

**HAPPY VALLEY SCHOOL DISTRICT
BOARD OF TRUSTEES
November 8, 2023
3:30 pm, Multi-Purpose Room
Agenda**

A. Approval of Agenda

B. Approval of Minutes- Regular Board Meeting, October 11, 2023

C. Community Input

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

D. Board Report

E. Superintendent's Report

F. Staff Report

G. Student Report

H. Public Hearing

- 1. Public Hearing Regarding Calling an Election to Renew Existing Education Parcel Tax**
- 2. Public Hearing Regarding Happy Valley Elementary School Updated- Safe School Plan, Emergency Procedures**

I. Information Items

1. Enrollment Update

The Board will receive an update regarding enrollment.

2. Modernization Update

The Board will receive an update regarding modernization.

3. CAASPP Scores

The Board will receive information regarding Happy Valley's CAASPP scores for the 2022/2023 school year.

4. Certification 2022/2023 Unaudited Actuals

The Board will receive information regarding the certifying of Happy Valley's 2022/2023 Unaudited Actuals by the Santa Cruz County Office of Education.

5. Community Foundation of Santa Cruz

The Board will receive an update regarding the Happy Valley School Foundation Fund through September 30, 2023.

J. Action Items

1. Resolution 23-24-04

Resolution ordering an election for the purpose of submitting to the qualified electors of the district the question of continuing the levy of an education parcel tax upon each parcel in the district for educational purposes and establishing the specification of the election order.

Majority vote of Board required for adoption of the Resolution

Background/Staff Report:

The District continues to have a need for local revenues to support its quality programs. The District parcel tax of \$99 per parcel per year which was approved in June 2018 is scheduled to expire in 2023-24. By submitting a renewal parcel tax measure to District voters, the District will continue to have a source of general fund revenues that can enable it to continue its quality programs and attract and retain qualified teachers.

The Resolution presented for Board vote following a public hearing calls a March 5, 2024 parcel tax election in the District, on the same date as the statewide primary election. The Resolution contains all legally required elements to call a parcel tax election. It calls for continuing the same parcel tax of \$99 per parcel for a new term of 8 years. Revenues will be applied to maintaining art and music programs, providing classroom technology, attracting and retaining teachers and staff and supporting classroom instruction. The senior citizen exemption will continue to apply to the renewed tax as was approved in 2018 and property owners who have already been granted an exemption will not have to re-apply for an exemption.

In order to call the parcel tax election, the Resolution must have a majority vote of the Board, and the signed resolution must be filed with the County Election official no later than December 8, 2023, for placement on the March 5, 2024 ballot.

Recommendation:

Motion to adopt resolution placing parcel tax renewal measure on March 5, 2024 ballot.

2. Happy Valley Elementary School Safe School Plan, Emergency Procedure

The Board will receive and consider approval of the Happy Valley Elementary School Safe School Plan, Emergency Procedures.

3. Board Policy

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

4. Contract with Harshwal and Company LLP

The Board will consider approval of a contract with Harshwal and Company LLP, Certified Public Accountants.

5. Field Trip Forms

The Board will receive and consider approval of updated field trip forms.

6. Board Involvement and Professional Development

The Board will consider creating a policy for board involvement and professional development.

K. Consent Items

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

L. Communications and Announcements

1. Nov. 10- No School, Veterans Day
2. Nov. 11- Redwood Gala, 6:00 pm, Bargetto Winery
3. Nov. 13-Nov 17- Parent/Teacher Conferences
4. Nov. 15- Parent Club Meeting, 6:30 pm, Via Zoom
5. Nov. 20-Nov 24- No School, Thanksgiving Break
6. Dec. 1- PeaceBuilder Assembly, 11:15 am, Stage
7. Dec. 13- Board Meeting, 3:30 pm, MPR
8. Dec. 20- Parent Club Meeting, 6:30 pm, Via Zoom
9. Dec. 21- Winter Concert, 9:35 am, MPR
10. Dec. 22- PeaceBuilder Assembly, 11:15 am, Stage

M. Closed Session

Negotiations

N. Report Out Of Closed Session

O. Adjournment

Happy Valley School District
Regular Board Meeting
October 11, 2023
MINUTES

The meeting was called to order by the Board President at 3:31pm

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Stewart, Lynd, Keenan, Frier

STUDENTS PRESENT: Paige and Charlie

A. APPROVAL OF THE AGENDA

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

B. APPROVAL OF THE MINUTES

MSC TROTTER/FREEMAN to approve the minutes from the Regular Board Meeting
September 13, 2023. Unanimous.

C. COMMUNITY INPUT

None.

D. BOARD REPORT

1. Carly Trotter reminded the Board about the Redwood Gala on Saturday, November 11th at Bargetto Winery from 6:00-9:00pm. Please reach out and spread the word.
2. Cliff Hodges updated the Board on the pump for the field.

E. SUPERINTENDENT'S REPORT

Michelle Stewart informed the Board of the following:

1. Had our first Coffee with the Principal. Four parents and one Board member, Katie Freeman, came. It was great to share what is happening at the school and get a parent perspective on those issues.
2. Facility update, fighting yellow jackets, discovered a water leak, and a french drain was installed behind the Art and Music Room.
3. The CSBA conference is coming up and Michelle will be attending and is recommending other Board members look into going. It is a great organization that supports school boards throughout the state.
4. Michelle is meeting with staff about their goals.
5. Staff CPR training was last Friday.
6. Parent Club is preparing for the upcoming Redwood Gala on November 11th and encourages all Board members to attend and donate if you can.
7. We had an assembly and first spirit day, Twin Day. 6th graders went to OSS. Last Friday the B40 fire department came and sprayed the students during the heatwave. The school has appreciated the partnership with the B40 Fire Department.

8. The County of Santa Cruz is going to a more centralized system to deal with school emergencies. Superintendents and other school leaders have been involved in training over the last year. Our 3rd grade class has been chosen to participate in a instructional training video of a fire simulation.

F. STAFF REPORT

Kelly Keenan informed the Board of the following:

1. TK/K wrapped up a unit on 2-D shapes.
2. 1st graders have been studying bats.
3. 2nd grade has been studying meal worms and are working on their personal narratives.
4. 6th grade had a great time at OSS.

G. STUDENT REPORT

Charlie and Paige informed the Board of the following:

1. Friday the fire truck came and sprayed down the kids.
2. 6th graders went to OSS and had a lot of fun and good food.

H. PUBLIC HEARING

MSC FREEMAN/FRANDLE to close the meeting for a Public Hearing at 3:45pm for the following. Unanimous.

1. NEGOTIATIONS

Allowing comment on Happy Valley Elementary School District's intent to begin negotiations with the Happy Valley Education Association (HVEA) for a collective bargaining agreement (2024-2026).

MSC WILLET/HODGES to reopen the meeting at 3:45pm there being no public comment. Unanimous.

I. INFORMATION ITEMS

1. GREG ISOM OF ISOM ADVISORS

The Board received information regarding renewing the parcel tax and the process for renewing.

2. MODERNIZATION UPDATE

The Board received an update regarding modernization. Grab bars were installed and fire alarm testing is being done for the closeout project. The portables that are being replaced were walked through with the architects. Expenses for all projects are being reviewed.

3. 2023-2024 LCAP and Budget Approval

The Board received information regarding the Santa Cruz County Office of Education's approval of Happy Valley's 2023-2024 LCAP and Budget.

4. ELOP

The Board received information regarding an ELOP Activities Report and the Fall classes: Spanish, 3-D Printing, Cooking and Run Club.

J. ACTION ITEMS

1. BOARD POLICY UPDATE

MSC TROTTER/FREEMAN to approve Board policy updates. Unanimous.

2. QUARTERLY STATUS REPORT OF UNIFORM COMPLAINT

MSC WILLET/FRANDLE to approve the Quarterly Uniform Complaint Report under the Williams Legislation, First Quarterly Report 2023-2024 school year. Unanimous.

3. STUDENT INTERNET SAFETY AGREEMENT

MSC WILLET/HODGES to approve confirmation of the CIPA (Children's Internet Protection Act) compliance: Using Lightspeed Relay Filtering through the Santa Cruz County Office of Education, Student Internet Safety Agreement, and Common Sense Media for internet usage. Unanimous.

4. ACCEPT THE INITIAL PROPOSAL FOR THE HAPPY VALLEY EDUCATION ASSOCIATION (HVEA) SUNSHINE NEGOTIATIONS REPRESENTING CERTIFICATED BARGAINING UNIT MEMBERS TO HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT (HVESD) FOR THE 2024-2026 INITIAL CONTRACT

Kelly Keenan and Caroline Frier informed the Board of the initial proposal.

MSC FREEMAN/HODGES to accept the initial proposal for collective bargaining. Article 9 Association-Association Rights, Article 12-Work Day/Work Year, Article 14 Leaves, Article 15-Health and Welfare Benefits, Article 16-Salaries. Unanimous.

5. APPROVAL OF THE INITIAL PROPOSAL FOR HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT (HVESD) SUNSHINE NEGOTIATION PROCESS WITH THE HAPPY VALLEY EDUCATION ASSOCIATION (HVEA) REPRESENTING CERTIFICATED BARGAINING UNIT MEMBERS FOR THE 2024-2026 INITIAL CONTRACT

MSC HODGES/FREEMAN to approve the initial proposal of intent to bargain the following articles of the Collective Bargaining Agreement with the Happy Valley Education Association:

Article 7-Professional Rights, Article 12-Work Day/Work Year, Article 15-Health and Welfare Benefits, Article 16-Salaries. The District also has an interest in reviewing the full contract for non-substantive changes such as typographical errors. Unanimous.

K. CONSENT AGENDA

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

L. COMMUNICATION AND ANNOUNCEMENTS

1. October 18, 2023 - Parent Club Meeting, 6:30pm, Via Zoom
2. October 23, 2023 - Coffee with the Superintendent/Principal, 2:30pm, Gazebo
3. October 25, 2023 - Make-Up Picture Day
4. October 27, 2023 - Career Day, 8:30am-11:00am
5. October 27, 2023 - PeaceBuilder Assembly, 11:15am, Stage

- 6. October 31, 2023 - Halloween Parade, 10:25am
- 6. November 1, 2023 - No School, Staff Development Day

M. ADJOURNMENT

MSC FREEMAN/TROTTER to adjourn the meeting, there being no further business, 4:26pm. Unanimous.

pl

Posted October 27, 2023
District Office, Branciforte Fire Dept.
and Happy Valley Conference Center

**NOTICE OF PUBLIC HEARING
REGARDING CALLING AN ELECTION TO RENEW
EXISTING EDUCATION PARCEL TAX**

Notice is hereby given pursuant to Government Code Section 50077 that a public hearing will be held by the governing board of the **Happy Valley Elementary School District** at a board meeting on November 8, 2023, at 3:30 p.m. or as soon thereafter as convenient in the Multi-Purpose Room which is located at 3125 Branciforte Drive, Santa Cruz, California. The purpose of said hearing is to receive public comment regarding whether the District should call an election to renew its existing parcel tax previously approved by District voters in 2018 for an additional eight years pursuant to Government Code Section 50079. Any interested persons, including all persons owning lands in the District, may appear and be heard at the public hearing.

Posted: October 27, 2023
District Office, Branciforte Fire Dept.
And Happy Valley Conference Center

Notice of Public Hearing November 8, 2023, 3:30 pm In the Multi-Purpose Room

**The Happy Valley Elementary School District
will hold a public hearing regarding the updated Happy Valley
Elementary School Safe School Plan, Emergency Procedure at the
November 8, 2023, Board Meeting which begins at 3:30 pm.**



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

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

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

October 11, 2023

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

Dear Board President Hodges:

We have reviewed the Happy Valley Elementary School District's 2022-23 Unaudited Actuals and certified the report to the California Department of Education. Enclosed is a copy of the signed Certification for your records.

