Programs And Activities

School Plans/Site CouncilsSchool Plans/Site Councils

Local Control And Accountability Plan

Local Control And Accountability Plan

Accountability

School Accountability Report Card

School Accountability Report CardCommunication With The Public

Media Relations

District And School Websites

District And School Websites

District And School Websites

Citizen Advisory CommitteesCitizen Advisory Committees

Uniform Complaint Procedures

Uniform Complaint ProceduresUniform Complaint ProceduresUniform Complaint Procedures

Civility

Use Of School FacilitiesUse Of School Facilities

Joint Use Agreements

Access To District Records

Access To District Records

Relations Between Other Governmental Agencies And The SchoolsResponse To Immigration Enforcement

Response To Immigration Enforcement

Cross References

	Description
2210	Administrative Discretion Regarding Board Policy
3510	<u>Green School Operations</u>
3511	<u>Energy And Water Management</u>
3511	Energy And Water Management
3513.3	Tobacco-Free Schools
3513.3	<u>Tobacco-Free Schools</u>
3514	Environmental Safety
3514	<u>Environmental Safety</u>
3514.1	<u>Hazardous Substances</u>
3514.1	Hazardous Substances
3514.2	Integrated Pest Management
3515	<u>Campus Security</u>
3515	Campus Security
3515.2	<u>Disruptions</u>
3515.2	Disruptions
3515.3	District Police/Security Department
3515.3	<u>District Police/Security Department</u>
3515.31	School Resource Officers
3515.4	<u>Recovery For Property Loss Or Damage</u>
3515.4	Recovery For Property Loss Or Damage
3515.5	<u>Sex Offender Notification</u>
3515.5	Sex Offender Notification
3515.7	Firearms On School Grounds
3516	Emergencies And Disaster Preparedness Plan
3516	<u>Emergencies And Disaster Preparedness Plan</u>
3516.1	Fire Drills And Fires
3516.2	<u>Bomb Threats</u>
3516.3	Earthquake Emergency Procedure System
3516.5	<u>Emergency Schedules</u>
3530	Risk Management/Insurance
3530	<u>Risk Management/Insurance</u>
3543	<u>Transportation Safety And Emergencies</u>
4112.41	<u>Employee Drug Testing</u>
4112.41	Employee Drug Testing
4119.11	Sexual Harassment
4119.11	<u>Sexual Harassment</u>
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4140	<u>Bargaining Units</u>
4141.6	Concerted Action/Work Stoppage

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4157	Employee Safety
4157	Employee Safety
4158	Employee Security
4158	Employee Security
4212.41	Employee Drug Testing
4212.41	Employee Drug Testing
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
4240	Bargaining Units
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4257	Employee Safety
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4312.41	Employee Drug Testing
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4319.11	Sexual Harassment
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4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
4331	Staff Development
4340	Bargaining Units
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5020	Parent Rights And Responsibilities
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5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment

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Conduct
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Student Disturbances
Student Disturbances
Use Of Seclusion And Restraint
Vandalism And Graffiti
Alcohol And Other Drugs
Alcohol And Other Drugs
Drug Testing
Tobacco
Tobacco
Steroids
Steroids
Weapons And Dangerous Instruments
Weapons And Dangerous Instruments
Mobile Communication Devices
Dress And Grooming
Dress And Grooming
Gangs
Gangs
Positive School Climate
Conflict Resolution/Peer Mediation
Infectious Diseases
Infectious Diseases
Child Abuse Prevention And Reporting
Child Abuse Prevention And Reporting
Suicide Prevention
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Safe Routes To School Program
Safe Routes To School Program
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6142.4	<u>Service Learning/Community Service Classes</u>
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6153	School-Sponsored Trips
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7214	General Obligation Bonds
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9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Regulation 0450: Comprehensive Safety Plan

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** 01/01/2026 | **Last Reviewed Date:** 01/01/2026

Development and Review of Comprehensive School Safety Plan

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

Additionally, the school site council may invite community leaders, local emergency medical services personnel, the district's public entity risk pool joint powers authority or insurance provider, and other persons who may be interested in the health and safety of students and the prevention of campus crime and violence to participate in the planning process. (Education Code 32280)

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

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

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

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

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

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

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

After the first evaluation or review is conducted, and after each annual evaluation or review, a school employee, a

student's parent/guardian or educational rights holder, or a student may bring concerns about an individual student's ability to access disaster safety procedures described in the CSSP to the principal. (Education Code 32282)

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

Content of the Comprehensive Safety Plan

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

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

10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions
11. If procedures to prepare for active shooters or other armed assailants by conducting a drill are included in the CSSP, the CSSP shall specify that:
 - a. The school will not conduct a high-intensity drill, as defined in Education Code 32282
 - b. Real weapons, gunfire blanks, or explosions will not be used in the conducting of the drill
 - c. A trauma-informed approach as specified in Education Code 32282 will be used in the design and execution of any drill
12. Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school
13. Procedures to respond to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds
14. Procedures specifically designed to notify parents/guardians and district staff when the school confirms that an officer or employee of an agency conducting immigration enforcement is on school grounds as specified in Education Code 32282
15. For schools that serve students in any of grades 7-12, a protocol in the event a student is suffering or is reasonably believed to be suffering from an opioid overdose
16. An instructional continuity plan to establish communication with students and their families and provide instruction to students when in-person instruction is disrupted due to an emergency, as specified in Education Code 32282
17. Explicit procedures to prohibit the use of smartphones in the case of an emergency or in response to a perceived threat of danger if such use is prohibited in Board Policy 5131.8 - Mobile Communication Devices (Education Code 48901.7)

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

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution
2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations
3. Strategies aimed at preventing potential incidents involving crime and violence on school campuses, including vandalism, drug and alcohol abuse, gang membership and violence, hate crimes, bullying, including bullying committed personally or by means of an electronic act, teen relationship violence, and discrimination and harassment, including sexual harassment
4. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education and literacy, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence
5. Parent/guardian and community involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus
6. Provision of safety materials and emergency communications in language(s) understandable to parents/guardians
7. Annual notification to parents/guardians related to the safe storage of firearms

8. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students
9. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction
10. District policy prohibiting the possession of firearms and ammunition on school grounds
11. Measures to prevent or minimize the influence of gangs on campus
12. Procedures for receiving verification from law enforcement when a violent crime or sex offense has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime
13. Procedures for the early identification and threat assessment of, and appropriate response to, suspicious and/or threatening digital media content
14. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus
15. Independent security assessment of the school's network infrastructure and selected web applications to identify vulnerabilities and provide recommendations to improve cybersecurity
16. Guidelines for the roles and responsibilities of mental health professionals, athletic coaches, community intervention professionals, school counselors, school resource officers, and police officers on school campuses

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

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

- for students and staff to practice the evacuation plan
 - e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media
 - f. Communication with parents/guardians of reunification plans and the necessity of cooperating with first responders
 - g. Development of a method for the reporting of violent incidents
 - h. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
21. Training on assessment and reporting of potential threats, violence prevention, and intervention techniques
- Such training shall include preparation to implement the elements of the CSSP
22. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants
23. Continuity of operations procedures to ensure that the district's essential functions are not disrupted during an emergency, to the extent possible

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

State	Description
5 CCR 11987-11987.7	School Community Violence Prevention Program requirements
5 CCR 11992-11993	Persistently dangerous schools; definition
CA Constitution Article 1, Section 28	Right to Safe Schools
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 32260-32262	<u>Interagency School Safety Demonstration Act of 1985</u>
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	<u>Reporting of cyberattacks</u>
Ed. Code 35291	Rules
Ed. Code 35291.5	School-adopted discipline rules
Ed. Code 41020	Requirement for annual audit
Ed. Code 44010	Sex offense; definition
Ed. Code 48900-48927	Suspension and expulsion
Ed. Code 48901.7	<u>Smartphone limitation or prohibition</u>
Ed. Code 48950	<u>Speech and other communication</u>
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 49414.35	Emergency treatment for opioid overdose

State

Ed. Code 49414.6

Ed. Code 67381

Gov. Code 11549.3

Gov. Code 54957

Gov. Code 8586.5

Pen. Code 11164-11174.3

Pen. Code 1192.7

Pen. Code 422.55

Pen. Code 626.8

Pen. Code 667.5

Description

Student possession of opioid antagonist

Availability of information regarding crimes

Independent security assessment

Closed session meetings for threats to security

California Cybersecurity Integration Center

Child Abuse and Neglect Reporting Act

Criminal procedures

Definition of hate crime

Disruptions

Violent felony; definition

Federal

20 USC 1400-1482

20 USC 7111-7122

20 USC 7912

29 USC 794

42 USC 12101-12213

6 USC 665k

Description

Individuals with Disabilities Education Act

Student support and academic enrichment grants

Transfers from persistently dangerous schools

Rehabilitation Act of 1973; Section 504

Americans with Disabilities Act

Federal Clearinghouse on School Safety Evidence-Based Practices

Management Resources**Description**

CA Office of the Attorney General Publication

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025

California Department of Education

Instructional Continuity Plan Guidance

CSBA Publication

Comprehensive School Safety Plans, July 2024

CSBA Publication

School Safety: Firearm Safety and Storage, May 2023

CSBA Publication

Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010

CSBA Publication

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Federal Bureau of Investigation Publication

Uniform Crime Reporting Handbook, 2004

Nat'l Assoc. of Secondary School Principals Pub

The NASSP Principal Recovery Network Guide to Recovery

U.S. Department of Education Publication

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

U.S. Department of Homeland Security Publication Behavioral Threat Assessment and Management in Practice 2024

Website

California Department of Education, Resources to Include Immigrant Families

Website

California Department of Education, LEA Immigration Enforcement Policy Submission

Website

California Department of Education, School Safety Elements and Resources

Website

California Department of Education, Language Services Policy and Process

Website

Schoolsafety.gov

Website

California Department of Education, Safe Schools Planning

Management Resources

Website

Website

Website

Website

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Website

Description

California Military Department

California Department of Technology, Independent Security AssessmentU.S. Department of Homeland Security, Fusion Centers

California State Threat Assessment System

CSBA District and County Office of Education Legal Services

U.S. Secret Service, National Threat Assessment Center

Centers for Disease Control and Prevention

Federal Bureau of InvestigationNational Center for Crisis Management

National School Safety Center

California Department of Education, Safe Schools

California Governor's Office of Emergency Services

California Healthy Kids Survey

U.S. Department of EducationCSBA**Cross References**

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1312.3-E(1)

1312.3-E(2)