The district's 2022-23 Unaudited Actuals unrestricted revenues were \$1,402,871 which is a 0.79% increase over Estimated Actuals, mostly due to a reduction of the district's contribution from the unrestricted to the restricted resources. Local Revenue was reduced resulting from the Fair Market Value adjustment of \$9,091. The corresponding expenditures were \$1,474,545, which is a 0.92% increase over Estimated Actuals. The net impact is an increase of the Unrestricted Ending Fund balance of \$2,395 over Estimated Actuals, resulting in a final Unrestricted Ending Fund balance of \$1,102,228.

If you have any questions, please contact either me at 831-466-5602 or Rebecca Olker at 831-466-5630.

Sincerely,

Liann Reyes
Deputy Superintendent, Business Services
Santa Cruz County Office of Education

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

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2022-23 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the school district pursuant to Education Code Section 42100.

Signed:


Michelle Stewart
Clerk/Secretary of the Governing Board
(Original signature required)

Date of Meeting: Sep 13, 2023

To the Superintendent of Public Instruction:

2022-23 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100.

Signed:


County Superintendent/D. Signee
(Original signature required)

Date: October 12, 2023

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

Lauren Demasi

Name

Financial Analyst

Title

(831) 466-5612

Telephone

ldemasi@santacruzcoe.org

E-mail Address

For School District:

Michelle Stewart

Name

Superintendent/Principal

Title

(831) 429-1456

Telephone

mstewart@hvesd.com

E-mail Address

COMMUNITY FOUNDATION **SANTA CRUZ COUNTY**

at the Jack & Peggy Baskin Center for Philanthropy

7807 Soquel Drive • Aptos, CA 95003 • 831.662.2000 • www.cfsc.org

Happy Valley School Foundation Fund - HVSD

Fund Type: Agency Fund

Date Established: February 26, 1998

Investment Pool: Endowed - Socially Responsible Long Term Pool

Fund Report for July 01, 2023 – September 30, 2023

	Current Period 7/1/2023 – 9/30/2023	Year To Date 1/1/2023– 9/30/2023
Beginning Fund Balance	\$719,033.63	\$686,291.52
Plus Additions to Fund		
Earnings/(Losses)	\$(26,856.80)	\$37,258.04
Total Income	\$(26,856.80)	\$37,258.04
Less Distributions from Fund		
Distributions for Fund Purpose	\$ 0.00	\$27,880.00
Foundation Services Fee*	\$1,809.46	\$5,302.19
Total Expenditures	\$1,809.46	\$33,182.19
Ending Fund Balance	\$690,367.37	\$690,367.37

*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: \$1,640,700.06

(including county treasury amount of: \$77,564.15)

last quarter total fund 57: \$1,683,888.18

(including county treasury amount of \$76,954.01)



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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 July 01, 2023 – September 30, 2023

	Current Period 7/1/2023 – 9/30/2023	Year To Date 1/1/2023– 9/30/2023
Beginning Fund Balance	\$251,460.58	\$230,594.42
Plus Additions to Fund		
Earnings/(Losses)	\$(9,392.39)	\$12,679.08
Total Income	<hr/> \$(9,392.39)	<hr/> \$12,679.08
Less Distributions from Fund		
Foundation Services Fee*	\$632.80	\$1,838.11
Total Expenditures	<hr/> \$632.80	<hr/> \$1,838.11
Ending Fund Balance	\$241,435.39	\$241,435.39

*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.



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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 July 01, 2023 – September 30, 2023

	Current Period 7/1/2023 – 9/30/2023	Year To Date 1/1/2023 – 9/30/2023
Beginning Fund Balance	\$636,439.96	\$600,315.70
Plus Additions to Fund		
Contributions	\$20,000.00	\$20,059.80
Earnings/(Losses)	\$(23,771.86)	\$32,737.74
Total Income	\$(3,771.86)	\$52,797.54
Less Distributions from Fund		
Distributions for Fund Purpose	\$ 0.00	\$17,366.00
Foundation Services Fee*	\$1,604.95	\$4,684.09
Total Expenditures	\$1,604.95	\$22,050.09
Ending Fund Balance	\$631,063.15	\$631,063.15

*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 Foundation Fund - Donor Gifts - HVSDDG

Gifts received for the period July 01, 2023 through September 30, 2023

Date	Donor	Amount
2023-09-25	Happy Valley Elementary School Parent Club	20,000.00
	Total Gifts:	\$20,000.00

RESOLUTION NO. 23-24-04

**BOARD OF TRUSTEES
HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT**

**RESOLUTION ORDERING AN ELECTION FOR THE PURPOSE OF SUBMITTING TO
THE QUALIFIED ELECTORS OF THE DISTRICT THE QUESTION OF CONTINUING
THE LEVY OF AN EDUCATION PARCEL TAX UPON EACH PARCEL IN THE
DISTRICT FOR EDUCATIONAL PURPOSES AND ESTABLISHING THE
SPECIFICATIONS OF THE ELECTION ORDER**

WHEREAS, the Happy Valley Elementary School District (the "District") is devoted to providing high quality public education for its students; and

WHEREAS, in 2018 the District identified a need for a local funding source in order to ensure it could maintain its high quality educational programs and submitted a parcel tax measure to District voters on June 5, 2018 which received more than the requisite two-thirds approval (the "2018 Parcel Tax"); and

WHEREAS, the 2018 Parcel tax was approved for a term of six years at a rate of \$99 per parcel, with the final fiscal year of levy and collection being fiscal year 2023-24; and

WHEREAS, the revenues produced by the 2018 Parcel Tax are critical for the District to maintain its art and music programs, provide modern technology to students, to support classroom instruction and attract qualified teachers and staff; and

WHEREAS, the District has determined that it is necessary to call an election in the District to submit to District voters the question of whether the 2018 Parcel Tax should continue to be levied and collected for an additional eight years; and

WHEREAS, Section 4 of Article XIII A of the California Constitution and California Government Code Sections 50079 et seq. and 50075 et seq. (the "Law") authorize a school district, upon approval by two-thirds (2/3) of the electorate voting on the measure, to levy a qualified special tax for specified purposes following notice and a public hearing; and

WHEREAS, March 5, 2024 is an established election date and a statewide election date pursuant to the provisions of the California Elections Code; and

WHEREAS, the Board has on this date held a public hearing, which was duly noticed, where all interested persons have been heard on the matter of holding an election in the District on the matter of levying a qualified special tax on each parcel in the District; and

WHEREAS, the Board of Trustees desires at this time to order an election to be held on March 5, 2024 in the District for the purpose of submitting to the voters in the District the matter of continuing the levy of a qualified special tax on each parcel in the District pursuant to the Law for educational purposes (sometimes referred to herein and in the exhibits attached hereto as an "education parcel tax") and to designate the specifications thereof, pursuant to Education Code Section 5320 et seq. and to request consolidation with all other elections held in the District on such date, and to request the Santa Cruz County Registrar of Voters to perform election services for the District; and

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT DOES HEREBY RESOLVE, ORDER AND DETERMINE AS FOLLOWS:

Section 1. Call for Election. The Board hereby orders an election and submits to the electors of the District the question of whether an education parcel tax shall be levied and collected in the District for the specific purposes as set forth more fully in the ballot proposition approved herein and as set forth on Exhibits A and B hereto. This Resolution constitutes the order of the District to call such election and shall constitute the "specifications of the election order" pursuant to Education Code Section 5322.

Section 2. Election Date. The date of the election shall be March 5, 2024, and the election shall be held solely within the boundaries of the District, which the District represents have not changed since the last District election.

Section 3. Purpose of Election; Ballot Proposition. The purpose of the election shall be for the voters in the District to vote on a proposition, a full copy of which is attached hereto and marked Exhibit "A", containing the question of whether the District shall levy an education parcel tax in the District for the specific purposes stated therein, together with the accountability requirements of Government Code Section 50075.1.

As required by Education Code Section 5322 and Elections Code Section 13247 and 9051, and in accordance with Elections Code Section 13119, the abbreviated form of the measure (75 words or less) to appear on the ballot is attached hereto and marked as Exhibit "B". The Board of Trustees hereby authorizes and directs the President of the Board and the Superintendent to make any changes to the text of the measure as set forth in Exhibit A and Exhibit B hereto as required or recommended, upon the advice of the District's legal counsel to conform to any requirements of the Law, the Santa Cruz County Registrar of Voters, or to otherwise clarify or provide technical corrections to the measure to reflect the terms of this Resolution.

Section 4. Authority for Election. The authority for ordering the election is contained in Section 4 of Article XIII A of the California Constitution and California Government Code Sections 50079 et seq. and 50075 et seq. The authority for the specification of this election order is contained in Section 5322 of the Education Code.

Section 5. Type of Tax Rate, and Method of Collection. If approved by District voters, said education parcel tax shall be levied in an equal amount against each parcel of taxable real property in the District in the amount of \$99 per parcel for a period of eight years, commencing with the first levy in fiscal year 2024-25.

A parcel shall be defined as any unit of land in the District that receives a separate tax bill from the Santa Cruz County Tax Collector and shall be collected in the same manner and subject to the same penalty or penalties as other taxes fixed and collected by the County on behalf of the District.

Section 6. Exemptions. The following exemptions apply to the levy of the education parcel tax:

(a) *Otherwise Exempt Property.* All property that would otherwise be exempt from property taxes shall also be exempt from the education parcel tax.

(b) *Senior Citizen Exemption.* An exemption shall be available to persons who are 65 years or older and own and occupy as a principal residence a parcel (as defined in Section 5 above) and apply to the District for such exemption under procedures established by the District or otherwise as required by law or by the Santa Cruz County Tax Collector. The exemption granted shall remain in effect until the taxpayer become ineligible and the applicant shall not have to re-apply annually for such exemption for so long as the parcel continues to qualify for said exemption. Exemptions granted in connection with the 2018 Parcel Tax shall continue in place for the renewed tax and owners do not need to submit a new exemption application. The District shall continue in place its administrative review processes to review and grant exemptions.

Section 7. Accountability Requirements.

(a) *Government Code 50075.1 Requirements.* The members of the Board, the Superintendent and officers of the District are hereby directed, individually and collectively, to comply with the accountability measures pursuant to Government Code Section 50075.1, to wit: (a) the measure shall include a statement indicating the specific purposes of the education parcel tax, (b) the measure shall require that the proceeds of the education parcel tax be applied only to the specific purposes identified in the ballot measure, (c) the measure shall require the creation of an account into which the proceeds of the education parcel tax shall be deposited, and (d) the measure shall require that the District prepare, or cause to be prepared by a third party auditor, an annual report pursuant to Government Code Section 50075.3. Such accountability measures are forth on the ballot in the form of Exhibit A attached hereto and are incorporated herein by reference.

(b) *Citizens' Oversight Committee.* The Board of Trustees will continue maintaining a Citizens' Oversight Committee charged with the responsibility of annually reviewing the expenditures of proceeds of the education parcel tax to ensure such funds have been spent for the specific purposes set forth in the measure. Such Committee will continue to provide an annual report to the District Board and the public summarizing its review of expenditures of the proceeds of the education parcel tax and findings relating thereto. The Bylaws adopted by the Board of Trustees governing administration of the Committee will continue to govern the proceedings of the Committee.

Section 8. Annual Report. Pursuant to Government Code Section 50075.3, the Board directs the chief fiscal officer of the District to file a report with the Board each year containing (a) the amount of education parcel tax funds collected and expended and (b) the status of any project required or authorized to be funded from the proceeds of the education parcel tax as identified in the measure.

Section 9. Delivery of this Resolution. The Clerk of the Board is hereby directed to send a copy of this Resolution for receipt no later than 88 days prior to the March 5, 2024 election date (which date is by December 8, 2023), as follows:

- (a) County Elections Officer (as required pursuant to Education Code Section 5322 and Elections Code Section 10403),

(b) County Board of Supervisors (as required pursuant to Elections Code Section 10403), and

(c) County Superintendent of Schools for the purposes of noticing the election on the measure pursuant to Education Code Section 5325(a).

Section 10. Consolidation of Election. The County Elections Officer and the Santa Cruz County Board of Supervisors are hereby requested to consolidate the election ordered hereby with any and all other elections to be held on March 5, 2024, within the District. The District acknowledges that the election shall be held and conducted in accordance with Elections Code Section 10418. Pursuant to Section 5303 of the Education Code and Section 10002 of the Elections Code, the Board of Supervisors of Santa Cruz County is requested to permit the County Registrar to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the District agrees to reimburse Santa Cruz County in full from District general funds upon presentation of a bill from the County, such services to include the publication of notices of election and the mailing of the sample ballot.

Section 11. Ballot Arguments. As provided in Elections Code Section 9501, any and all members of this Board are hereby authorized to act as an author of any ballot argument prepared in connection with the election, including a rebuttal argument. The Superintendent, President of the Board, or their designees, are hereby authorized to execute any document and to perform all acts necessary to place the measure on the ballot.

Section 12. Notice of Election. The County Elections Officer is hereby requested to prepare a formal Notice of Election in time, form and manner as required by law, and the County Superintendent of Schools is hereby requested to post such notice in accordance with Education Code Section 5325. The suggested form of notice of the election is as follows:

HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT ELECTION NOTICE

NOTICE IS HEREBY GIVEN to the qualified electors of the Happy Valley Elementary School District (the "District") of Santa Cruz County, that in accordance with law, an election will be held on Tuesday, the 5th day of March, 2024 in the District, at which election there will be submitted the question of continuing the levy of the existing education parcel tax of \$99 per parcel annually for an additional eight years, with a senior exemption and citizens oversight, for the purpose of raising money to support educational costs.

Section 13. Reimbursement for Services Performed. The District agrees to reimburse the County Elections Officer/Registrar of Voters for services performed with respect to the election called herein following completion of such services and upon presentation of a bill.

Section 14. Legal Services. The Board affirms the continued engagement of the firm of Jones Hall, A Professional Law Corporation as Special Legal Counsel in connection with its parcel tax proceedings. The Superintendent is authorized to execute an amendment to the 2018 Agreement with Jones Hall reflecting the legal services rendered in connection with the proceedings described herein.

Section 15. Election Pursuant to Law. In all particulars not recited in this Resolution, said election shall be held and conducted as provided by law for holding school district elections in the District.

Section 16. Certification by Clerk of the Board. The Clerk of the Board shall certify as to the passage and adoption hereof and shall make minutes of the passage and adoption therefore in the records of the proceedings of the Board of Trustees of the District, in the minutes of the meeting at which the same is passed and adopted.

Section 17. Compliance with AB 2576 (Effective January 1, 2017). If the requisite number of votes cast on the question of an education parcel tax are obtained, the District and the County shall coordinate on compliance with the terms of Assembly Bill 2576 effective January 1, 2017, which requires that notice of a new parcel tax be provided to taxpayers residing outside of the jurisdiction of the taxing agency.

Section 18. Compliance with AB 2458 (Effective January 1, 2020) - Annual Information to be Provided to County. If the requisite number of votes cast on the question of an education parcel tax are obtained, the District shall request that the County collect the education parcel tax. The Superintendent is authorized to contract directly with the County for said purposes. As such, the District shall provide the County on an annual basis:

- a. A hyperlink to the location on the Internet Web site of the District that contains exemption information, if available.
- b. A hyperlink to the location on the Internet Web site of the District that contains the application for the exemption.
- c. A phone number to provide persons with exemption information or direct persons requesting exemption information.

Section 19. Severability. The Board of Trustees of the District hereby declares that every section, paragraph, sentence and clause of the qualified special tax measure has independent value, and that the Board of Trustees would have approved each provision regardless of every other provision. If approved, should any part be found by a court of competent jurisdiction to be invalid for any reason, all remaining parts shall remain in full force and effect to the fullest extent allowed by law.

Section 20. Effective Date. This resolution shall take effect on and after its adoption.

The foregoing Resolution was adopted by the Board of Trustees of the Happy Valley Elementary School District of Santa Cruz County, being the Board authorized by law to make the designations therein contained by the following vote, on November 8, 2023.

Adopted by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

President of the Board

Clerk of the Board

EXHIBIT A

BALLOT MEASURE FULL TEXT OF MEASURE

The full text of bond measure to be printed in the election material begins below the following line. Letter designation of measure shall be assigned and input by the County Registrar.

HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT FULL TEXT OF MEASURE ____

PURPOSES

To provide local revenue that cannot be taken by the State and to maintain high-quality public education in schools in the Happy Valley Elementary School District (the "District") of Santa Cruz County, California, the District proposes to continue to levy and collect its existing education parcel tax which was previously approved by District voters in 2018 annually for a renewed term of eight years as more fully described below under "EDUCATION PARCEL TAX AND PROCEDURES," and to implement accountability measures in connection with the education parcel tax to ensure that funds are used only for the following specific purposes:

- Supporting quality art and music programs,
- Providing for the integration of modern technology into classrooms, including devices and instructional equipment,
- Attracting and retaining qualified teachers and staff, and
- Supporting classroom instruction.

The Board of Trustees will not fund any program other than those listed above from the proceeds of the education parcel tax.

EDUCATION PARCEL TAX AND PROCEDURES

Amount of Education Parcel Tax. Subject to two-thirds approval of the voters, the existing education parcel tax of \$99 per parcel (except exempt parcels, as described below) shall become renewed and effective for an additional eight years commencing with fiscal year 2024-25 and be collected by the Santa Cruz County Tax Collector at the same time as and along with, and shall be subject to the same penalties as general *ad valorem* taxes collected by said tax collector.

Definition of Parcel. A parcel shall be defined as any unit of land in the District that receives a separate tax bill from the Santa Cruz County Tax Collector.

Exemptions. The following exemptions shall apply to the levy of the qualified special tax.

- *Otherwise Exempt Property.* All property that would otherwise be exempt from property taxes shall also be exempt from the education parcel tax.
- *Senior Citizen Exemption.* An exemption shall be available to persons who are 65 years or older and own and occupy as a principal residence a parcel (as

defined above) and apply to the District for such exemption under procedures established by the District or otherwise as required by law or by the Santa Cruz County Tax Collector.

Property owners seeking the senior citizen exemption must apply to the District for such exemption under procedures established by the District or otherwise as required by law or by the Santa Cruz County Tax Collector. When a senior exemption has been granted to a parcel, the senior will not have to re-submit an exemption application annually if the facts are such that said parcel continues to qualify for the senior exemption described in this measure. Please note that taxpayers that have been granted an exemption in connection with the 2018 parcel tax will not have to re-submit a new exemption application. The exemption will continue to apply, and the District will continue its existing administrative review procedures.

Exclusive Procedures. The procedures described herein with respect to the levy and collection of the education parcel tax and exemptions, and any additional procedures established by the Board of Trustees of the District, shall be the exclusive claims procedure for claimants seeking an exemption, refund, reduction, or re-computation of the qualified special tax. Whether any particular claim is to be resolved by the District or by the County shall be determined by the District, in coordination with the County as necessary. The District's Board of Trustees may adopt such additional or supplemental procedures as it deems necessary or convenient for the administration of the education parcel tax.

ACCOUNTABILITY MEASURES

Government Code Accountability. In accordance with the requirements of California Government Code sections 50075.1 and 50075.3, the following accountability measures, among others, shall apply to the qualified special taxes levied in accordance with this Measure:

- the specific purposes of the education parcel tax shall be those purposes identified above under the heading "PURPOSES,"
- the proceeds of the education parcel tax shall be applied only to those specific purposes identified above under the heading "PURPOSES,"
- a separate, special account shall be created into which the proceeds of the education parcel tax must be deposited; and
- the District shall annually prepare and file or cause to be prepared and filed a written report with the Board of Trustees of the District showing (1) the amount of funds collected and expended from the proceeds of the education parcel tax and (2) the status of any projects, programs, or purposes identified above under the heading "PURPOSES."

Citizens' Oversight Committee. In addition to the accountability measures required by the Government Code, the District will continue to maintain and support an independent Citizens' Oversight Committee to review the expenditures funded by the measure to ensure that said funds are spent only for the purposes approved by the voters. The Citizens' Oversight Committee will continue to review the expenditures of these funds by the District and will report on an annual basis to the Board and community on how these funds have been spent.

PROTECTION OF FUNDING

Current law forbids any decrease in State or Federal funding to the District because of the District's adoption of an education parcel tax. However, if any State or Federal funds are reduced because of the adoption of this education parcel tax, then the amount of the education parcel tax will be reduced annually as necessary in order to restore such State or Federal funding.

SEVERABILITY

The Board of Trustees of the District hereby declares, and the voters by approving this measure concur, that every section, paragraph, sentence and clause of this measure has independent value, and the Board of Trustees and the voters would have adopted each provision hereof regardless of every other provision hereof. Upon approval of this measure by the voters, should any part be found by a court of competent jurisdiction to be invalid for any reason, all remaining parts hereof shall remain in full force and effect to the fullest extent allowed by law.

The Full Text of Measure ends above the line.

EXHIBIT B

BALLOT MEASURE ABBREVIATED FORM

To support academic excellence for Happy Valley students without increasing the current tax rate, maintain quality art and music programs, integrate modern technology into classrooms, retain high quality teachers and provide local funding that cannot be taken by the State, shall Happy Valley Elementary School District's measure be adopted renewing its existing parcel tax for eight years at the same rate of \$99 per parcel raising approximately \$61,000 annually with an exemption for seniors and with citizens' oversight?

Happy Valley Elementary School Safe School Plan Emergency Procedures

**Happy Valley Elementary School District
3125 Branciforte Dr.
Santa Cruz, CA 95065-9775
(831) 429-1456**

Plan Date: November 2023

U.S. DEPARTMENT OF HOMELAND SECURITY – SAMPLE TERRORISM ALERT MESSAGE

TABLE OF CONTENTS

1.0 INTRODUCTION	1-1
1.1 OVERVIEW	1-1
1.2 PLAN ORGANIZATION	1-1
2.0 STANDARDIZED EMERGENCY MANAGEMENT	2-1
2.1 EMERGENCY PLANNING WITH SEMS	2-1
2.2 INCIDENT COMMAND TEAM	2-4
2.3 FIRST AID/MEDICAL TEAM	2-7
2.4 PSYCHOLOGICAL FIRST AID TEAM	2-9
2.5 SEARCH AND RESCUE TEAM	2-11
2.6 SECURITY/UTILITIES TEAM	2-14
2.7 SUPPLY/EQUIPMENT TEAM	2-16
2.8 ASSEMBLY AREA TEAM	2-18
2.9 REQUEST GATE TEAM	2-20
2.10 REUNION GATE TEAM	2-22
2.11 FIRE SUPPRESSION AND HAZMAT TEAM	2-24
2.12 DOCUMENTATION POSITION (OPTIONAL)	2-26
2.13 COMMUNICATIONS POSITION (OPTIONAL)	2-27
2.14 SCHOOL STAFF	2-28
2.15 Happy Valley Elementary School District	2-28
2.16 PREPAREDNESS PROCEDURES	2-29
3.0 INITIAL RESPONSE TO EMERGENCIES	3-1
3.1 IDENTIFY TYPE OF EMERGENCY	3-1
3.2 IDENTIFY LEVEL OF EMERGENCY	3-1
3.3 DETERMINE IMMEDIATE RESPONSE ACTIONS	3-2
4.0 IMMEDIATE RESPONSE ACTIONS	4-1
4.1 DUCK AND COVER	4-1
4.2 SHELTER-IN-PLACE	4-1
4.3 LOCK DOWN	4-3
4.4 EVACUATE BUILDING	4-4
4.5 OFF-SITE EVACUATION	4-4
4.6 ALL CLEAR	4-5