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Description

Comprehensive Plans

Nondiscrimination In District Programs And Activities

School Plans/Site CouncilsSchool Plans/Site Councils

Local Control And Accountability Plan

Local Control And Accountability Plan

Accountability

School Accountability Report Card

School Accountability Report CardCommunication With The Public

Media Relations

District And School Websites

District And School Websites

District And School Websites

Citizen Advisory Committees

Citizen Advisory Committees

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

Civility

Use Of School Facilities

Use Of School Facilities

Cross References**Description**

1330.1	Joint Use Agreements
1340	<u>Access To District Records</u>
1340	<u>Access To District Records</u>
1400	Relations Between Other Governmental Agencies And The Schools
1445	Response To Immigration Enforcement
1445	Response To Immigration Enforcement
2210	Administrative Discretion Regarding Board Policy
3510	<u>Green School Operations</u>
3511	<u>Energy And Water Management</u>
3511	Energy And Water Management
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
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3514.1	<u>Hazardous Substances</u>
3514.1	Hazardous Substances
3514.2	Integrated Pest Management
3515	Campus Security
3515	Campus Security
3515.2	Disruptions
3515.2	<u>Disruptions</u>
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.31	School Resource Officers
3515.4	Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3515.5	<u>Sex Offender Notification</u>
3515.5	Sex Offender Notification
3515.7	Firearms On School Grounds
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.1	Fire Drills And Fires
3516.2	<u>Bomb Threats</u>
3516.3	Earthquake Emergency Procedure System
3516.5	Emergency Schedules
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3543	Transportation Safety And Emergencies
4112.41	<u>Employee Drug Testing</u>
4112.41	Employee Drug Testing

Cross References**Description**

4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
4131	Staff Development
4140	Bargaining Units
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4157	<u>Employee Safety</u>
4157	<u>Employee Safety</u>
4158	Employee Security
4158	Employee Security
4212.41	Employee Drug Testing
4212.41	Employee Drug Testing
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
4231	Staff Development
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4241.6	<u>Concerted Action/Work Stoppage</u>
4257	<u>Employee Safety</u>
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4312.41	Employee Drug Testing
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4340	<u>Bargaining Units</u>
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4358	Employee Security
4358	Employee Security
5020	Parent Rights And Responsibilities
5020	<u>Parent Rights And Responsibilities</u>
5112.5	Open/Closed Campus

Cross References

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Description

Absences And Excuses

Absences And ExcusesChronic Absence And Truancy

Chronic Absence And Truancy

Intradistrict Open Enrollment

Intradistrict Open Enrollment

Conduct

Bullying

Bullying

Student Disturbances

Student Disturbances

Use Of Seclusion And Restraint

Vandalism And Graffiti

Alcohol And Other DrugsAlcohol And Other Drugs

Drug Testing

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Suicide Prevention

Suicide Prevention

Safety

Safety

Safe Routes To School Program

Safe Routes To School Program

Discipline

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9321

Description

Discipline

Suspension And Expulsion/Due Process

Suspension And Expulsion/Due Process

Suspension And Expulsion/Due Process (Students With Disabilities)

Search And Seizure

Search And Seizure

Nondiscrimination/Harassment

Nondiscrimination/HarassmentParent/Guardian Notifications

Parent/Guardian Notifications

Sexual Harassment

Sexual Harassment

Hate-Motivated Behavior

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Comprehensive Health Education

Comprehensive Health Education

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Education For Foster YouthEducation For Foster YouthContinuation Education

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General Obligation Bonds

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Disclosure Of Confidential/Privileged Information

Meetings And Notices

Closed Session

Cross References

9321-E(1)

9321-E(2)

Description

Closed Session

Closed Session

Policy 1340: Access To District Records

Status: ADOPTED

Original Adopted Date: 02/01/1999 | Last Revised Date: 01/01/2026 | Last Reviewed Date: 01/01/2026

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

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

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

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

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

State	Description
5 CCR 430-438	<u>Individual student records</u>
CA Constitution Article 1, Section 3	Right of access to governmental information
Civil Code 1798.3	Personal information
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 35145	Public meetings
Ed. Code 35170	<u>Authority to secure copyrights</u>
Ed. Code 35250	<u>Duty to keep certain records and reports</u>
Ed. Code 35266	Cybersecurity
Ed. Code 41020	Requirement for annual audit
Ed. Code 42103	Budget notification
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 44839	Medical certificates; periodic medical examination
Ed. Code 49060-49079	<u>Student records</u>
Ed. Code 49091.10	Parental review of curriculum and instruction
Gov. Code 11549.3	Office of Information Security
Gov. Code 3547	Proposals relating to representation
Gov. Code 53262	Employment contracts
Gov. Code 54957.2	Minute book record of closed sessions
Gov. Code 54957.5	<u>Agendas and other writings distributed for discussion or consideration</u>
Gov. Code 6205-6210	Address confidentiality; victims of domestic violence, sexual assault, stalking, human trafficking, child abduction, and elder and dependent adult abuse

State

Gov. Code 6215-6216

Gov. Code 7920.000-7930.215

Gov. Code 81008

Gov. Code 8310.3

Gov. Code 8450

Gov. Code 8550-8669.7

Gov. Code 8586.5

Description

Address confidentiality; reproductive health care providers, employees, volunteers, patients, and other individuals who face threats or violence

California Public Records Act

Political Reform Act, public records; inspection and reproduction

California Religious Freedom Act

Tribal financial information

California Emergency Services Act

Office of Emergency Services; California Cybersecurity Information Center

Federal

20 USC 1232g

34 CFR 99.1-99.8

Description

Family Educational Rights and Privacy Act (FERPA) of 1974

Family Educational Rights and Privacy Act

Management Resources

Attorney General Opinion

Attorney General Opinion

Description

64 Ops.Cal.Atty.Gen. 186 (1981)

71 Ops.Cal.Atty.Gen. 235 (1988)

CA Office of the Attorney General Publication

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025

CA Office of the Attorney General Publication

Summary of the California Public Records Act, August 2004

CA Office of the Attorney General Publication

California Department of Justice Guidelines for Access to Public Records, October 2017

Court Decision

National Lawyers Guild, San Francisco Bay Area Chapter v. City of Hayward (2020) 9 Cal.5th 488

Court Decision

Sacramento County Employees' Retirement System v. Superior Court (2011) 195 Cal. App. 4th 440

Court Decision

Fairley v. Superior Court (1998) 66 Cal.App. 4th 1414

Court Decision

International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County (2007) 42 Cal.4th 319

Court Decision

Kleitman v. Superior Court (1999) 74 Cal.App. 4th 324

Court Decision

Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282

Court Decision

Los Angeles Times v. Alameda Corridor Transportation Authority (2001) 88 Cal.App.4th 1381

Court Decision

North County Parents Organization for Children with Special Needs v. Department of Education (1994) 23 Cal.App. 4th 144

Court Decision

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

CSBA Publication

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

League of California Cities Publication

The People's Business: A Guide to the California Public Records Act, rev. April 2017

Website

California Department of Education, Resources to Include Immigrant Families

Website

California Department of Education, LEA Immigration Enforcement Policy Submission

Management Resources

Website	<u>California Office of Emergency Services</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	League of California Cities
Website	State Bar of California
Website	California Office of the Attorney General
Website	CSBA

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1445	<u>Response To Immigration Enforcement</u>
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3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3514.2	Integrated Pest Management
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Regulation 1340: Access To District Records

Status: ADOPTED

Original Adopted Date: 03/01/2019 | **Last Revised Date:** 01/01/2026 | **Last Reviewed Date:** 01/01/2026

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

Definitions

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

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

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

Public Records

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

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

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

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

Exempt and Confidential Public Records

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

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

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

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

9. Library circulation and patron use records of a borrower or patron including, but not limited to, name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to persons acting within the scope of their duties in the administration of the library; to persons authorized in writing, by the individual to whom the records pertain, to inspect the records; or by court order (Government Code 7927.100, 7927.105)
10. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 7927.705)
11. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 7929.200)
12. Information security record if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, an information technology system of the district (Government Code 7929.210)
13. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code 7924.110)
14. Minutes of Board meetings held in closed session (Government Code 54957.2)
15. Computer software developed by the district (Government Code 7922.585)
16. 16. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 7926.400, 7930.000-7930.215)
17. 17. Tribal financial information as a condition of or requirement for receiving financial assistance (Government Code 7930.205, 8450)
18. Any other records listed as exempt from public disclosure in the CPRA or other statutes
19. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 7922.000)

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

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

Additionally, an individual's immigration status shall only be disclosed in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

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

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

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

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing 30

written notice to the requester setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 7922.535)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency, such as a state agency or city, having a substantial interest in the determination of the request or among two or more components of the district, such as two different school sites, with substantial interest in the request
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data
5. In the case of electronic records, the inability to access its electronic servers or systems due to a cyberattack in order to search for and obtain a record that the district believes is responsive to a request and is maintained on the servers or systems in an electronic format, and only until the district regains its ability to access its electronic servers or systems and search for and obtain electronic records that may be responsive to a request
6. The need to search for, collect, and appropriately examine records during a state of emergency proclaimed by the Governor pursuant to the California Emergency Services Act in the jurisdiction where the district is located when the state of emergency currently and directly affects, due to the state of emergency, the district's ability to timely respond to staffing shortages or closure of facilities where the requested records are located (Government Code 8567)

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

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

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

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

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication in accordance with law. Written requests to waive the fee shall be submitted to the Superintendent or designee.