5.0 EMERGENCY PROCEDURES	5-1
5.1 AIRCRAFT CRASH	5-2
5.2 ANIMAL DISTURBANCE	5-3
5.3 ARMED ASSAULT ON CAMPUS	5-4
5.4 BIOLOGICAL OR CHEMICAL RELEASE	5-5
5.5 BOMB THREAT	5-9
5.6 BUS DISASTER	5-11
5.7 DISORDERLY CONDUCT	5-15
5.8 EARTHQUAKE	5-16
5.9 EXPLOSION/RISK OF EXPLOSION	5-18
5.10 FIRE IN SURROUNDING AREA	5-23
5.11 FIRE ON SCHOOL GROUNDS	5-24
5.12 FLOODING	5-25
5.13 LOSS OR FAILURE OF UTILITIES	5-26
5.14 MOTOR VEHICLE CRASH	5-31
5.15 PSYCHOLOGICAL TRAUMA	5-32
5.16 SUSPECTED CONTAMINATION OF FOOD OR WATER	5-33
5.17 THREAT OF VIOLENCE	5-34
5.18 UNLAWFUL DEMONSTRATION/WALKOUT	5-36
5.19 PANDEMIC INFLUENZA/AVIAN FLU	5-37
5.20 TSUNAMI WATCH/WARNING/ADVISORY	5-38
6.0 OTHER EMERGENCY INFORMATION	6-1
6.1 DISTRICT BULLETINS DEALING WITH EMERGENCIES	6-2
6.2 ALERT SYSTEM 1 (PARENT)	6-2
6.3 ALERT SYSTEM 2 (SCHOOL PERSONNEL)	6-2
6.4 SITE PLOT PLAN AND VICINITY MAP	6-3
6.5 EMERGENCY PHONE NUMBERS	6-3
6.6 EMERGENCY SUPPLIES AND EQUIPMENT	6-5
6.7 EMERGENCY DRILLS	6-10

FIGURES

FIGURE	PAGE
2-1 EMERGENCY MANAGEMENT ORGANIZATION CHART	2-3

TABLES

TABLE	PAGE
6-1 DISTRICT BULLETINS	6-2
6-2 EMERGENCY PHONE NUMBERS	6-4
6-3 RECOMMENDED CLASSROOM EMERGENCY SUPPLIES	6-6
6-4 RECOMMENDED SCHOOL EMERGENCY SUPPLIES	6-7

APPENDICES

APPENDIX A: FORMS

EMERGENCY HAZARD ASSESSMENT SUMMARY (FORM A)

BIOLOGICAL AND CHEMICAL RELEASE RESPONSE CHECKLIST (FORM B)

BOMB THREAT REPORT (FORM C)

INJURY AND MISSING PERSONS REPORT (FORM D)

STUDENT RELEASE LOG (FORM E)

DAMAGE ASSESSMENT REPORT (FORM F)

AUTOMATED EXTERNAL DEFIBRILLATOR (AED), CPR AND FIRST AID TRAINING RECORD FOR SCHOOLS EQUIPPED WITH AEDS

EMERGENCY MANAGEMENT ORGANIZATIONAL CHART (FORM H)

APPENDIX B: ALERT SYSTEMS

ALERT SYSTEM2: SCHOOL PERSONNEL

APPENDIX C: MAPS

SITE PLOT PLAN

VICINITY MAP

THOMAS BROS. MAP

1.0 INTRODUCTION

1.1 OVERVIEW

State law requires that schools be adequately prepared to respond to earthquakes, fires, and other emergencies (California Education Code § 35295 through § 35297, California Government Code § 8607, and California Code of Regulations § 2400 through § 2450). To assist schools in complying with these requirements, the Happy Valley Elementary School District has adopted the Model Safe School Plan, Emergency Procedures (02-01-05) for use as a template in the preparation of emergency procedures for each of the District schools. Per District policy, the Superintendent or designee shall use state-approved Standardized Emergency Management System (SEMS) guidelines and the National Incident Command System (NIMS) when updating district and site-level emergency and disaster preparedness plans. The emergency management teams and procedures outlined in this plan are consistent with both SEMS and NIMS, however SEMS will serve as the primary reference throughout this document. This plan presents specific procedures to be used in preparing for, and responding to, school emergencies.

1.2 PLAN ORGANIZATION

The effective management of emergencies requires both adequate emergency preparedness and emergency response capabilities. This plan is organized into six sections. Section 2 deals with emergency preparedness, identifies the school's emergency response teams and defines the roles and responsibilities of team members. Sections 3.0 and 4.0 present guidance for determining the nature and extent of an emergency, and a series of initial response actions to be taken in an emergency. Section 5.0 provides detailed emergency response procedures for 18 types of emergencies that may be encountered in a school setting. Section 6.0 provides supplemental emergency information including contact information, supply lists and evacuation routes. Standard forms, site maps and other supporting information are contained in the Appendices.

The Principal will ensure that this Safe School Plan, - Emergency Procedures is consistent with District Board Policy 0450 and SEMS, and that the plan addresses the following eighteen emergencies: aircraft crash; aircraft landing, animal disturbance; armed assault on campus; biological or chemical release; bomb threat; bus disaster; disorderly conduct; earthquake; explosion/risk of explosion; fire in surrounding area; fire on school grounds; flooding; loss or failure of utilities; motor vehicle crash; psychological trauma, suspected contamination of food or water; threat of violence; and unlawful demonstration/walkout.

2.0 STANDARDIZED EMERGENCY MANAGEMENT

2.1 Emergency Planning with SEMS

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the multiple agencies often participating in response to an emergency. SEMS consists of the following five functions: Management; Planning/Intelligence; Operations; Logistics; and Finance/Administration.

2.1.1: Management

During an emergency, the Incident Commander is responsible for directing response actions from a designated Command Post. To effectively direct response actions, the Incident Commander must constantly assess the situation and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically directed by the Principal, as the Incident Commander. The Principal is assisted in carrying out this function by a Public Information Officer, Safety Coordinator, and Agency Liaison.

2.1.2: Planning/Intelligence

During an emergency, SEMS Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. Under SEMS, this function is supported by two staff members, one involved with "Documentation" and the other with "Situation Analysis." In Happy Valley Elementary School District schools, "Situation Analysis" may be performed by a "Communications" position. Both of these positions, if assigned at the discretion of the Principal, will report directly to the Incident Commander (Principal) unless a Planning/Intelligence Chief is assigned.

2.1.3: Operations

Under SEMS, all emergency response actions are implemented under the Operations function. This function is supported by staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents. Within Happy Valley Elementary School District, these activities are performed by the following teams, under the direct supervision of the Incident Commander (Principal), unless an Operations Chief is assigned: First Aid/Medical Team; Security/Utilities Team; Assembly Area Team; Psychological First Aid Team; Supply/Equipment Team; Request Gate Team; Reunion Gate Team; Fire Suppression/HazMat Team; and Search and Rescue Teams.

2.1.4: Logistics

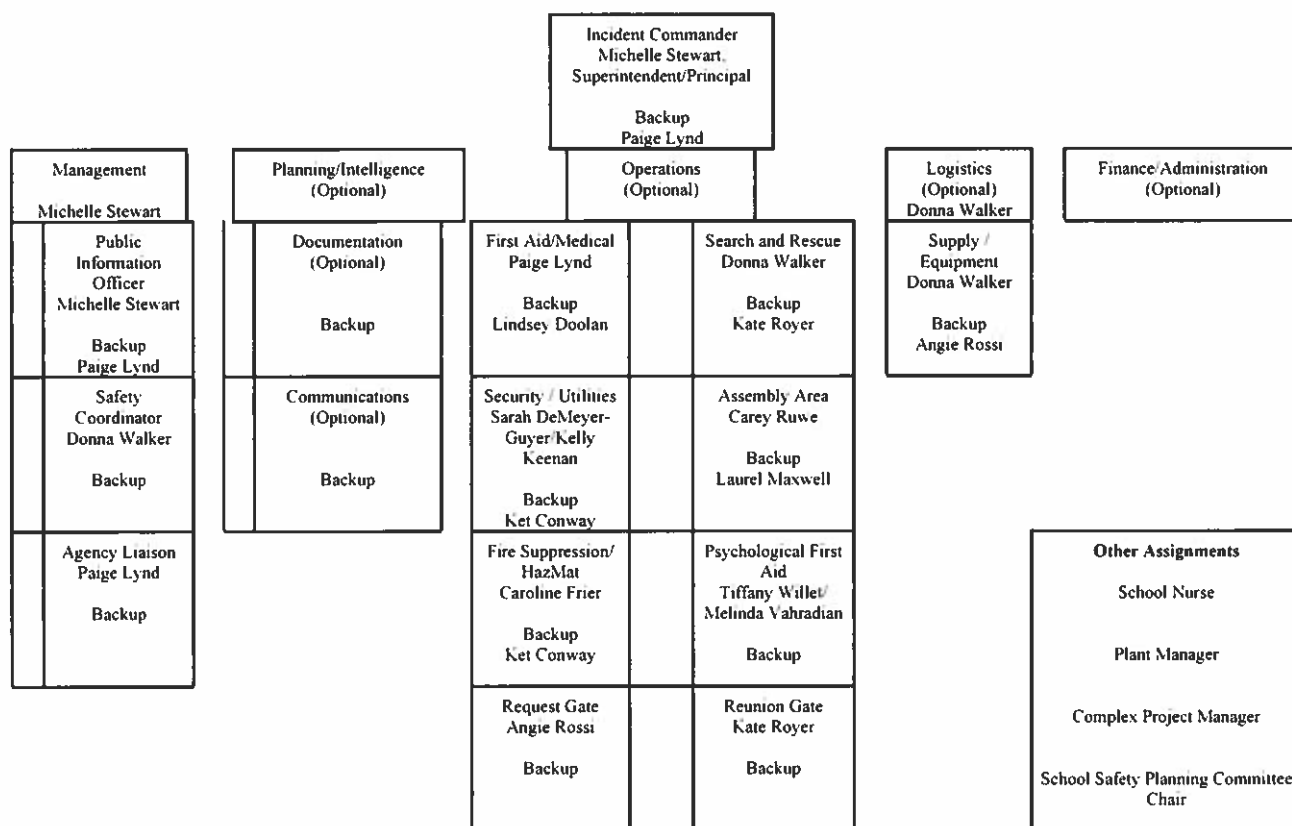
The Logistics function of SEMS supports emergency operations by coordinating personnel; assembling and deploying volunteer teams; providing supplies, equipment, and services; and facilitating communications among emergency responders. Within Happy Valley Elementary School District, these activities are performed by the Security/Utilities Team and the Supply/Equipment Team both of which report directly to the Incident Commander unless a Logistics Chief is assigned.

2.1.5: Finance/Administration

The Finance/Administration function of SEMS involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. Within Happy Valley Elementary School District, these activities may be performed by a "Documentation" position which reports directly to the Incident Commander unless a Finance/Administration Chief is assigned.

Figure 2.1 presents an Emergency Management Organization Chart modeled after SEMS and adapted for Happy Valley Elementary School District schools.

FIGURE 2-1: EMERGENCY MANAGEMENT ORGANIZATION CHART



Note: This Organization Chart is based on SEMS, and adapted for Happy Valley Elementary School District use. The Principal and School Safety Planning Committee should use discretion in making further modifications to address specific needs of the school. The first name in the box represents the primary responsible person whereas the second name denotes the backup

2.2 INCIDENT COMMAND TEAM

The Incident Command Team is responsible for directing school emergency response activities.

2.2.1: Assignments

The Incident Command Team is led by the Principal, Michelle Stewart, Superintendent/Principal. The team is made up of the the following members:

Incident Commander: *Michelle Stewart, Superintendent Principal*

Public Information Officer: *Michelle Stewart*

Safety Coordinator: *Donna Walker*

Agency Liaison: *Paige Lynd*

The Incident Commander also directs the activities of all other teams.

2.2.2: Roles and Responsibilities

2.2.2.1: Incident Commander

The Incident Commander (Principal) is responsible for directing emergency operations and shall remain at the Command Post to observe and direct all operations. Specific duties of the Incident Commander may include:

- Periodically assessing the situation.
- Directing the Incident Command Team and all other emergency teams.
- Determining the need for, and requesting, outside assistance.
- Periodically communicating with the Local District Superintendent.

2.2.2.2: Public Information Officer

The Public Information Officer (PIO) is the official spokesperson for the school site in an emergency and is responsible for communicating with the media and delivering public announcements. Specific duties of the Public Information Officer may include:

- Periodically receiving updates and official statements from the Incident Commander.
- Maintaining a log of PIO actions and all communications.
- Periodically interacting with the media and District Communications.
- Preparing statements for dissemination to the public.
- Ensuring announcements and other public information are translated into other languages as needed.
- Monitoring news broadcasts about the incident and correcting any misinformation.

2.2.2.3: Safety Coordinator

The Safety Coordinator is responsible for ensuring that all emergency activities are conducted in as safe a manner as possible under the circumstances that exist. Specific duties of the Safety Coordinator may include:

- Periodically checking with the Incident Commander for situation briefings and updates.
- Maintaining all records and documentation as assigned by the Incident Commander.
- Monitoring drills, exercises, and emergency response activities for safety.
- Identifying safety hazards.
- Ensuring that responders use appropriate safety equipment.

2.2.2.4: Agency Liaison

The Agency Liaison is responsible for coordinating the efforts of outside agencies such as police and fire by ensuring the proper flow of information between Incident Command and the agencies. Specific duties of the Agency Liaison may include:

- Periodically checking with the Incident Commander for situation briefings and updates.
- Maintaining all records and documentation as assigned by the Incident Commander.
- Briefing agency representatives on current situation, priorities and planned actions.
- Ensuring coordination of efforts by periodically keeping Incident Commander informed of agencies' action plans and providing periodic updates to agency representatives as necessary.

2.2.3: Team Supplies and Equipment

- Copy of the school's Emergency Procedures
- Campus map
- Master keys
- Copies of staff and students rosters
- Hand-held radios
- Bullhorn
- Battery-operated AM/FM radio.
- First Aid kit
- Clipboard, Paper, Pens
- Hard Hat
- Vest or position identifier
- Large campus map

2.2.4: Team Assembly Location

Inside: Kitchen

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.3 FIRST AID/MEDICAL TEAM

The First Aid/Medical Team is responsible for ensuring that first aid supplies are available and properly administered during an emergency.

2.3.1: Assignments

First Aid/Medical Team Leader: *Paige Lynd*

Alternate Team Leader: *Lindsey Doolan*

First Aid/Medical Team Member:

First Aid/Medical Team Member:

First Aid/Medical Team Member:

School Nurse:

2.3.2: Roles and Responsibilities

First Aid/Medical Team Leader

The First Aid/Medical Team Leader is responsible for directing team activities by periodically interacting with the Incident Commander to determine medical needs and planned actions. The First Aid/Medical Team Leader is also responsible for collecting the Injury and Missing Persons Report (Form D, Appendix A) from Team Members and making these reports to have them readily available to the Incident Commander. Specific duties of the First Aid/Medical Team Leader may include:

- Assigning First Aid personnel and assessing available inventory of supplies & equipment.
- Designating and setting up First Aid/Medical treatment areas, with access to emergency vehicles.
- Determining the need for skilled medical assistance, and overseeing care, treatment, and assessment of patients.
- Periodically keeping the Incident Commander informed of overall status.
- Completing the Injury and Missing Persons Report (Form D, Appendix A).

First Aid/Medical Team Members

The members of the First Aid/Medical Team are responsible for assessing injuries and administering necessary first aid and medical treatment as indicated during an emergency. Specific duties of the members of the First Aid/Medical Team may include:

- Setting up first aid area, triage and/or temporary morgue.
- Keeping accurate records of care given and tagging each of the injured with name, address, injury and any treatment rendered.
- Reporting deaths immediately to First Aid/Medical Team Leader.

2.3.3: Supplies and Equipment

- Vest or position identifier
- First aid supplies
- Triage tags
- Hand-held radios
- Stretchers
- Blankets
- Wheelchairs
- Patient record forms
- Site map
- Injury and Missing Persons Report (Form D, Appendix A)

2.3.4: Team Assembly Location

Inside: Kitchen

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.4 PSYCHOLOGICAL FIRST AID TEAM

The Psychological First Aid Team is responsible for the caring and safety of all students on campus during an emergency. It also provides psychological first aid as needed during and immediately after an emergency.

2.4.1: Assignments

Psychological First Aid Team Leader: *Tiffany Willet/ Melinda Vahradian*

Alternate Team Leader:

Psychological First Aid Team Member: *Mental Health Counselor*

Psychological First Aid Team Member:

Psychological First Aid Team Member:

2.4.2: Roles and Responsibilities

Psychological First Aid Team Leader

The Psychological First Aid Team Leader is responsible for directing team activities and periodically interacting with the Incident Commander to identify problems and report status. The Psychological First Aid Team Leader is also responsible for assigning personnel as needed.

Psychological First Aid Team Members

The members of the Psychological First Aid Team are responsible for monitoring the safety and well-being of the students and staff in the Assembly Area. The Psychological First Aid Team will direct all external requests for information to the Public Information Officer. Specific duties of the members of the Psychological First Aid Team may include:

- Administering minor first aid and psychological first aid as needed
- Supporting the Release Gate Team as needed.
- Coordinating with the Incident Commander to provide water and food to student and staff when necessary.
- Providing reassurance to students.
- Updating records of the number of students and staff.

2.4.3: Supplies and Equipment

- Vest or position identifier
- Hand-held radio
- Ground Cover, tarps
- First aid kit
- Paper, pens, pencils

2.4.4: Team Assembly Location

Inside: Kitchen

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.5 SEARCH AND RESCUE TEAM

The Search and Rescue Team (SAR) is responsible for preparing and performing search and rescue operations during an emergency. There may be two or more Search and Rescue teams.

2.5.1: Assignments

Search and Rescue Team Leader: *Donna Walker*

Alternate Team Leader: *Kate Royer*

SAR Team 1 Members: , ,

SAR Team 2 Members: , ,

SAR Team 3 Members: , ,

SAR Team 4 Members: , ,

SAR Team 5 Members: , ,

SAR Team 6 Members: , ,

SAR Team 7 Members: , ,

SAR Team 8 Members: , ,

SAR Team 9 Members: , ,

SAR Team 10 Members: , ,

2.5.2: Roles and Responsibilities

Search and Rescue Team Leader

The Search and Rescue Team Leader is responsible for directing team activities and keeping the Incident Commander informed of overall status. Specific duties of the Search and Rescue Team Leader may include:

- Obtaining briefings from the Incident Commander, noting injuries and other situations requiring response.
- Assigning and recording teams based on available manpower, minimum 2 persons per team.
- Updating teams' reports on site map and recording exact location of damage and triage tally.

Search and Rescue Team Members

The members of the Search and Rescue Team are responsible for performing search and rescue operations during an emergency. Specific duties of the members of the Search and Rescue Team may include:

- Searching assigned area, reporting gas leaks, fires, or structural damage to Team Leader upon discovery.
- Shutting off gas or extinguishing fires as appropriate.
- Periodically reporting to the Team Leader on location, number, and condition of injured.
- Conducting pre-established search and rescue patterns, checking each classroom, office, storage room, auditorium and other rooms.
- Sealing off and posting areas where hazardous conditions exist.
- Contacting Security/Utilities Team to secure the building from reentry after the search.

2.5.3: Supplies and Equipment

- Vest or position identifier
- Hard hat
- Work and latex gloves
- Whistle with master keys on neck lanyard
- 2-way radio
- Clipboard with job duties
- Map indicating search plan
- CO2 fire extinguishers
- Water-type fire extinguishers
- Hoses
- Water bib keys
- Gloves
- Blankets
- Bolt cutters

- Shovels
- Ropes
- Triage tags
- Bucket or duffel bag
- Goggles
- Flashlight
- Dust masks
- Pry bar
- Grease pencil
- Pencils
- Duct tape
- Caution tape
- Masking tape
- One member wears first aid backpack

2.5.4: Team Assembly Location

Inside: Kitchen

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.6 SECURITY/UTILITIES TEAM

The Security/Utilities Team is responsible for the security of the school site and its population during an emergency. The Security/Utilities Team will coordinate activities with the Incident Commander as required. Close coordination with the Reunion Gate Team is necessary in order to safely reunite students with their parents or lawful guardians. The Security/Utilities Team is also responsible for initiating short-term repairs and other necessary actions during an emergency. The effective response of the Security/Utilities Team in shutting down facility air handling systems, and gas, power and water supplies can be vital in minimizing damage to school facilities. This team includes participation by the custodial and cafeteria staff.

2.6.1: Assignments

Security/Utilities Team Leader: *Sarah DeMeyer-Guyer/Kelly Keenan*

Alternate Team Leader: *Ket Conway*

Security/Utilities Team Member:

Security/Utilities Team Member:

Security/Utilities Team Member:

2.6.2: Roles and Responsibilities

Security/Utilities Team Leader

The Security/Utilities Team Leader is responsible for directing team activities and interacting with the Incident Command to identify problems and report status. The Security/Utilities Team Leader is also responsible for contacting local utilities (water, electricity, gas, and sewer) as needed.

Security/Utilities Team Members

The members of the Security/Utilities Team are responsible for securing the school and reporting that the campus is in “lock-down” to the Incident Commander. They are also responsible for surveying all utilities and taking appropriate actions to shut-off gas, water and electricity. The Security/Utilities Team will direct all external requests for information to the Public Information Officer. Specific duties of the members of the Security/Utilities Team may include:

- Locking all external gates and doors; unlocking gates when appropriate.
- Stationing one team member at the main entrance to the school to direct emergency vehicles to area(s) of need and to greet parents.
- Keeping students and staff out of buildings, as necessary.
- Assisting at Reunion Gate as appropriate.
- Assessing damage to school facilities.
- Checking emergency water supply and making it ready for distribution.
- Setting up temporary sanitation areas (portable toilets).
- Helping with first aid and setting up temporary morgue (if necessary).
- Preparing and distributing food as directed by the Incident Commander.
- Assisting the First Aid/Medical Team in comforting students as needed.

2.6.3: Supplies and Equipment

- Vest or position identifier
- Master keys
- Hand-held radio
- Copy of the school’s Emergency Procedures
- Large durable signs for providing direction and information
- Utility shut-off tools
- Custodial and food supply inventories
- Notebook containing site maps

2.6.4: Team Assembly Location

Inside: Kitchen

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location. The team will then rove the entire campus to determine areas of need.

2.7 SUPPLY/EQUIPMENT TEAM

The Supply/Equipment Team is responsible for ensuring the availability and delivery of adequate supplies and equipment during the course of an emergency.

2.7.1: Assignments

Supply/Equipment Team Leader: *Donna Walker*

Alternate Team Leader: *Angie Rossi*

Supply/Equipment Team Member:

Supply/Equipment Team Member:

Supply/Equipment Team Member:

2.7.2: Roles and Responsibilities

Supply/Equipment Team Leader

The Supply/Equipment Team Leader is responsible for directing team activities and keeping the Incident Commander informed of overall status. Specific duties of the Supply/Equipment Team Leader may include:

- Reporting equipment and supply needs.
- Estimating the number of persons requiring shelter and determining the length of time shelter will be needed.

Supply/Equipment Team Members

The members of the Supply/Equipment Team are responsible for assessing the adequacy of available water, food and other supplies and organizing the distribution of resources for immediate use (water, food, power, radios, telephones, and sanitary supplies). Specific duties of the members of the Supply/Equipment Team may include:

- Distributing emergency water and food supplies.
- Establishing a list of all persons in shelter and determining any special needs.
- Controlling conservation of water.