Without charging any fees or costs, the Superintendent or designee shall allow members of the public to use their own equipment on district premises to photograph or otherwise copy or reproduce a disclosable record as long as the means of copy or reproduction: (Government Code 7922.530)

1. Do not require the equipment to make physical contact with the record
2. Will not result in damage to the record
3. Will not result in unauthorized access to the district's computer systems or secured networks by using software, equipment, or any other technology capable of accessing, altering, or compromising the district's electronic records

The Superintendent or designee may impose any reasonable limit on the use of personal equipment to photograph, copy, or reproduce a disclosable record that is necessary to protect the safety of the records, or to prevent the copying of records from being an unreasonable burden to the orderly function of the district and its employees. Additionally, the Superintendent or designee may impose any limit that is necessary to maintain the integrity of, or

ensure the long-term preservation of, historic or high-value records. (Government Code 7922.530)

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's website and, in response to a public records request, directing the member of the public to the location on the website where the record can be found. However, if the member of the public is unable to access or reproduce the record from the website, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 7922.545)

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 7922.570)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 7922.575)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals
2. The request would require data compilation, extraction, or programming to produce the record

Assistance in Identifying Requested Records

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

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

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.
2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

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

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

State	Description
5 CCR 430-438	<u>Individual student records</u>
CA Constitution Article 1, Section 3	Right of access to governmental information
Civil Code 1798.3	Personal information
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 35145	Public meetings
Ed. Code 35170	Authority to secure copyrights
Ed. Code 35250	<u>Duty to keep certain records and reports</u>
Ed. Code 35266	Cybersecurity

State	Description
Ed. Code 41020	Requirement for annual audit
Ed. Code 42103	<u>Budget notification</u>
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 44839	Medical certificates; periodic medical examination
Ed. Code 49060-49079	Student records
Ed. Code 49091.10	Parental review of curriculum and instruction
Gov. Code 11549.3	Office of Information Security
Gov. Code 3547	<u>Proposals relating to representation</u>
Gov. Code 53262	Employment contracts
Gov. Code 54957.2	Minute book record of closed sessions
Gov. Code 54957.5	Agendas and other writings distributed for discussion or consideration
Gov. Code 6205-6210	Address confidentiality; victims of domestic violence, sexual assault, stalking, human trafficking, child abduction, and elder and dependent adult abuse
Gov. Code 6215-6216	Address confidentiality; reproductive health care providers, employees, volunteers, patients, and other individuals who face threats or violence
Gov. Code 7920.000-7930.215	California Public Records Act
Gov. Code 81008	Political Reform Act, public records; inspection and reproduction
Gov. Code 8310.3	<u>California Religious Freedom Act</u>
Gov. Code 8450	Tribal financial information
Gov. Code 8550-8669.7	California Emergency Services Act
Gov. Code 8586.5	Office of Emergency Services; California Cybersecurity Information Center
Federal	Description
20 USC 1232g	<u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>
34 CFR 99.1-99.8	<u>Family Educational Rights and Privacy Act</u>
Management Resources	Description
Attorney General Opinion	64 Ops.Cal.Atty.Gen. 186 (1981)
Attorney General Opinion	71 Ops.Cal.Atty.Gen. 235 (1988)
CA Office of the Attorney General Publication	<u>Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025</u>
CA Office of the Attorney General Publication	<u>Summary of the California Public Records Act, August 2004</u>
CA Office of the Attorney General Publication	<u>California Department of Justice Guidelines for Access to Public Records, October 2017</u>
Court Decision	National Lawyers Guild, San Francisco Bay Area Chapter v. City of Hayward (2020) 9 Cal.5th 488
Court Decision	<u>Sacramento County Employees' Retirement System v. Superior Court (2011) 195 Cal. App. 4th 440</u>
Court Decision	<u>Fairley v. Superior Court (1998) 66 Cal.App. 4th 1414</u>
Court Decision	<u>International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County (2007) 42 Cal.4th 319</u>
Court Decision	Kleitman v. Superior Court (1999) 74 Cal.App. 4th 324

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Court Decision

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League of California Cities Publication

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Description

Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282

Los Angeles Times v. Alameda Corridor Transportation Authority (2001) 88 Cal.App.4th 1381

North County Parents Organization for Children with Special Needs v. Department of Education (1994) 23 Cal.App. 4th 144

City of San Jose v. Superior Court (2017) 2 Cal.5th 608Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

The People's Business: A Guide to the California Public Records Act, rev. April 2017

California Department of Education, Resources to Include Immigrant Families

California Department of Education, LEA Immigration Enforcement Policy Submission

California Office of Emergency Services

CSBA District and County Office of Education Legal Services

League of California Cities

State Bar of California

California Office of the Attorney General

CSBA

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Description

Comprehensive Plans

School Plans/Site Councils

School Plans/Site Councils

District Technology Plan

Artificial Intelligence

Comprehensive Safety PlanComprehensive Safety Plan

Local Control And Accountability Plan

Local Control And Accountability Plan

Communication With The Public

Media Relations

District And School WebsitesDistrict And School Websites

District And School Websites

Citizen Advisory Committees

Citizen Advisory Committees

Uniform Complaint Procedures

Uniform Complaint ProceduresUniform Complaint Procedures

Uniform Complaint Procedures

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1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	<u>Williams Uniform Complaint Procedures</u>
1312.4-E(2)	<u>Williams Uniform Complaint Procedures</u>
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1445	Response To Immigration Enforcement
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3100	Budget
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3230	Federal Grant Funds
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3460	Financial Reports And Accountability
3514.2	Integrated Pest Management
3516	<u>Emergencies And Disaster Preparedness Plan</u>
3516	Emergencies And Disaster Preparedness Plan
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3553	Free And Reduced Price Meals
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3580	District Records
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4113.5	Working Remotely
4117.5	Termination Agreements
4119.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
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Description

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Health And Welfare Benefits

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Collective Bargaining Agreement

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Criminal Record Check

Criminal Record Check

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Health And Welfare Benefits

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School Health ServicesSchool Health Services

Nondiscrimination/Harassment

Nondiscrimination/Harassment

Preschool/Early Childhood Education

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Courses Of StudyCourses Of Study

Selection And Evaluation Of Instructional Materials

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Policy 1445: Response To Immigration Enforcement

Status: ADOPTED

Original Adopted Date: 01/01/2026 | **Last Reviewed Date:** 01/01/2026

The Governing Board is committed to the success of all students and to providing a safe and welcoming place for students, their families, and staff irrespective of their citizenship or immigration status.

Unless required by state or federal law, required to administer a state or federally supported educational program, or presented with a valid judicial subpoena, judicial warrant, or court order, district staff shall not do any of the following:

1. Solicit or collect information or documents regarding the citizenship or immigration status of a student or the student's family members (Education Code 234.7)
2. Seek or require information or documents, to the exclusion of other permissible information or documents, regarding the citizenship or immigration status of a student or the student's family members (Education Code 234.7)
3. To the extent practicable, disclose or provide in writing, verbally, or in any other manner to an officer or employee of an agency conducting immigration enforcement:
 - a. The education records of or any information about a student or a student's family or household such as personal information as defined in Civil Code 1798.3, information about a student's home, or information about a student's travel schedule without parent/guardian written consent (Education Code 234.7)
 - b. The personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information (Education Code 234.7; Government Code 7285.2)
4. Grant permission to an officer or employee of an agency conducting immigration enforcement to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring (Education Code 234.7; Government Code 7285.1)

However, district staff shall not obstruct, interfere with, or otherwise impede an officer or employee of an agency conducting immigration enforcement who nonetheless enters district-provided transportation, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring.

The Superintendent or designee shall report to the Board in a timely manner any requests by an officer or employee of an agency conducting immigration enforcement for any of the following: (Education Code 234.7)

1. Education records of or any information about a student or a student's family or household
2. Personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information
3. Permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring

Such reports shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

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

Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination. (Government Code 8310.3)

The Superintendent or designee shall provide parents/guardians with information and notifications as specified in Education Code 234.7, including information regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement.

The Superintendent or designee shall develop procedures for, and may provide training to staff on, interactions with an officer or employee of an agency conducting immigration enforcement, including a request for any of the following:

1. Education records of or any information about a student or a student's family or household
2. Personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information
3. Permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring

Complaints alleging discrimination, harassment, intimidation, and bullying based on actual or perceived immigration status shall be filed in accordance with Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall provide to the California Department of Education, upon request and in the manner requested, copies of this policy, any associated administrative regulation, and any other Board policies and administrative regulations required by Education Code 234.7.

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

State	Description
Civ. Code 1798.3	Information Practices Act of 1977; definitions
Ed. Code 200	Prohibition of discrimination
Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 234.1	<u>Student protections relating to discrimination, harassment, intimidation, and bullying</u>
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 32282	Comprehensive School Safety Plan
Ed. Code 48204.4	<u>Evidence of residency for school enrollment</u>
Ed. Code 48906	Exception to parent/guardian notifications
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents/guardians in language other than English
Fam. Code 6552	Caregiver's authorization affidavit
Gov. Code 7285-7285.3	Prohibitions on Employer Cooperation with Immigration Enforcement Agents
Gov. Code 8310.3	California Religious Freedom Act
Pen. Code 422.55	Definition of hate crime
Pen. Code 627-627.10	<u>Access to school premises</u>

Federal

20 USC 1232g

34 CFR 99.30-99.31

U.S. Constitution, Fourth Amendment

DescriptionFamily Educational Rights and Privacy Act (FERPA) of 1974

FERPA Regulations

Unreasonable search and seizure

Management Resources

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Description

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025

Plyler v. Doe (1982) 457 U.S. 202

California Department of Education, Resources to Include Immigrant Families

California Department of Education, LEA Immigration Enforcement Policy Submission

CSBA District and County Office of Education Legal Services

U.S. Immigration and Customs Enforcement, Online Detainee Locator System

California Office of the Attorney GeneralCSBA

U.S. Department of Education

U.S. Department of Education, Office for Civil Rights

U.S. Immigration and Customs Enforcement

California Civil Rights Department

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Description

Nondiscrimination In District Programs And Activities

Comprehensive Safety Plan

Comprehensive Safety Plan

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Visitors/Outsiders

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

Uniform Complaint Procedures

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Access To District Records

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Description

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Migrant Education Program

Regulation 1445: Response To Immigration Enforcement

Status: ADOPTED

Original Adopted Date: 01/01/2026 | **Last Reviewed Date:** 01/01/2026

Responding to Requests for Information or Documents

Upon receiving any request by an officer or employee of an agency conducting immigration enforcement for information about a student, a student's family or household, or a district employee as described in the accompanying Board policy, district staff shall deny the request, to the extent practicable, unless any of the following apply: (Education Code 234.7; 34 CFR 99.30, 34 CFR 99.31)

1. The request is for student directory information

District staff shall respond to the request in accordance with Board Policy/Administrative Regulation 5125.1 - Release of Directory Information.

2. The district is required to release the records or information by state or federal law, in order to administer a state or federally supported educational program, or due to a valid judicial subpoena, judicial warrant, or court order
3. For records or information about a student or a student's family or household, the parent/guardian has provided written consent unless prohibited by a valid judicial subpoena, judicial warrant, or court order, or in cases involving investigation of child abuse, neglect, or dependency or, if the student is at least 18 years age, the student has provided written consent

Such written consent shall include all of the following: (34 CFR 99.30)

- a. The signature and signature date of the parent/guardian, or student if the student is at least 18 years of age
 - b. A description of the records to be disclosed
 - c. The reason for the release of information
 - d. The parties or class of parties receiving the information
 - e. A copy of the records to be released, if requested by the parent/guardian or student
4. For records or information about a district employee, the employee has provided written consent and the district's human resource department or equivalent has been consulted

Such written consent shall include all of the following:

- a. The signature and signature date of the employee
- b. A description of the records to be disclosed
- c. The reason for the release of information
- d. The parties or class of parties receiving the information
- e. A copy of the records to be released, if requested by the employee

Regardless of whether the district discloses the requested records or information, district staff shall do all of the following when such a request has been received:

1. Make a copy of the request and notify the Superintendent or designee
2. For requests regarding student information, provide the student's parent/guardian, or the student, if the

student is at least 18 years of age, with notice, a description of the request, and any documentation provided to the district describing the request, unless prohibited by a valid judicial subpoena, judicial warrant, or court order, or in cases involving investigation of child abuse, neglect, or dependency

3. For requests regarding district employee information, provide the employee with notice, a description of the request, and any documentation provided to the district describing the request, unless prohibited by a valid judicial subpoena, judicial warrant, or court order

In accordance with law and Board Policy 5125 - Student Records, the Superintendent or designee shall annually notify parents/guardians that the district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a valid judicial subpoena, judicial warrant or court order.

Responding to Requests for Access to Students or for Access to District-Provided Transportation, Nonpublic Area of District Property or Facility, or Nonpublic Area in which District-Sponsored Activity is Occurring

If an officer or employee of an agency conducting immigration enforcement requests access to a student, such as for purposes of interviewing, searching, or detaining the student, or permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring, district staff shall take the following actions:

1. Advise the officer or employee that before district staff can respond to the request, they must first receive notification and direction from the Superintendent, principal, or designee
2. Request to see and record or otherwise document the officer's or employee's valid identification, including the officer's or employee's name and, if applicable, badge number, the phone number of the officer's or employee's supervisor
3. Request that the officer or employee produce any documentation that authorizes the officer's or employee's request, make copies of all such documentation, and retain at least one copy for district records
4. Contact and consult with the district's legal counsel or Superintendent or designee
5. Follow the direction from the district's legal counsel or Superintendent or designee

For a request to access a student, the district shall deny the request unless any of the following apply: (Education Code 234.7)

1. The officer or employee provides a valid judicial warrant or court order
2. District staff receives parent/guardian consent or, if the student is at least 18 years of age, the student's consent, unless the officer or employee presents a valid judicial warrant or court order that authorizes and directs the district to give such permission without parent/guardian consent or, if the student is at least 18 years of age, the student's consent

Regardless of whether the officer or employee is given access to the student, the student's parent/guardian shall be immediately notified, unless prohibited by a valid judicial warrant or court order, or in cases involving investigations of child abuse, neglect, or dependency. (Education Code 48906)

Additionally, district staff shall notify the Superintendent or designee as early as possible of any request by an officer or employee of an agency conducting immigration enforcement for access to a student. (Education Code 234.7)

For a request for permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring, the district shall deny the request unless any of the following apply: (Education 234.7)

1. The officer or employee provides a valid judicial warrant or court order
2. Permission is required to be granted by state or federal law or in order to administer a state or federally supported educational program

3. The officer or employee is a sworn law enforcement officer, declares that exigent circumstances exist, and demands immediate access

In this situation, district staff shall comply with the officer's or employee's orders and immediately contact the Superintendent or designee and then the district's legal counsel.

An officer or employee of an agency conducting immigration enforcement who, pursuant to this administrative regulation, is granted permission to enter district property or facilities which are not open to all visitors shall first register in accordance with Board Policy 1250 - Visitors/Outsiders, except in cases where the officer or employee is a sworn law enforcement officer and states that exigent circumstances exist. (Penal Code 627.2, 627.3)

The Superintendent or designee shall email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a student or a school site for immigration enforcement purposes.

Responding to Immigration Enforcement Activity on District Property

When any officer or employee of an agency conducting immigration enforcement is actually or imminently present on district property, district staff shall notify staff working at the property and, if the district property is a school, the parents/guardians of students at the school in accordance with Board Policy/Administrative Regulation 0450 - Comprehensive Safety Plan.

District staff shall report the presence of any officer or employee of an agency conducting immigration enforcement on district property to district police and other appropriate administrators.

District staff shall not obstruct, interfere with, or otherwise impede, or attempt to obstruct, interfere with, or otherwise impede, any officer or employee of an agency conducting immigration enforcement, even if the officer or employee appears to be acting outside the law or in excess of the stated or documented authorization. If such an officer or employee enters the premises without consent, district staff shall document their actions but only to the extent that documentation does not impede their actions and shall, at all times, obey any direction from such officers or employees.

After all officers and employees of an agency conducting immigration enforcement leave, each district staff member who observed or interacted with them shall promptly provide the following to the district's legal counsel or other district official designated by the Superintendent:

1. Copies of any information and documents collected from the officers or employees such as valid identification, name, badge number, phone number of the officer's or employee's supervisor, and documentation that authorizes the officer's or employee's request
2. The identity of all other district staff known to have communicated with the officers or employee
3. A description of all requests and activities by the officers and employees
4. The type of documentation, such as a warrant or subpoena, that authorized the officer's or employee's request or actions
5. District staff's response to the officer's or employee's request
6. Written notes of any other actions taken by and any other interactions with any officer or employee

Responding to the Detention or Deportation of Student's Parent/Guardian

The Superintendent or designee shall encourage parents/guardians to update their emergency contact information as needed at any time. The Superintendent or designee shall notify parents/guardians that the district will only use

information provided on the emergency cards in response to specific emergency situations and not for any other purpose. (Education Code 234.7)

Additionally, the Superintendent or designee may encourage all students and families to learn their emergency phone numbers and be aware of the location of important documentation, including birth certificates, passports, social security cards, physicians' contact information, medication lists, lists of allergies, and other such information that would allow the students and families to be prepared in the event that a student's parent/guardian is detained or deported.

In the event that a student's parent/guardian is detained or deported, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. The Superintendent or designee shall only contact child protective services if district personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit. (Education Code 234.7)

In an instance where a student's parent/guardian was detained or deported, the Superintendent or designee shall notify the student, as well as the individuals designated in the student's emergency contact information and any individual who presented a caregiver's authorization affidavit on behalf of the student, that the student continues to meet the residency requirements for attendance in the district if the student and the student's parent/guardian who was detained or deported satisfy the conditions as specified in Education Code 48204.4.

The Superintendent or designee may refer a student or the student's family members to other resources for assistance, including, but not limited to, an U.S. Immigrant and Customs Enforcement detainee locator, legal assistance, or the consulate or embassy of the parent/guardian's country of origin.

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

State	Description
Civ. Code 1798.3	Information Practices Act of 1977; definitions
Ed. Code 200	Prohibition of discrimination
Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 234.1	<u>Student protections relating to discrimination, harassment, intimidation, and bullying</u>
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 32282	Comprehensive School Safety Plan
Ed. Code 48204.4	<u>Evidence of residency for school enrollment</u>
Ed. Code 48906	Exception to parent/guardian notifications
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents/guardians in language other than English
Fam. Code 6552	Caregiver's authorization affidavit
Gov. Code 7285-7285.3	Prohibitions on Employer Cooperation with Immigration Enforcement Agents
Gov. Code 8310.3	California Religious Freedom Act
Pen. Code 422.55	Definition of hate crime
Pen. Code 627-627.10	Access to school premises

Federal

20 USC 1232g

34 CFR 99.30-99.31

U.S. Constitution, Fourth Amendment

Description

Family Educational Rights and Privacy Act (FERPA) of 1974

FERPA Regulations

Unreasonable search and seizure

Management Resources

CA Office of the Attorney General Publication

Court Decision

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Description

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025

Plyler v. Doe (1982) 457 U.S. 202

California Department of Education, Resources to Include Immigrant Families

California Department of Education, LEA Immigration Enforcement Policy Submission

[CSBA District and County Office of Education Legal Services](#)[U.S. Immigration and Customs Enforcement, Online Detainee Locator System](#)

California Office of the Attorney General

[CSBA](#)[U.S. Department of Education](#)

U.S. Department of Education, Office for Civil Rights

U.S. Immigration and Customs Enforcement

California Civil Rights Department

Cross References

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Description[Nondiscrimination in District Programs And Activities](#)[Comprehensive Safety Plan](#)[Comprehensive Safety Plan](#)[Visitors/Outsiders](#)[Visitors/Outsiders](#)[Uniform Complaint Procedures](#)[Uniform Complaint Procedures](#)[Uniform Complaint Procedures](#)[Uniform Complaint Procedures](#)[Access To District Records](#)[Access To District Records](#)[District Police/Security Department](#)[District Police/Security Department](#)[School Resource Officers](#)[Nutrition Program Compliance](#)[Nutrition Program Compliance](#)[Admission](#)[Admission](#)

Cross References

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Description

District Residency

District Residency

Student Records

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Child Abuse Prevention And Reporting

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Migrant Education Program

Migrant Education Program

Policy 5125: Student Records

Status: ADOPTED

Original Adopted Date: 03/01/2009 | **Last Revised Date:** 01/01/2026 | **Last Reviewed Date:** 01/01/2026

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

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

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

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

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

The immigration or citizenship status of a student or a student's family member may only be collected and disclosed in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

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

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

Student Records from Social Media

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

Retention, Disclosure, and Security of Student Records

The Superintendent or designee shall ensure the confidentiality of student records as required by law and shall establish processes and procedures to safeguard data against damage, loss, or theft, including damage, loss, or theft which may be caused by the use of technology, including artificial intelligence and breaches to the district's digital infrastructure, in the retention or disclosure of student records.

The Superintendent or designee shall ensure that employees receive information and training about cybersecurity,

including ways to protect student records from breaches to the district's digital infrastructure.