2.7.3: Supplies and Equipment

- Hand-held radios
- Keys
- Bullhorn
- Emergency water supplies
- Emergency food supplies
- Temporary power supplies
- Portable phones
- Sanitary supplies

2.7.4: Team Assembly Location

Inside: Office

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.8 ASSEMBLY AREA TEAM

The Assembly Area Team is responsible for the safe evacuation and accounting of all students and staff during an emergency. The team is also responsible for reporting missing persons to the Incident Commander.

2.8.1: Assignments

Assembly Area Team Leader: *Carey Ruwe*
Alternate Team Leader: *Laurel Maxwell*
Assembly Area Team Member:
Assembly Area Team Member:
Assembly Area Team Member:

2.8.2: Roles and Responsibilities

Assembly Area Team Leader

The Assembly Area Team Leader is responsible for directing team activities and periodically interacting with the Incident Command to identify problems and report status. The Assembly Area Team Leader is also responsible for collecting the Injury and Missing Persons Report (Form D, Appendix A) from the Team Members and makes them readily available to the Incident Commander.

Assembly Area Team Members

The members of the Assembly Area Team are responsible for performing the safe evacuation of student and staff during an emergency. Specific duties of the members of the Assembly Area Team may include:

- Obtaining reports of missing students from teachers or other personnel.
- Gathering Injury and Missing Persons Report (Form D, Appendix A) from each teacher and submitting them to the Assembly Area Team Leader.
- Checking student emergency card for name of person(s) authorized to pick up student.
- Assisting the Reunion Gate Team as required.

2.8.3: Supplies and Equipment

- Copy of Site Plot Plan and Vicinity Map showing designated on and off site Assembly Areas
- Injury and Missing Persons Report (Form D, Appendix A)

2.8.4: Team Assembly Location

Inside: Office

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.9 REQUEST GATE TEAM

The Request Gate Team is responsible for processing parent requests for student release during an emergency.

2.9.1: Assignments

Request Gate Team Leader: *Angie Rossi*

Alternate Team Leader:

Request Gate Team Member: *Administrative Assistant*

Request Gate Team Member:

Request Gate Team Member:

2.9.2: Roles and Responsibilities

Request Gate Team Leader

The Request Gate Team Leader is responsible for directing team activities and periodically interacting with the Incident Commander to identify problems and report status. The Request Gate Team Leader will refer all outside requests for information to the Public Information Officer.

Request Gate Team Members

The members of the Request Gate Team are responsible for greeting parents, guardians, or designees and providing them with tags or other identifications authorizing the holders to reunite with their students at the Reunion Gate. Specific duties of the members of the Request Gate Team may include:

- Greeting and directing parents, guardians, or designees to the counselors as appropriate.
- Providing reassurance to parents, guardians, or designees and maintaining order.
- Issuing a tag or other identifications only to an authorized person.
- Directing parents or guardians to the Reunion Gate.

2.9.3: Supplies and Equipment

- Keys to Main Gate
- Bullhorn
- Tags or other identifications

2.9.4: Assembly Location

Outside: Fire Station

The Request Gate team is to assemble at the main entrance.

2.10 REUNION GATE TEAM

The Reunion Gate Team is responsible for reuniting parents or guardians with students. This can be a highly sensitive role due to the fact that some parents will be informed that their children may be injured, missing or dead. The team will keep accurate records of students leaving the campus.

2.10.1: Assignments

Reunion Gate Team Leader: *Kate Royer*

Alternate Team Leader:

Reunion Gate Team Member:

Reunion Gate Team Member:

Reunion Gate Team Member:

2.10.2: Roles and Responsibilities

Reunion Gate Team Leader

The Reunion Gate Team Leader is responsible for directing team activities and periodically interacting with the Incident Commander to identify problems and report status. The Reunion Gate Team Leader will refer all requests for information to the Public Information Officer. The Reunion Gate Team Leader is also responsible for collecting the Student Release Log (Form E Appendix A) from the Team Members and have them readily available to Incident Commander.

Reunion Gate Team Members

The members of the Reunion Gate Team are responsible for greeting parents, guardians, and designees and reuniting them with their students at the designated Reunion Gate. Specific duties of the members of the Reunion Gate Team may include:

- Greeting parents, guardians, and designees at the Reunion Gate.
- Verifying the authenticity of the tags or other identifications.
- Dispatching Student Runners to Assembly Area to escort students whose parents have come to claim them.
- Providing reassurance to parents, guardians, and designees and directing them to the Reunion Area to wait for their children.
- Confirming students recognize the authorized adults who come to claim them and requiring adult to sign student out of school.
- Completing Student Release Log (Form E, Appendix A) and submitting them to the Reunion Gate Team Leader.

2.10.3: Supplies and Equipment

- Hand-held radios
- Tables and chairs (from nearby classrooms)
- Keys to Reunion Gate
- Materials for sign-out log
- Student Release Log (Form E, Appendix A)

2.10.4: Reunion Gate (aka, Reunification Gate)

Primary: Happy Valley Conference Center

Secondary: DeLaveaga Park

The team is to assemble at the selected Reunion Area.

2.11 FIRE SUPPRESSION AND HAZMAT TEAM M

The Fire Suppression and HazMat Team is responsible for extinguishing fires and evaluating the potential release of chemicals during an emergency. It is also responsible for evaluating the damages to school property in an emergency. This team will coordinate with the Incident Commander. The Fire Suppression and HazMat Leader is also responsible for gathering the Damage Assessment Report Form (Form F, Appendix A) from the Team Members and have them readily available to the Incident Commander.

2.11.1: Assignments

Fire Suppression and HazMat Team Leader: *Caroline Frier*

Alternate Team Leader: *Ket Conway*

Fire Suppression and HazMat Team Member:

Fire Suppression and HazMat Team Member:

Fire Suppression and HazMat Team Member:

2.11.2: Roles and Responsibilities

Fire Suppression and HazMat Team Leader

The Fire Suppression and HazMat Team Leader is responsible for directing team activities and periodically interacting with the Incident Command to identify problems and report status. The Fire Suppression and HazMat Team Leader is also responsible for gathering the Damage Assessment Report Forms (Form F, Appendix A) from the Team Members and have them readily available to the Incident Commander.

Fire Suppression and HazMat Team Members

The members of the Fire Suppression and HazMat Team are responsible for extinguishing fires, evaluating the potential release of chemicals during an emergency, observing the campus, logging and reporting any damage by radio to the Command Post during an emergency. Copies of the Damage Assessment Report Form (Form F, Appendix A) will be submitted to the Team Leader. Specific duties of the members of the Fire Suppression and HazMat Team may include:

- Extinguishing fires on campus.
- Evaluating potential release of chemicals.
- Identifying damaged areas on the Damage Assessment Report Form (Form F, Appendix A). Reporting will be supplemented by pictures if appropriate.
- Locating and extinguishing small fires as appropriate.
- Checking gas meter and, if gas is leaking, shutting down gas supply.
- Shutting down electricity only if building has clear structural damage or advised to do so by Command Post.
- Posting yellow caution tape around damaged or hazardous areas.

2.11.3: Supplies and Equipment

- Vest or position identifier
- Firefighting equipment
- Hand-held radio
- Master keys
- Clipboard with job duties
- Firefighting equipment
- Carry bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and utility shutoff tools
- Notebook containing site maps
- Damage Assessment Report Form (Form F, Appendix A)

2.11.4: Team Assembly Location

Inside: Kitchen

Outside: Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.12 DOCUMENTATION POSITION (Optional)

The Document position is responsible for maintaining a log of all emergency developments and response actions, including financial expenditures, timekeeping, and other necessary documentation.

2.12.1: Assignments

Documentation Staff Member: *Caroline Frier*

Alternate Documentation Staff *Ket Conway*

2.12.2: Roles and Responsibilities

The Documentation Staff Member will maintain a log of the incident, noting all actions and reports, and filing them for reference. Specific duties may include:

- Periodically communicating with the Incident Commander for status updates.
- Documenting all communications with District Emergency Operations Center (EOC) and outside agencies.
- Recording the number of students, staff and others on campus and updating it periodically.
- Reporting missing persons and documenting site damage and first aid needs with the Incident Commander.
- Ensuring that accurate records are kept of all staff members, indicating hours worked.
- Supporting the Incident Commander in making any purchases and keeping track of the cost.
- Filing, maintaining and securing all emergency documentation.

2.12.3: Supplies and Equipment

- Hand-held radios
- File boxes
- Paper, pens

2.12.4: Assembly Location

The Documentation Staff Member will report to the Command Post.

2.13 COMMUNICATIONS POSITION (Optional)

The Communications position is responsible for the analysis of emergency information, identifying potential changes in emergency conditions, and maintaining the "status board."

2.13.1: Assignments

Communications Staff Member:

Alternate Communications Staff Member:

2.13.2: Roles and Responsibilities

The Communications Staff Member will collect, organize and analyze situation information and provide periodic updates.

Specific duties may include:

- Updating site maps as reports and other information are received.
- Preserving maps as legal document.
- Using area-wide map to record information on major incidents such as road closures, utility outages, etc.
- Developing situation reports for the Incident Command Team.

2.13.3: Supplies and Equipment

- Hand-held radios
- Paper, pens, dry-erase pens
- File box(es)
- Large site map of campus, laminated or covered with Plexiglas,
- Map of county or local area

2.13.4: Assembly Location

The Communications Staff Member will report to the Command Post.

2.14SCHOOL STAFF

California Government Code, Chapter 8, Section 3100 states: "...all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law." In accordance with these provisions, all staff members are considered "disaster service workers" during emergencies and must remain on site to carry out assigned responsibilities.

School staff should be familiar with emergency procedures and any assigned responsibilities. During an emergency, staff will serve on response teams and implement response procedures. If a teacher has been assigned to a position in the following list, the teacher will first accompany the students to the Assembly Area, where they will be reassigned to another teacher. The teacher will then carry out assigned responsibilities.

2.15 Happy Valley Elementary School District

The Happy Valley Elementary School District is responsible for providing guidance to school administrators in the areas of emergency preparedness and response.

2.16 PREPAREDNESS PROCEDURES

2.16.1: Management

1. The Principal will annually conduct an Emergency Hazard Assessment to evaluate unique site characteristics and conditions in the adjoining community that could cause an emergency incident. The Emergency Hazard Assessment Summary (Form A, Appendix A) should be used for this purpose.
2. The Principal will designate primary and secondary Command Post locations and ensure that these locations are identified in Section 2.0.
3. The Principal will ensure effective communication between the Command Post and Team Section Chiefs during an emergency. These procedures will be included in the Section 2.0.
4. The Principal will ensure that members of the Incident Command Team (Public Information Officer, Safety Coordinator, and Agency Liaison), and all other team leaders and members are aware of their responsibilities and assignments as defined in this section.
5. The Principal will ensure that emergency response actions are properly documented as they occur, and that appropriate procedures are included in this plan.

2.16.2: Planning/Intelligence

1. The Principal will ensure that all team members receive proper training in the use of communication equipment.
2. The Principal will ensure all teams are provided with instructions for the use and maintenance of maps and "status boards" at the Command Post.

2.16.3: Operations

1. The Principal will ensure that this plan includes procedures for the following:
 - Administering first aid;
 - Activating and performing search and rescue operations;
 - Ensuring site security;
 - Conducting damage assessments;
 - Evacuation; and
 - Student release operations.
2. The Principal will ensure appropriate training is provided for the following teams:
 - First Aid/Medical Team;
 - Psychological First Aid Team;
 - Fire Suppression and HazMat Team
 - Search and Rescue Teams; and
 - Assembly Area Team.
3. The Principal will ensure that routine drills referenced in Section 6.7 are conducted at the school to rehearse emergency response operations.
 - Drills will be conducted at elementary schools at least once per month.
 - Drills will be conducted at secondary schools at least twice per year.