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

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

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

State	Description
5 CCR 16020-16027	Destruction of records of school districts
5 CCR 430-438	Individual student records
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	<u>Early Learning Personal Information Protection Act</u>
Code of Civil Procedure 1985.3	<u>Subpoena duces tecum</u>
Ed. Code 17604	Delegation of powers to agents
Ed. Code 220.3	Prohibition of requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression
Ed. Code 234.7	<u>Student protections relating to immigration and citizenship status</u>
Ed. Code 33328.5	Statewide AI Task Force
Ed. Code 35266	Reporting of cyberattacks
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48853.5	Foster youth; placement, immunizations
Ed. Code 48902	<u>Notification of law enforcement of specified violations</u>
Ed. Code 48904-48904.3	<u>Withholding grades, diplomas, or transcripts</u>
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents/guardians in language other than English
Ed. Code 49060-49079	Student records
Ed. Code 49091.14	<u>Parent/guardian review of curriculum</u>
Ed. Code 51745	<u>Independent study</u>
Ed. Code 56041.5	Rights of students with disabilities
Ed. Code 56050	Surrogate parents
Ed. Code 56055	Foster parents
Ed. Code 60900-60901	California Longitudinal Pupil Achievement Data System
Ed. Code 69432.9	<u>Cal Grant program; notification of grade point average</u>
Ed. Code 69475	Conditional repeal of Cal Grant program
Fam. Code 3025	Access to records by noncustodial parents
Fam. Code 6323.5	Ex parte orders
Fam. Code 6552	Caregiver's authorization affidavit

State

Gov. Code 7920.000-7930.215

H&S Code 120440

Pen. Code 245

W&I Code 16010

W&I Code 681

W&I Code 701

DescriptionCalifornia Public Records ActImmunizations; disclosure of informationAssault with deadly weaponHealth and education records of a minorTruancy petitionsJuvenile court law**Federal**

15 USC 6501-6506

16 CFR Part 312

20 USC 1232g

20 USC 1232h

26 USC 152

34 CFR 300.501

34 CFR 99.1-99.8

42 USC 11434a

DescriptionChildren's Online Privacy Protection ActChildren's Online Privacy Protection RuleFamily Educational Rights and Privacy Act (FERPA) of 1974Protection of Pupil Rights AmendmentDefinition of dependent childOpportunity to examine records for parents/guardians of student with disabilityFamily Educational Rights and Privacy ActMcKinney-Vento Homeless Assistance Act; definitions**Management Resources****Description**

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Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025

CSBA Publication

Understanding Artificial Intelligence in K-12 Education: What Governance Teams Should Know, September 2023

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California IT in Education, Student Data Privacy

CSBA District and County Office of Education Legal Services

U.S. Department of Education, Protecting Student Privacy

California Office of the Attorney General

California Department of Education

CSBA

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Regulation 5125: Student Records

Status: ADOPTED

Original Adopted Date: 12/01/2014 | Last Revised Date: 01/01/2026 | Last Reviewed Date: 01/01/2026

Definitions

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Adult student is a person who is or was enrolled in the district and who is at least 18 years of age. (5 CCR 430)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

District officials and employees are officials or employees, including teachers, whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require access to student records. (34 CFR 99.31)

Legitimate educational interest is an interest held by any district official, employee, contractor, or consultant whose official duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require access to information contained in student records.

Mandatory interim student records are those records which the district is directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Mandatory permanent student records are those records which are maintained in perpetuity and which the district has been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family

4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of the employee's duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 34 CFR 99.3)

1. Directory information
2. Informal notes compiled by a district official or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee
3. Records of the law enforcement unit of the district, as specified in 34 CFR 99.8
4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than 18 years of age, including the parent who is not the student's custodial parent (Education Code 49069.7; Family Code 3025)

However, the district shall not disclose student records to a party, including a parent/guardian, who is legally prohibited from accessing records and information of a student pursuant to a restraining order. (Family Code 6323.5)

2. An adult student, or a student under 18 years of age, who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with exceptional needs who is 18 years of age or older and has been declared incompetent under state law (Education Code 56041.5)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate

educational interest or other legally authorized purpose:

1. Parents/guardians of a student 18 years of age or older who is a dependent child as defined in 26 USC 152 (Education Code 49076; 34 CFR 99.31)
2. Students who are 16 years of age or older or who have completed the 10th grade (Education Code 49076)
3. District officials and employees, consistent with the definition provided in "Definitions," above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) appointed pursuant to Education Code 48321 who are authorized representatives of the district and any volunteer aide 18 years of age or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)
5. Officials and employees of other districts, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another district, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at the last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program

However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student's parents/guardians if the student is under 18 years of age, that the student's GPA will be forwarded to the Student Aid Commission by October 1, unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. The California College Guidance Initiative (CCGI) in accordance with a data sharing agreement pursuant to Education Code 60900, to provide data for use when planning for and applying to California public colleges and universities (Education Code 60900, 60900.5)
8. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)
9. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to Item #8 above (Education Code 49076)
10. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

11. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
12. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
13. Any probation officer, district attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

14. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

15. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)

Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by the district for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district. (Education Code 49069.3)

16. A student 14 years of age or older who is an unaccompanied minor experiencing homelessness as defined in 42 USC 11434a (Education Code 49076)
17. An individual who completes items #1-4 of the Caregiver's Authorization Affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)
18. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232g)
19. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with exceptional needs who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in Item #13 above. (Education Code 49076)

20. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written consent by

a parent/guardian, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another district in California or any other state or to a California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act (FERPA). (Education Code 49076; 20 USC 1232g; 34 CFR 99.1-99.8)

Additionally, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49061, 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)

Discretionary Access

At the discretion of the Superintendent or designee, information may be released from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of the student or other persons (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations in order to carry out their accrediting functions (Education Code 49076; 34 CFR 99.31)
3. Organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of students or parents/guardians by individuals other than representatives of the organization who have legitimate interests in the information
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted
 - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31
4. Officials and employees of other districts, private schools, or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)

5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)
6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the district, excluding volunteers or other parties (Education Code 49076)
7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31)
8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the limits set by 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.37)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or FERPA. (Education Code 49076; 20 USC 1232g; 34 CFR 99.1-99.8)

Persons Generally Denied Access

A request for student records by an officer or employee of an agency conducting immigration enforcement shall be denied except in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

De-identification of Records

When authorized by law for any program audit, educational research, or other purpose, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 20 USC 1232g; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians and adult students shall be notified of the location of student records if not centrally located. (Education Code 49069.7; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative policy controls, to ensure that district officials and employees obtain access to only those student records in which they have legitimate educational interests. (Education Code 49076; 5 CCR 431; 34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of

records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069.7; 5 CCR 431)

When required by law, a student's parent/guardian or an adult student shall provide written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian or adult student, the district shall provide a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian or adult student refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069.7)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

Additionally, the custodian of records shall make an entry in the log regarding any request for record(s) that was denied and the reason for the denial.

The log need not include requests for access to records by: (Education Code 49064)

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who have received written consent by a parent/guardian and have provided it to the district, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. District officials and employees who have a legitimate educational interest

The log shall be open to inspection only by the parent/guardian, adult student, dependent adult student, custodian of records, and certain state or federal officials specified in Education Code 49064. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of

various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

Only a parent/guardian having legal custody of a student or a student who is 18 years of age or is attending an institution of postsecondary education may challenge the content of a record or offer a written response to a record. (Education Code 49061)

No addition or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student. (Education Code 49070; 5 CCR 437)

Any request to change a student's legal name in the student's mandatory permanent student record shall be accompanied with appropriate documentation.

Any challenge to the content of a student's record shall be filed in accordance with Education Code 49070 and the process specified in Administrative Regulation 5125.3 - Challenging Student Records.

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence
5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given towards graduation
7. Verification of or exemption from required immunizations
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor
2. A log identifying persons or organizations who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge

5. Language training records
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parent/guardian restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or prohibition of student participation in specific programs
10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program and their usefulness ceases, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine discipline data
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into the district from any other district, a private school, or school system, the Superintendent or designee shall inform the student's parent/guardian of rights regarding student records, including a parent/guardian's right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in the student's suspension or expulsion. (Education Code 48201)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

Additionally, when a student in foster care is enrolling in a district school, the district's liaison for foster youth shall contact, within two business days of the student's request for enrollment, the school last attended by the student to obtain all academic and other records. (Education Code 48853.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of damage or loss of district property, this information shall be sent to the requesting district along with the student's records.

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices in that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with exceptional needs. (Education Code 48985, 49063; 5 CCR 431; 34 CFR 99.7)

The notice shall include: (Education Code 49063, 60900.5; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining district officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. The sharing with CCGI of specified district data and data collected by the California Department of Education for the purposes of college admissions, academic placement, and eligibility for student financial aid (Education Code 60900)
13. Any other rights and requirements set forth in Education Code 49060-49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
14. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Additionally, the annual parent/guardian notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will only be released in

accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from the student's social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in Item #3 above

Additionally, the notification shall include, but is not limited to, an explanation of the process by which a student or the student's parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parent/guardian notification required pursuant to Education Code 48980.

5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
 - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or the student's parent/guardian
 - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

Updating Name and/or Gender of Former Students

When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the district shall update the former student's records to include the updated legal name and/or gender. Upon request by the former student, the district shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. (Education Code 49062.5)

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information: (Education Code 49062.5)

1. The date of the request
2. The date the requested records were reissued to the former student
3. A list of the records that were requested by and reissued to the former student
4. The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender
5. The name of the employee who completed the request
6. The current and former names and/or genders of the student

Any former student who submits a request to change the legal name and/or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and Administrative Regulation 5125.3 - Challenging Student Records. (Education Code 49062.5)

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

State	Description
5 CCR 16020-16027	Destruction of records of school districts
5 CCR 430-438	Individual student records
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	<u>Early Learning Personal Information Protection Act</u>
Code of Civil Procedure 1985.3	<u>Subpoena duces tecum</u>
Ed. Code 17604	Delegation of powers to agents
Ed. Code 220.3	Prohibition of requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression
Ed. Code 234.7	<u>Student protections relating to immigration and citizenship status</u>
Ed. Code 33328.5	Statewide AI Task Force
Ed. Code 35266	Reporting of cyberattacks
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48853.5	Foster youth; placement, immunizations
Ed. Code 48902	<u>Notification of law enforcement of specified violations</u>
Ed. Code 48904-48904.3	<u>Withholding grades, diplomas, or transcripts</u>
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents/guardians in language other than English
Ed. Code 49060-49079	Student records
Ed. Code 49091.14	Parent/guardian review of curriculum
Ed. Code 51745	<u>Independent study</u>
Ed. Code 56041.5	Rights of students with disabilities
Ed. Code 56050	Surrogate parents
Ed. Code 56055	Foster parents
Ed. Code 60900-60901	California Longitudinal Pupil Achievement Data System
Ed. Code 69432.9	Cal Grant program; notification of grade point average
Ed. Code 69475	Conditional repeal of Cal Grant program
Fam. Code 3025	Access to records by noncustodial parents
Fam. Code 6323.5	Ex parte orders
Fam. Code 6552	Caregiver's authorization affidavit
Gov. Code 7920.000-7930.215	California Public Records Act
H&S Code 120440	Immunizations; disclosure of information
Pen. Code 245	<u>Assault with deadly weapon</u>
W&I Code 16010	Health and education records of a minor