2.16.4: Logistics

1. The Principal will ensure this plan includes appropriate procedures for coordinating and assembling personnel and volunteers in the event of an emergency.
2. The Principal will ensure that adequate emergency supplies are maintained and readily available for emergency use. Please refer to Section 2.0 for a list of supplies for each emergency team and Section 6.6 for the schools' emergency supplies.

2.16.5: Finance/Administration

The Principal will assure the following:

1. Purchase of all required emergency preparedness and response equipment and supplies;
2. Tracking of emergency expenditures and recovery of records damaged or lost in an emergency.

3.0 INITIAL RESPONSE TO EMERGENCIES

When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three-step process: 1) identify the type of emergency; 2) identify the level of emergency; and 3) determine immediate action(s) that may be required. Each of these steps is discussed in the following sections. Procedures for specific response actions are provided in Sections 4.0 and 5.0.

3.1 IDENTIFY TYPE OF EMERGENCY

The first step in responding to an emergency is to determine the type of emergency that has occurred. Emergency procedures for the 18 different types of emergencies listed below are provided in Section 5.0.

- Aircraft Crash
- Animal Disturbance
- Armed Assault on Campus
- Biological or Chemical Release
- Bomb Threat
- Bus Disaster
- Disorderly Conduct
- Earthquake
- Explosion/Risk of Explosion
- Fire in Surrounding Area
- Fire on School Grounds
- Flooding
- Loss or Failure of Utilities
- Motor Vehicle Crash
- Psychological Trauma
- Suspected Contamination of Food or Water
- Threat of Violence
- Unlawful Demonstration/Walkout

3.2 IDENTIFY LEVEL OF EMERGENCY

The second step in responding to an emergency is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, a three-tiered rating system is described below.

Level 1 Emergency:

A minor emergency that is handled by school personnel without assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.

Level 2 Emergency:

A moderate emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving the dispersion of a potentially hazardous material, e.g., “unknown white powder”.

Level 3 Emergency:

A major emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

3.3 DETERMINE IMMEDIATE RESPONSE ACTIONS

Once the type and extent of an emergency have been identified, school personnel can determine if an immediate response action is required. The most common immediate response actions initiated during school emergencies are:

- Duck and Cover
- Shelter-In-Place
- Lock Down
- Evacuate Building
- Off-Site Evacuation
- All Clear

Procedures for each of these are included in Section 4.0.

4.0 IMMEDIATE RESPONSE ACTIONS

4.1 DUCK AND COVER

This action is taken to protect students and staff from flying or falling debris.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE’S PROTECTION, ALL STUDENTS SHOULD FOLLOW STAFF DUCK AND COVER PROCEDURES, WHICH MEAN YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL THE SHAKE STOPS OR GIVEN FURTHER INSTRUCTIONS.”

2. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
3. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
4. Teachers and students should move away from windows.

4.2 SHELTER IN-PLACE

This action is taken in order to keep students and staff members indoors to provide a greater level of protection from any outside threats to the campus (which includes off campus police activity, a suspicious person or parent on campus, airborne contaminants in outside air and threatening animals or insects on school grounds). Shelter-in-Place is used during critical situations in which students/staff are asked to immediately enter a classroom, close locked classroom doors, turn off lights and wait for further instructions. Shelter-in-Place may be used as a tool in a law enforcement emergency situation that hasn’t elevated itself to a Lockdown scenario.

Description of Action

1. An administrator will make an announcement on the PA system when an incident on or near the campus has occurred that requires students/staff to secure themselves in a classroom. If the PA system is not available, they will use other means of communication to deliver instructions. The administrator should be calm, convey reassuring comments that the situation is under control and give clear directions. (Note: Staff members also have the ability to initiate Shelter-in-Place procedures when observing an incident that requires students/staff to secure themselves in a classroom, but has not elevated to a LOCKDOWN as described in section 4.3. The following is an example of a PA announcement staff members may make to alert others; “SHELTER-IN-PLACE, SHELTER-IN-PLACE, THIS IS (YOUR NAME) IN (YOUR LOCATION).” At that time, site administration will follow up with that staff member to obtain more information about the issue that prompted the initiation of the Shelter-in-Place call.) In an incident that allows teachers to continue instruction but requires students/staff to remain secure in a classroom, administrators may use the following PA announcement; “YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING, WINDOWS AND DOORS SECURELY CLOSED AND LOCKED. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU.” Additional information that may be provided in an announcement similar to this includes; teachers can continue instruction, turn off air conditioner units, or remain in secured in classroom until further information.
2. After the Shelter-in -Place announcement is made, teachers will immediately discontinue instruction, keep students in the classroom, close locked classroom doors, turn off lights and cover windows.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, and gymnasium). Teachers should consider the location and proximity of the identified hazard and if necessary, proceed to an alternative indoor location.
4. When reasonable and if the situation permits it, direction will be given to staff to either allow for classroom instruction to resume, or that a Lockdown must be implemented due to the increased magnitude of the threat.
5. Staff and students will remain in the classroom or secured area until further instructions are given by an administrator or law enforcement.
6. During an airborne contamination incident, teachers are responsible to secure individual classrooms. The Security/Utilities Team will assist in completing additional shut down procedures as needed in other areas: securing building-wide HVAC

systems and fans in the area, closing and locking doors and windows, sealing gaps under doors and windows with wet towels or duct tape, sealing vents with aluminum foil or plastic wrap and turning off sources of ignition, such as pilot lights.

4.3 LOCKDOWN

This action is taken when the threat of violence is identified, or when directed by law enforcement. Students are to remain in the classrooms or designated locations at all times until directed otherwise by school administrators, staff or law enforcement.

Description of Action

1. An administrator or staff member will make the announcement of a LOCKDOWN." If the PA system is not available, they will use other means of communication to deliver instructions. Once the directive is initiated staff members are to implement the "RUN, HIDE, ACT" protocol. When the "LOCKDOWN" is implemented it is important for staff members to assess their surroundings and if practical to check for children or staff in the hall in the immediate area and provide shelter. Staff members should immediately discontinue classroom instruction, close locked classroom doors, turn off lights and cover windows.
2. At a reasonable time, information about the activity that prompted the "LOCKDOWN" should be disseminated to assist staff members in implementing appropriate counter measures.
3. Staff and students should remain barricaded in their classroom or secured area until further instructions are given by an administrator or law enforcement. If the situation becomes life-threatening, and/or staff individually feels that it is unsafe to remain in the classroom or building, staff is to follow the Description of Action in section 4.7 item 1 for "RUN", and report their status to site administration as soon as it is safe to do so.

4.4 EVACUATE BUILDING

This action is taken after the decision is made, and/or staff individually feels that it is unsafe to remain in the building. If the latter is true and staff evacuates on their own, staff are to follow the Description of Action in section 4.7 item 1 for "RUN", and report their status to site administration as soon as it is safe to do so.

Description of Action

1. An administrator may wish to use the following announcement on the PA system. If the PA system is not available, they will use other means of communication to deliver instructions. The administrator should be calm, convey reassuring comments that the situation is under control and give clear directions.
"YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM."
2. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned Assembly Area.
3. Teachers will take the student roster when leaving the building and take attendance once the class is assembled in a safe location.
4. Once assembled, teachers and students will stay in place until further instructions are given.

4.5 OFF-SITE EVACUATION

This action is taken after a decision is made, and/or staff individually feels that it is unsafe to remain on the campus, and evacuation to an off-site assembly area is required. If the latter is true and staff evacuates on their own, staff are to follow the Description of Action in section 4.7 item 1 for "RUN", and report their status to site administration as soon as it is safe to do so.

Description of Action

1. An administrator may wish to use the following announcement on the PA system. If the PA system is not available, they will use other means of communication to deliver instructions. The administrator should be calm, convey reassuring comments that the situation is under control and give clear directions.
"YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-SITE EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE OFF-SITE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM."
2. The Principal will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location. The off-site assembly areas are indicated on the Vicinity Map in Appendix C.
3. Teachers will secure the student roster when leaving the building and take attendance once the class is assembled in a pre-designated safe location.
4. Once assembled off-site, teachers and students will stay in place until further instructions are given.
5. In the event clearance is received from appropriate agencies, the Principal may authorize students and staff to return to the classrooms.

4.6 ALL CLEAR

This action is taken to notify teachers that normal school operations can resume.

Description of Action

1. An administrator may wish to use the following announcement on the PA system. If the PA system is not available, they will use other means of communication to deliver instructions.
"YOUR ATTENTION PLEASE. IT IS NOW OK TO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS. I WOULD LIKE TO THANK AND COMMEND STUDENTS AND STAFF FOR THEIR COOPERATION."
2. This action signifies the emergency is over.
3. If appropriate, teachers should immediately begin discussions and activities to address students' fears, anxieties, and other concerns.
4. Staff and students affected by the incident will participate in Critical Incident Stress Management (CISM) debriefing as coordinated by the assigned Crisis Response Team.

4.7 RUN, HIDE, ACT

This action is taken when any staff member identifies the threat of violence or gunfire. The perpetrator(s) and/or active shooter(s) in this case may have entered the campus unnoticed and has already begun to harm staff and students. Staff is therefore encouraged to independently utilize the Run, Hide, Act information below in their response to the active shooter(s).

Description of Action

1. Run, and/or evacuate from the area, if an escape route is accessible, and encourage students and other staff to do the same. Evacuate regardless of others decisions to stay. Leave belongings behind and assist others in escaping if possible. Avoid being under a desk, in a closet and/or in the corner of a room. Other items to consider:
 - a. Escape in a safe direction and away from sounds of gunshots or explosions.
 - b. Stay low while peeking around corners before running down a hall.
 - c. When encountering law enforcement, keep hands visible, raise hands and say "Friendly" follow their instructions and point direction only if asked.
 - d. Prevent individuals from entering the area where the active shooter might be located.
 - e. Do not attempt to move wounded individuals.
 - f. Proceed to a safe area and call 911 to notify law enforcement of your location.
2. Hide in a safe place and barricade all doors, if evacuation/escape is not possible. Other items to consider:
 - a. Close your locked door.
 - b. Block and secure the door by moving heavy objects/furniture against it and holding it with the occupant's feet while prone. Maintain low body profile to minimize exposure to gunfire.
 - c. Silence cell phones and other devices and remain quiet.
 - d. Turn off lights, close blinds and be out of the shooter's view.
 - e. Once your classroom/office is safe, staff may wish to use the following PA announcement to alert others: "LOCKDOWN, LOCKDOWN, THIS IS (YOUR NAME) IN (YOUR LOCATION)."
 - f. Any staff member can call 911 to advise law enforcement of the general area of the perpetrator(s).
3. Act to incapacitate and/or overwhelm the active shooter when facing imminent injury or death. Other items to consider:
 - a. Teacher/staff should commit to stopping the threat.
 - b. Yell, throw items to distract and/or charge the shooter to overtake and/or delay while time is provided for students or staff to run.

5.0 EMERGENCY PROCEDURES

This section describes the specific procedures school staff will follow during the eighteen emergencies listed below:

- Aircraft Crash
- Animal Disturbance
- Armed Assault on Campus
- Biological or Chemical Release
- Bomb Threat
- Bus Disaster
- Disorderly Conduct
- Earthquake
- Explosion/Risk of Explosion
- Fire in Surrounding Area
- Fire on School Grounds
- Flooding
- Loss or Failure of Utilities
- Motor Vehicle Crash
- Psychological Trauma
- Suspected Contamination of Food or Water
- Threat of Violence
- Unlawful Demonstration/Walkout

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures, and should consider modifications as necessary to assure the health and safety of all personnel during an emergency.

In the following procedures, the Principal or designee will be referred to as “School Administrator”.