State	Description
W&I Code 681	Truancy petitions
W&I Code 701	Juvenile court law
Federal	Description
15 USC 6501-6506	Children's Online Privacy Protection Act
16 CFR Part 312	Children's Online Privacy Protection Rule
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1232h	Protection of Pupil Rights Amendment
26 USC 152	Definition of dependent child
34 CFR 300.501	Opportunity to examine records for parents/guardians of student with disability
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act
42 USC 11434a	McKinney-Vento Homeless Assistance Act; definitions
Management Resources	Description
CA Office of the Attorney General Publication	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025
CSBA Publication	Understanding Artificial Intelligence in K-12 Education: What Governance Teams Should Know, September 2023
CSBA Publication	Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017
Federal Register	Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855
U.S. Department of Education Publication	IDEA and FERPA Crosswalk: A side-by-side comparison of the privacy provisions under Parts B and C of the IDEA and FERPA, August 2022
U.S. Department of Education Publication	School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA), February 2019
U.S. Department of Education Publication	An Eligible Student Guide to the Family Educational Rights and Privacy Act (FERPA), March 2023
U.S. Department of Education Publication	A Parent Guide to the Family Educational Rights and Privacy Act (FERPA), July 2021
U.S. Department of Education Publication	Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, Oct 2007
U.S. Department of Education Publication	Joint Guidance on the Application of FERPA and HIPAA to Student Health Records, November 2008
Website	California Department of Education, Resources to Include Immigrant Families
Website	California Department of Education, LEA Immigration Enforcement Policy Submission
Website	California IT in Education, Student Data Privacy
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Education, Protecting Student Privacy
Website	California Office of the Attorney General

Management Resources

Website

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Description

California Department of Education

CSBA**Cross References**

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District And School Websites

District And School Websites

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District-Sponsored Social Media

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Uniform Complaint Procedures

Uniform Complaint Procedures

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Access To District Records

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Response To Immigration Enforcement

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Free And Reduced Price Meals

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Cross References**Description**

4112.6	Personnel Files
4113.5	<u>Working Remotely</u>
4117.7	<u>Employment Status Reports</u>
4119.23	Unauthorized Release Of Confidential/Privileged Information
4158	Employee Security
4158	Employee Security
4212.6	Personnel Files
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4219.21-E(1)	Professional Standards
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5000	Concepts And Roles
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5021	Noncustodial Parents
5022	Student And Family Privacy Rights
5022	<u>Student And Family Privacy Rights</u>
5111	Admission
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5111.2	Nonresident Foreign Students
5112.1	<u>Exemptions From Attendance</u>
5112.1	<u>Exemptions From Attendance</u>
5112.2	Exclusions From Attendance
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.12	District School Attendance Review Board
5113.12	<u>District School Attendance Review Board</u>
5113.2	<u>Work Permits</u>

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5141.6	School Health Services
5141.6	<u>School Health Services</u>
5142.1	<u>Identification And Reporting Of Missing Children</u>
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	<u>Suspension And Expulsion/Due Process (Students With Disabilities)</u>
5144.4	<u>Required Parental Attendance</u>
5144.4	Required Parental Attendance
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.3	Nondiscrimination/Harassment
5145.3	<u>Nondiscrimination/Harassment</u>
5145.6	<u>Parent/Guardian Notifications</u>
5145.6-E(1)	Parent/Guardian Notifications
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5146	<u>Married/Pregnant/Parenting Students</u>
5148	Child Care And Development
5148	<u>Child Care And Development</u>
5148.3	Preschool/Early Childhood Education
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6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6143	Courses Of Study
6143	<u>Courses Of Study</u>
6145.2	Athletic Competition
6145.2	Athletic Competition
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6146.2	Certificate Of Proficiency/High School Equivalency
6146.2-E(1)	<u>Certificate Of Proficiency/High School Equivalency</u>
6158	Independent Study
6158	Independent Study
6159	Individualized Education Program
6159	Individualized Education Program
6159.1	Procedural Safeguards And Complaints For Special Education
6159.1	<u>Procedural Safeguards And Complaints For Special Education</u>
6159.2	<u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u>

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Nonpublic, Nonsectarian School And Agency Services For Special Education

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Identification And Education Under Section 504

Concurrent Enrollment In College Classes

Concurrent Enrollment In College Classes

Education For Homeless Children

Education For Homeless Children

Education For Homeless Children

Education For Homeless ChildrenEducation For Foster Youth

Education For Foster Youth

Education Of Children Of Military Families

Education Of Children Of Military Families

Education For Juvenile Court School Students

Migrant Education ProgramMigrant Education Program

Work-Based Learning

Work-Based Learning

Disclosure Of Confidential/Privileged Information

Board Member Electronic Communications

Closed SessionClosed Session

Closed Session

Policy 5125.1: Release Of Directory Information

Status: ADOPTED

Original Adopted Date: 11/01/2001 | **Last Revised Date:** 01/01/2026 | **Last Reviewed Date:** 01/01/2026

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information, including to news media or nonprofit organizations, in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee may limit or deny the release of specific categories of directory information to any public or private nonprofit organization based on a determination of the best interests of district students. (Education Code 49073)

A student's directory information shall only be included in the minutes of the Board's meeting in accordance with Board Bylaw 9324 - Minutes and Recordings.

Colleges and prospective employers, including military recruiters, shall have access to a student's name, address, email address, and telephone number, unless the student's parent/guardian, or the student, if the student is 18 years of age or older, has requested that such information not be released. (10 USC 503, 20 USC 7908)

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for representatives of the news media and employers, including prospective employers, in accordance with law, Board policy, and administrative regulation. Private schools and colleges may be given the names and addresses of 12th-grade students and students who are no longer enrolled, provided that they use this information only for purposes directly related to the institution's academic or professional goals. (Education Code 49073)

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

State	Description
Ed. Code 234.7	<u>Student protections relating to immigration and citizenship status</u>
Ed. Code 48985	<u>Notices to parents/guardians in language other than English</u>
Ed. Code 49061	Definitions; directory information
Ed. Code 49063	Notification of parents/guardians of their rights
Ed. Code 49073	Release of directory information
Ed. Code 49073.2	<u>Privacy of student and parent/guardian personal information; minutes of board meeting</u>
Ed. Code 49073.5	Directory information; military representatives; telephone numbers
Ed. Code 49603	On campus access to employers and military services
Federal	Description
10 USC 503	<u>Military recruiter access to directory information</u>
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 7908	Armed forces recruiter access to students and student recruiting information
34 CFR 99.1-99.67	<u>Family Educational Rights and Privacy</u>
42 USC 11434a	McKinney-Vento Homeless Assistance Act; definitions
Management Resources	Description

Management Resources

CA Office of the Attorney General Publication

U.S. Department of Education Publication

U.S. Department of Education Publication

Website

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Website

Website

Website

Description

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025

Model Notice for Directory Information, March 2011

Dear Colleague Letter Regarding Military Recruiter Provisions of ESEA, November 2016

California Department of Education, Resources to Include Immigrant Families

California Department of Education, LEA Immigration Enforcement Policy Submission

CSBA District and County Office of Education Legal Services

California Attorney General's Office

U.S. Department of Education, Office of the Chief Privacy Officer

Cross References

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4219.23

4235

4319.21

4319.21-E(1)

4319.23

4335

Description

Communication With The Public

District And School Websites

District And School Websites

District And School Websites

District-Sponsored Social Media

District-Sponsored Social Media

Educational Foundation

Access To District Records

Access To District Records

Response To Immigration Enforcement

Response To Immigration Enforcement

Campus Security

Campus Security

District Records

District Records

Employee Use Of Technology

Employee Use Of Technology

Unauthorized Release Of Confidential/Privileged Information

Soliciting And Selling

Professional Standards

Professional Standards

Unauthorized Release Of Confidential/Privileged Information

Soliciting And Selling

Professional Standards

Professional Standards

Unauthorized Release Of Confidential/Privileged Information

Soliciting And Selling

Cross References

5020

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5125

5125

5131.1

5131.1

5145.12

5145.12

5145.3

5145.3

5145.6

5145.6-E(1)

6164.2

6173

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6173-E(1)

6173-E(2)

9324

DescriptionParent Rights And ResponsibilitiesParent Rights And ResponsibilitiesStudent And Family Privacy RightsStudent And Family Privacy RightsStudent RecordsStudent RecordsBus ConductBus ConductSearch And SeizureSearch And SeizureNondiscrimination/HarassmentNondiscrimination/HarassmentParent/Guardian NotificationsParent/Guardian NotificationsGuidance/Counseling ServicesEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenEducation For Homeless ChildrenMinutes And Recordings

Regulation 5125.1: Release Of Directory Information

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** 01/01/2026 | **Last Reviewed Date:** 01/01/2026

Definition

Directory information means information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (Education Code 49061; 20 USC 1232g; 34 CFR 99.3)

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation record in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

Directory information does not include a student's social security number or student identification number. However, for purposes of accessing or communicating in electronic systems, directory information may include a student identification number, user identification, or other personal identifier used by the student provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (34 CFR 99.3)

Directory information does not include the citizenship status, immigration status, place of birth, or any other information indicating national origin of a student or the student's family member.

Notification to Parents/Guardians

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the district plans to release and the recipients of the information. Additionally, the notification shall inform parents/guardians of their right to refuse to let the district designate any or all types of information about their student as directory information, how to refuse release of directory information about their student, and the period of time within which a parent/guardian must notify the district in writing that the parent/guardian does not want a certain category of information about their student designated as directory information. (Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37)

In addition, the annual parent/guardian notification shall include a statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin and that the district will not release such information without parent/guardian consent or a court order.

The Superintendent or designee shall notify parents/guardians that they may request that the district not release the

name, address, email address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (10 USC 503, 20 USC 7908)

Parent/Guardian Consent

A student's directory information shall not be released if the student's parent/guardian has notified the district in writing that such information shall not be disclosed. (Education Code 49073; 20 USC 1232g, 7908)

The directory information of a student identified as a student experiencing homelessness shall not be released, unless the student's parent/guardian, or the student if 18 years of age or older, has provided written consent that directory information may be released. However, the directory information of a student experiencing homelessness may be disclosed for the purpose of facilitating an eye examination by a nonprofit eye examination provider or a free oral health assessment hosted by a district school, unless the student's parent/guardian, or student accorded parental rights, has provided written notice to the school that consent to such exam(s) is not given. (Education Code 49073; 20 USC 1232g, 7908; 42 USC 11434a)

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded. (34 CFR 99.37)

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

State	Description
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 48985	Notices to parents/guardians in language other than English
Ed. Code 49061	Definitions; directory information
Ed. Code 49063	Notification of parents/guardians of their rights
Ed. Code 49073	Release of directory information
Ed. Code 49073.2	Privacy of student and parent/guardian personal information; minutes of board meeting
Ed. Code 49073.5	Directory information; military representatives; telephone numbers
Ed. Code 49603	On campus access to employers and military services

Federal	Description
10 USC 503	Military recruiter access to directory information
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 7908	Armed forces recruiter access to students and student recruiting information
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11434a	McKinney-Vento Homeless Assistance Act; definitions

Management Resources	Description
CA Office of the Attorney General Publication	<u>Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes</u> , December 2025
U.S. Department of Education Publication	Model Notice for Directory Information, March 2011
U.S. Department of Education Publication	<u>Dear Colleague Letter Regarding Military Recruiter Provisions of ESEA</u> , November 2016

Management Resources

Website	<u>California Department of Education, Resources to Include Immigrant Families</u>
Website	California Department of Education, LEA Immigration Enforcement Policy Submission
Website	CSBA District and County Office of Education Legal Services
Website	California Attorney General's Office
Website	U.S. Department of Education, Office of the Chief Privacy Officer

Cross References

	Description
1100	<u>Communication With The Public</u>
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1114	District-Sponsored Social Media
1114	<u>District-Sponsored Social Media</u>
1260	<u>Educational Foundation</u>
1340	<u>Access.To District.Records</u>
1340	Access To District Records
1445	Response To Immigration Enforcement
1445	<u>Response.To Immigration Enforcement</u>
3515	<u>Campus Security</u>
3515	Campus Security
3580	District Records
3580	District Records
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4119.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
4135	<u>Soliciting And Selling</u>
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
4235	<u>Soliciting And Selling</u>
4319.21	Professional Standards
4319.21-E(1)	<u>Professional Standards</u>
4319.23	<u>Unauthorized Release Of Confidential/Privileged Information</u>
4335	<u>Soliciting And Selling</u>
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5022	Student And Family Privacy Rights
5022	<u>Student And Family Privacy Rights</u>
5125	Student Records

Cross References

5125

5131.1

5131.1

5145.12

5145.12

5145.3

5145.3

5145.6

5145.6-E(1)

6164.2

6173

6173

6173-E(1)

6173-E(2)

9324

Description

Student Records

Bus Conduct

Bus Conduct

Search And Seizure

Search And Seizure

Nondiscrimination/Harassment

Nondiscrimination/Harassment

Parent/Guardian NotificationsParent/Guardian Notifications

Guidance/Counseling Services

Education For Homeless Children

Education For Homeless Children

Education For Homeless Children

Education For Homeless Children

Minutes And Recordings

Exhibit 5125.1-E(1): Release Of Directory Information

Status: ADOPTED

Original Adopted Date: 07/01/2005 | Last Revised Date: 01/01/2026 | Last Reviewed Date: 01/01/2026

**PARENT/GUARDIAN NOTICE
RELEASE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Harry V. O'Connell (district name), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include information from your child's education records in certain school and/or district publications. Examples include:

- a playbill, showing your child's role in a drama production
- the annual yearbook
- honor roll or other recognition lists
- graduation programs
- sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Additionally, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), as amended, to provide military recruiters, upon request, with students' names, addresses, and telephone listings, unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose any or all of the information designated below as directory information from your child's education records without your prior written consent, you must notify the district in writing by _____ (insert date). Notifying the district by this date is the only way to prevent the release of directory information. The district has designated the following information as directory information:

1. Student's name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

Additionally, the district may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

In addition, the district may disclose a student identification number or other unique personal identifier that is displayed on a student identification badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

The district may not disclose a student's Social Security number. Directory information does not include your child's citizenship status, immigration status, place of birth, or any other information indicating national origin.

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

State	Description
Ed. Code 234.7	<u>Student protections relating to immigration and citizenship status</u>
Ed. Code 48985	Notices to parents/guardians in language other than English
Ed. Code 49061	Definitions; directory information
Ed. Code 49063	Notification of parents/guardians of their rights
Ed. Code 49073	Release of directory information
Ed. Code 49073.2	<u>Privacy of student and parent/guardian personal information; minutes of board meeting</u>
Ed. Code 49073.5	Directory information; military representatives; telephone numbers
Ed. Code 49603	On campus access to employers and military services
Federal	Description
10 USC 503	Military recruiter access to directory information
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 7908	Armed forces recruiter access to students and student recruiting information
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11434a	McKinney-Vento Homeless Assistance Act; definitions
Management Resources	Description
CA Office of the Attorney General Publication	<u>Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes</u> , December 2025
U.S. Department of Education Publication	<u>Model Notice for Directory Information</u> , March 2011
U.S. Department of Education Publication	<u>Dear Colleague Letter Regarding Military Recruiter Provisions of ESEA</u> , November 2016
Website	California Department of Education, Resources to Include Immigrant Families
Website	California Department of Education, LEA Immigration Enforcement Policy Submission
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	California Attorney General's Office
Website	U.S. Department of Education, Office of the Chief Privacy Officer
Cross References	Description
1100	Communication With The Public

Cross References

1113

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1113-E(1)

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5145.12

5145.12

5145.3

5145.3

5145.6

5145.6-E(1)

DescriptionDistrict And School WebsitesDistrict And School WebsitesDistrict And School WebsitesDistrict-Sponsored Social MediaDistrict-Sponsored Social MediaEducational FoundationAccess To District RecordsAccess To District RecordsResponse To Immigration EnforcementResponse To Immigration EnforcementCampus SecurityCampus SecurityDistrict RecordsDistrict RecordsEmployee Use Of TechnologyEmployee Use Of TechnologyUnauthorized Release Of Confidential/Privileged InformationSoliciting And SellingProfessional StandardsProfessional StandardsUnauthorized Release Of Confidential/Privileged InformationSoliciting And SellingProfessional StandardsProfessional StandardsUnauthorized Release Of Confidential/Privileged InformationSoliciting And SellingParent Rights And ResponsibilitiesParent Rights And ResponsibilitiesStudent And Family Privacy RightsStudent And Family Privacy RightsStudent RecordsStudent RecordsBus ConductBus ConductSearch And SeizureSearch And SeizureNondiscrimination/HarassmentNondiscrimination/HarassmentParent/Guardian NotificationsParent/Guardian Notifications

Cross References

6164.2

6173

6173

6173-E(1)

6173-E(2)

9324

Description

Guidance/Counseling Services

Education For Homeless Children

Education For Homeless Children

Education For Homeless Children

Education For Homeless Children

Minutes And Recordings

Regulation 5111.1: District Residency

Status: ADOPTED

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

Criteria for Residency

A student shall be deemed to have complied with residency requirements for enrollment in the district if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)
3. The student is admitted through an interdistrict attendance option. (Education Code 46600, 48204, 48301, 48356)
4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)
5. The student lives with a caregiving adult within district boundaries and the caregiving adult submits an affidavit to that effect. (Education Code 48204)
6. The student resides in a state hospital located within district boundaries. (Education Code 48204)
7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48204, 48207)
8. ~~The student's parent/guardian resides outside district boundaries but is employed within district boundaries and lives with the student at the place of employment for a minimum of three days during the school week. (Education Code 48204)~~
9. The student's parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. (Education Code 48204.3)
10. The student's parent/guardian was a resident of California who departed the state against his/her will due to a transfer by a government agency that had custody of the parent/guardian, a lawful order from a court or government agency authorizing his/her removal, or removal or departure pursuant to the federal Immigration and Nationality Act, and the student lived in California immediately before moving out of state as a result of his/her parent/guardian's departure. (Education Code 48204.4)

Residency Based on Parent/Guardian Employment (Allen Bill Transfers)

District residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. No student seeking residency on this basis shall be denied enrollment based on race, ethnicity, sex, parental income, scholastic achievement, or any of the individual characteristics set forth in Education Code 220. However, the Superintendent/Principal or designee may deny enrollment into the district if any of the following circumstances is present: (Education Code 48204)

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer.
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan as determined by the Board of Trustees.
3. Other circumstances exist that are not arbitrary.

Such circumstances may include, but are not limited to, overcrowding of school facilities at the relevant grade level.

Once a student establishes residency on this basis, he/she shall not be required to reapply for enrollment in subsequent years. The student may continue to attend school in the district through the highest grade level offered

by the district if the parent/guardian so chooses and if at least one parent/guardian of the student continues to be physically employed by an employer situated within district boundaries, subject to the exceptions in items #1-3 above. (Education Code 48204)

The Superintendent/Principal or designee may deny a transfer out of the district by a student whose parent/guardian is employed within the boundaries of another district if the difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204. (Education Code 48204)

Proof of Residency

The district shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members for the purpose of determining residency within the district. (Education Code 234.7)

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any of the following: (Education Code 48204.1)

1. Property tax payment receipt
2. Rental property contract, lease, or payment receipt
3. Utility service contract, statement, or payment receipt
4. Pay stub
5. Voter registration
6. Correspondence from a government agency
7. Declaration of residency executed by the student's parent/guardian
8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student
9. If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552

A parent/guardian seeking residency status on the basis of his/her employment within district boundaries shall submit proof of the employment which may include, but not be limited to, a paycheck stub or letter from his/her employer listing a physical address within district boundaries. Such evidence shall also indicate the number of hours or days per school week that the parent/guardian is employed at that location.

A parent/guardian who is transferred or pending transfer into a military installation within the state shall provide proof of residence in the district within 10 days after the published arrival date provided on official documentation. For this purpose, he/she may use as his/her address a temporary on-base billeting facility, a purchased or leased home or apartment, or federal government or public-private venture off-base military housing. (Education Code 48204.3)

A student whose parent/guardian's departure from the state occurred against his/her will pursuant to item #10 in the section "Criteria for Residency" above shall be in compliance with district residency requirements if he/she provides official documentation of the parent/guardian's departure and evidence demonstrating that the student was enrolled in a public school in California immediately before moving outside the state. (Education Code 48204.4)

Any homeless or foster youth or student who has had contact with the juvenile justice system shall be immediately enrolled in school even if he/she is unable to provide proof of residency. (Education Code 48645.5, 48852.7, 48853.5; 42 USC 11432)

Safe at Home/Confidential Address Program

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent/Principal or designee may request the

actual residence address for the purpose of establishing residency within district boundaries but shall use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record. (Government Code 6206, 6207)

ReqPay12d

Board Report

Checks Dated 01/01/2026 through 01/30/2026

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-OOOO-SSS-MMM	Comment	Expensed Amount	Check Amount
1121743	01/05/2026	ABRITE	01-6500-0-5760-1190-5100-200-1304	SPED AIDE		5,262.70
1121744	01/05/2026	DASSEL'S PETROLEUM	01-0000-0-0000-8100-5511-200-2801	PROPANE	776.80	
1121745	01/05/2026	HANCOCK PARK & DELONG, INC	01-2600-0-0000-8100-5511-200-0000	PROPANE	258.93	1,035.73
1121746	01/05/2026	PACIFIC GAS & ELECTRIC	01-0000-0-0000-8500-5800-200-2801	SCHOOL FACILITIES CONSULT		43.75
1121747	01/05/2026	SANTA CRUZ CO OFC OF EDUCATION	01-0000-0-0000-8100-5511-200-2801	PUMP HOUSE		28.97
1121748	01/05/2026	SISC 3	01-0000-0-1110-1000-5808-200-2801	OUTDOOR SCIENCE SCHOOL	4,313.33	
1121749	01/05/2026	Stewart, Michelle A	01-0700-0-1110-1000-5808-200-2801	OUTDOOR SCIENCE SCHOOL	1,258.67	5,572.00
1121750	01/05/2026	TESTING ENGINEERS, INC	01- - - - 9514- - JANUARY MEDICAL			12,348.00
1121751	01/05/2026	Willett, Kara E	01-0700-0-1110-1000-4300-200-2801	REIMBURSE PEACEBUILDER INCENTIVE		35.16
1122435	01/12/2026	AT&T	01-0000-0-0000-8100-5800-200-BTRM	RESTROOM TESTING REPORT		350.00
1122436	01/12/2026	BETHEL JANITORIAL SERVICE	01-2600-0-1110-1000-4300-200-0000	REIMBURSE ELOP - AFTER SCHOOL CLASS		109.08
1122437	01/12/2026	BLUE WATER SEDANS & LIMOUSINES	01-0000-0-0000-2700-5900-200-2801	INTERNET		150.75
1122438	01/12/2026	CAMINOS BILINGUAL SPEECH THER	01-0000-0-0000-8100-5524-200-2801	JANITORIAL SERVICES	2,000.00	
1122439	01/12/2026	CLASS LEASING, LLC	01-2600-0-0000-8100-5524-200-0000	JANITORIAL SERVICES	666.67	2,666.67
1122440	01/12/2026	DIVISION OF STATE ARCHITECT	01-6500-0-5760-3600-5800-200-1304	SPED TRANSPORTATION		1,960.00
1122441	01/12/2026	Doolan, Lindsey A	01-0000-0-0000-3150-5800-200-2801	BILINGUAL SPEECH ASSESSMENT		532.80
			01-0000-0-0000-8500-6600-200-BTRM	BATHROOM LEASE DEC-JAN	2,923.17	
				BATHROOM LEASE JAN-FEB	2,923.17	5,846.34
			01-0000-0-0000-8500-5801-200-BTRM	FOR BATHROOM		107.50
			01-9009-0-1110-1000-4300-200-RM03	ROOM 3 MATERIALS AND SUPPLIES		21.60

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.

002 - Happy Valley Elementary School District

Generated for Paige Lynd (PLYND), Jan 28 2026 7:59AM

ReqPay12d

Board Report

Checks Dated 01/01/2026 through 01/30/2026

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMM	Comment	Expensed Amount	Check Amount
1122442	01/12/2026	HONU INTERVENTION, INC	01-6500-0-5760-1190-5100-200-1304	LO SPED AIDE		5,060.55
1122443	01/12/2026	KT MECHANICAL INC	01-2600-0-0000-8100-5600-200-0000	MPR HEATER FOR AFTER SCHOOL PROGRAM		310.00
1122444	01/12/2026	PACIFIC GAS & ELECTRIC	01-0000-0-0000-8100-5511-200-2801	ELECTRIC	490.01	
1122445	01/12/2026	Royer, Kate	01-2600-0-0000-8100-5511-200-0000	ELECTRIC	163.34	653.35
1122446	01/12/2026	SANTA CRUZ MUNICIPAL UTILITIES	01-9009-0-1110-1000-4300-200-RM01	ROOM 1 MATERIALS AND SUPPLIES		58.84
1122447	01/12/2026	SANTA CRUZ MUSEUM OF ART & HIS	01-0000-0-0000-8100-5514-200-2801	WATER		143.34
1122448	01/12/2026	SC SYSTEMS INC	01-6770-0-1110-1000-5808-200-0000	ROOM 3 FIELD TRIP		80.00
1122449	01/12/2026	STAPLES	01-0000-0-0000-8100-5800-200-2801	FIRE ALARM MONITORING		105.00
			01-1100-0-0000-2700-4350-200-3000	OFFICE SUPPLIES	206.80	
			01-1100-0-0000-7200-4350-200-3000	OFFICE SUPPLIES	68.93	
			01-1100-0-0000-8100-4350-200-3000	JANITORIAL SUPPLIES	111.21	
			01-2600-0-0000-8100-4350-200-0000	JANITORIAL SUPPLIES	37.07	
			01-6500-0-5760-1120-4300-200-1304	RESOURCE MATERIALS AND SUPPLIES	104.01	
			01-9009-0-1110-1000-4300-200-RM05	ROOM 5 MATERIALS AND SUPPLIES	34.97	
			01-9009-0-1110-1000-4300-200-RM06	ROOM 6 MATERIALS AND SUPPLIES	81.99	644.98
1122450	01/12/2026	Stewart, Michelle A	01-7311-0-1110-1000-5200-200-0000	CLASSIFIED STAFF PD		33.64
1122451	01/12/2026	US BANK	01-0000-0-0000-2700-5900-200-2801	ELOP, ROOM 3 SUBSCRIPTION	99.00	
			01-2600-0-1110-1000-4300-200-0000	ELOP, ROOM 3 SUBSCRIPTION	1,026.96	
			01-9009-0-1110-1000-4300-200-RM03	ELOP, ROOM 3 SUBSCRIPTION	161.71	1,287.67
1122452	01/12/2026	USI INC	01-1100-0-0000-2700-4350-200-3000	LAMINATOR FILM		154.48
1122453	01/12/2026	XEROX CORPORATION	01-1100-0-0000-7100-5600-200-3000	COPIER LEASE AND USAGE	91.70	
			01-1100-0-0000-7200-5600-200-3000	COPIER LEASE AND USAGE	22.92	
			01-1100-0-1110-1000-5600-200-3000	COPIER LEASE AND USAGE	343.87	458.49

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.

ReqPay12d

Board Report

Checks Dated 01/01/2026 through 01/30/2026

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMM	Comment	Expensed Amount	Check Amount
1123244	01/20/2026	AT&T				
			01-0000-0-0000-2700-5900-200-2801	PHONE	123.57	
1123245	01/20/2026	BLICK ART MATERIALS	01-0000-0-0000-7200-5900-200-2801	PHONE	41.19	164.76
1123246	01/20/2026	C & N TRACTORS	01-9009-0-1110-1000-4300-200-MURT	ART MATERIALS AND SUPPLIES		170.54
1123247	01/20/2026	DISCOUNT SCHOOL SUPPLY	01-0000-0-0000-8100-4350-200-2801	MOWER SUPPLIES		35.44
1123248	01/20/2026	EMPLOYMENT DEVELOPMENT DEPT	01-6053-0-1110-1000-4300-200-0000	TK MATERIALS AND SUPPLIES		456.16
1123249	01/20/2026	GREENWASTE RECOVERY INC	01- - - - -9515- - 2025 Q4 SUJ			149.07
1123250	01/20/2026	Lynd, Paige L	01-0000-0-0000-8100-5523-200-2801	GARBAGE		607.23
1123251	01/20/2026	SC CHILDREN'S MUSEUM OF DISC	01-0000-0-0000-7200-5200-200-2801	MILEAGE REIMBURSEMENT		105.22
1123252	01/20/2026	SPROUTS SC	01-9009-0-1110-1000-5808-200-RM02	ROOM 2 FIELD TRIP		125.00
1123253	01/20/2026	STAPLES	01-2600-0-1110-1000-5800-200-0000	DEC AFTER SCHOOL ENRICHMENT		1,900.00
1123882	01/26/2026	ABRITE	01-9009-0-1110-1000-4300-200-RM05	ROOM 5 MATERIALS AND SUPPLIES		120.63
1123883	01/26/2026	CAMINOS BILINGUAL SPEECH THER	01-6500-0-5760-1190-5100-200-1304	SPED AIDE		5,838.45
1123884	01/26/2026	CARLY PERLMAN	01-0000-0-0000-3150-5800-200-2801	BILINGUAL SPEECH		653.33
			01-3327-0-5760-3120-5800-200-1320	COUNSELING	585.00	
1123885	01/26/2026	DASSEL'S PETROLEUM	01-7435-0-1110-1000-5800-200-0000	COUNSELING	1,105.00	1,690.00
			01-0000-0-0000-8100-5511-200-2801	PROPANE	800.05	
1123886	01/26/2026	Document Tracking Services	01-2600-0-0000-8100-5511-200-0000	PROPANE	266.68	1,066.73
1123887	01/26/2026	Doolan, Lindsey A	01-0000-0-0000-7200-5800-200-2801	DOCUMENT TRACKING SERVICES		425.00
1123888	01/26/2026	PACIFIC GAS & ELECTRIC	01-9009-0-1110-1000-4300-200-RM03	ROOM 3 MATERIALS AND SUPPLIES		4.99
			01-0000-0-0000-8100-5511-200-2801	PUMP HOUSE	31.27	

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.

002 - Happy Valley Elementary School District

Generated for Paige Lynd (PLYND), Jan 28 2026 7:59AM

Checks Dated 01/01/2026 through 01/30/2026

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMM	Comment	Expensed Amount	Check Amount
1123888				STREET LIGHT	20.86	52.13
1123889	01/26/2026	STAPLES				
			01-9009-0-1110-1000-4300-200-RM01 ROOM 1 MATERIALS AND SUPPLIES			76.28
				Total Number of Checks	46	58,702.35

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	46	58,702.35
	Total Number of Checks	46	58,702.35
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		58,702.35