5.1 AIRCRAFT CRASH

This procedure addresses situations involving an Aircraft Crash on or in proximity to school property. If a crash results in a fuel or chemical spill on school property, refer to Section 5.4, Biological or Chemical Release. If a crash results in a utility interruption, refer to Section 5.13, Loss or Failure of Utilities.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Section 4.0.
2. If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call "911" and Local Police [ph # 831-471-1121] and will provide the exact location (e.g., building or area) and nature of emergency.
5. If on school property, the Security/Utilities Team will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill on school property, refer to Section 5.4. If the crash results in a utility interruption, refer to Section 5.13.
6. The School Administrator will direct the Fire Suppression and HazMat Team to organize fire suppression activities until the Fire Department arrives.
7. The First Aid/Medical Team will check injuries to provide appropriate first aid.
8. The School Administrator will call the office of the Local District Superintendent. A member of this group will call the Office of Communications with information on this situation as appropriate.
9. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
10. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery as appropriate.
11. If it is unsafe to remain on campus, the School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

5.2 ANIMAL DISTURBANCE

This procedure should be implemented when the presence of a dog, coyote, mountain lion or any other wild animal threatens the safety of students and staff.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include LOCK DOWN or EVACUATE BUILDING as described in Section 4.0.
2. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. It is suggested closing doors or locking gates as means to isolate the animal.
3. If additional outside assistance is needed, the School Administrator will call "911", Local Police [ph # 831-471-1121], Animal Control [ph # 831-454-7200] and provide the location of the animal and nature of emergency.
4. If a staff member or student is injured, the School Nurse, the parent, and Student Medical Services will be notified.
5. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0, if warranted by changes in conditions at the school.

5.3 ARMED ASSAULT ON CAMPUS

An **Armed Assault on Campus** involves one or more individuals who attempt to cause physical harm to students and staff and/or takes hostages. Such an incident may involve individuals who possess a firearm, an edged weapon or other dangerous weapons and/or device.

Procedure

1. Upon first indication of an armed assault, personnel should immediately initiate the RUN, HIDE, ACT policy described in section 4.7.
If and when law enforcement notifies the school of an armed assailant or dangerous police activity in the area, school personnel will initiate the appropriate responses, which may include SHELTER-IN-PLACE, LOCKDOWN and/or EVACUATIONS (as described in section 4.2, 4.3, 4.4, 4.5).
2. A school administrator and/or staff member, when safe to do so, will call 911 and provide police with the following information, when feasible; number of assailants and locations of assailant(s). They shall remain in contact with law enforcement in order to provide updates.
3. Staff should implement appropriate classroom management steps to calm and control students, and if safe to do so, implement the RUN, HIDE, ACT policy described in section 4.7.
4. In a critical incident, law enforcement response will be immediate and focused at the campus. An Incident Command System will be implemented and school administration and staff should follow the directions of the law enforcement Incident Commander.
5. At the directions of the Incident Commander, the following steps may be taken;
 - a) Conduct a survey to account for all students and staff.
 - b) Provide or render First Aid.
 - c) School Administrators, in conjunction with the Incident Commander, may assist in verifying the numbers of injured and potential casualties.
 - d) District staff will work in accordance with ICS protocol and arrive on scene as soon as possible to assist with administrative and media details.
6. Staff and students affected by the incident will participate in Critical Incident Stress Management (CISM) debriefing as coordinated by the assigned Crisis Response Team.

5.4 BIOLOGICAL OR CHEMICAL RELEASE

A **Biological or Chemical Release** is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant.

The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biochemical substances: Scenario 1 - Substance released inside a room or a building; Scenario 2 - Substance released outdoors and localized; and Scenario 3 - Substance released in surrounding community. It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below.

Procedure

Scenario 1: Substance Released Inside a Room or Building

1. The School Administrator will initiate the EVACUATE BUILDING action as described in Section 4.0. Staff will use designated routes or other alternative safe routes to an assigned Assembly Area, located upwind of the affected room or building.
2. The School Administrator will call "911", Local Police [ph # 831-471-1121] and the Local Fire Department [ph # 831-423-8856] and will provide the exact location (e.g., building, room, and area) and nature of emergency.
3. The School Administrator will notify the District Superintendent of the situation.
4. The School Administrator will instruct the Security/Utilities Team to isolate and restrict access to potentially contaminated areas.
5. The Security/Utilities Team will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.
7. The Assembly Area Team will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Assembly Area Team will provide the list to the School Administrator and the emergency response personnel.
8. The School Administrator will complete the Biological and Chemical Release Response Checklist (Form B, Appendix A).
9. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
10. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator gives authorization to do so.

Scenario 2: Substance Released Outdoors and Localized

1. The School Administrator will immediately direct staff to remove students from the affected areas to an area upwind from the release. The School Administrator will, if necessary, initiate the EVACUATE BUILDING action as described in Section 4.0.
2. The Security/Utilities Team will establish a safe perimeter around the affected area and ensure personnel do not reenter the area.
3. The School Administrator will call "911", Local Police [ph # 831-471-1121] and the Local Fire Department [ph # 831-423-8856] and will provide the exact location and nature of emergency.
4. The School Administrator will notify the Local District Superintendent of the situation.
5. The Security/Utilities Team will turn off local fans in the area of the release, close the windows and doors and shut down the air handling systems of affected buildings.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.
7. The Assembly Area Team will prepare a list of all people in areas of contamination, especially those who may have had actual contact with the substance. The Assembly Area Team will provide the list to the School Administrator and the emergency response personnel.
8. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
9. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator gives authorization to do so.

Scenario 3: Substance Released in Surrounding Community

1. If the School Administrator or local authorities determine a potentially toxic substance has been released to the atmosphere, the School Administrator will initiate SHELTER-IN-PLACE as described in Section 4.0.
2. Upon receiving the SHELTER-IN-PLACE notification, the Security/Utilities Team will turn off local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
3. Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or buildings (e.g., auditorium, library, cafeteria, and gymnasium). Teachers should communicate their locations to the School Administrator, using the PA system or other means without leaving the building.
4. The School Administrator will call "911", Local Police [ph # 831-471-1121] and the Local Fire Department [ph # 831-423-8856] and will provide the exact location and nature of emergency.
5. The School Administrator will notify the Local District Superintendent of the situation.
6. The School Administrator will turn on a radio or television station to monitor information concerning the incident.
7. The school will remain in a SHELTER-IN-PLACE condition until appropriate agency provides clearance, or staff is otherwise notified by the School Administrator.

5.5 BOMB THREAT

Response to a Bomb Threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may present a risk of an explosion.

Procedure

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call "911" - telling the operator, "This is [state name] from [state school]. We are receiving a bomb threat on another line. The number of that line is [state phone number]."
2. The person answering the threat call should ask the following questions, record the answers and then immediately notify the School Administrator:
 - When is the bomb going to explode?
 - Where is it?
 - What will cause it to explode?
 - What kind of bomb is it?
 - Who are you?
 - Why are you doing this?
 - What can we do for you to avoid the bomb from exploding?
 - How can you be contacted?
3. The School Administrator will direct the Search and Rescue Team(s) to search for suspicious packages, boxes or foreign objects. While conducting the search, all cell phones, beepers and hand-held radios should be turned off since many modern day explosive devices can be triggered by radio frequencies.
4. If a suspicious object is identified, one member of the Search and Rescue Team will report the discovery to the School Administrator while the remaining team members attempt to secure the immediate area.
5. No attempt should be made to investigate or examine the object.
6. After the search, the School Administrator will determine the appropriate Immediate Response Action(s) to announce, which may include DUCK AND COVER, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.
7. When a suspicious object or bomb is found, the School Administrator shall issue the EVACUATE BUILDING action. Staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
8. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
9. The School Administrator will notify "911", if not previously notified, and Local Police [ph # 831-471-1121] and will provide the exact location (e.g., building, room, area) of the potential bomb, if known.
10. The School Administrator will notify the Local District Superintendent of the situation.
11. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
12. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. The School Administrator will give the ALL CLEAR signal as described in Section 4.0 when appropriate.
13. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.
14. After the incident is over, the School Administrator will complete the Bomb Threat Report (Form C, Appendix A).

5.6 BUS DISASTER

These procedures are for use by bus drivers and school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses three possible scenarios involving a bus disaster: Scenario 1 - Earthquake; Scenario 2 - Flood; and Scenario 3 - Serious Accident or Bus Fire. Bus drivers should first determine which scenario applies and then implement the appropriate response procedures. A copy of these procedures shall be kept in the emergency packet of each school bus. It is important to note that drivers may need to make spontaneous independent decisions, based on the nature of the emergency, age of children, location of bus, or other unique circumstances

Procedure

Scenario 1: Earthquake

At the first indication of an earthquake, the driver is to take the following steps:

- Pull to a safe point on the side of road, away from buildings, poles, wires, and bridges.
- Set brakes and turn off the ignition.
- Direct students and teachers to drop to the floor of the bus. Instruct passengers to face away from windows and assume the "crash" position on their knees with their heads down and hands clasped on the back of their heads making themselves as compact as possible.
- Teachers and the driver should remain calm and reassure the passengers.
- Remain in the duck and cover position until the shaking has stopped.
- Using the 2-way radio or cell phone.
- Using route manifests account for all students and staff

Scenario 2: Flood

At the first indication of a flood or flash flood, the driver is to take the following steps:

- Be alert for washed-out roadways and bridges. Roads that parallel streams or other drainage channels may be swept away or covered by water and debris.
- Go to high ground if waters or flood is imminent.
- Do not drive through flooded streets or roads.
- Do not attempt to cross damaged bridges or overpasses.
- Contact dispatch if:
 - Directed by public safety personnel or
 - It is necessary to deviate from the assigned route or
 - The bus becomes inoperable.
- Follow the direction of public safety personnel.
- Teachers and the driver should attempt to calm students.
- Using route manifests account for all students and staff.

Scenario 3: Serious Accident or Bus Fire

After an accident, where the bus makes contact with another vehicle, inanimate object, person, or animal, the driver is to take the following steps:

- Secure the bus by setting the parking brake and turning off the ignition. Do not move the bus unless directed by law enforcement or dispatch to do so.
- Evacuate the bus per evacuation procedures if there is smoke or fire.
- Assess injuries to passengers /self. Provide first aid as appropriate.
- If applicable, activate emergency hazard flashers and place reflectors in the designated locations.
- Teachers and the driver should remain calm and reassure the passengers.
- Fill out the 2-part accident form. (Gather license # of other vehicle first.)
- Using route manifests account for all students and staff throughout the emergency.

Scenario 4: Fire or Smoke on the Bus

At the first indication of fire or smoke, the driver is to take the following steps:

- Secure the bus by setting the parking brake and turning off the ignition. Do not move the bus unless directed by law enforcement or dispatch to do so.
- Evacuate the bus per evacuation procedures and training.
- Assess injuries to passengers /self. Provide first aid as appropriate.
- Contact dispatch with pertinent information as soon as it is safe to do so.
- If applicable, activate emergency hazard flashers and place reflectors in the designated locations.
- Teachers and the driver should remain calm and reassure the passengers.
- Using route manifests account for the safety and control of all students and staff throughout the emergency.
- Extinguish the fire if it is small in nature.

5.7 DISORDERLY CONDUCT

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If the perpetrator is armed, refer to Section 5.3, Armed Assault on Campus.

Procedure

1. Upon witnessing a Disorderly Conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so.
2. Staff will immediately notify the School Administrator.
3. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.
4. The School Administrator will call Local Police [ph # 831-471-1121], and provide the exact location and nature of the incident. If determined to be appropriate, the School Administrator will call "911".
5. If an immediate threat is not clearly evident, the School Administrator or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.
6. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)
7. The School Administrator will notify the Local District Superintendent of the situation.

5.8 EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation and the following procedures should be implemented in response to all earthquakes regardless of magnitude.

Procedure

Note: Keep calm and remain where you are. Assess the situation, and then act. Remember, most injuries or deaths are the direct cause of falling or flying debris.

1. Upon the first indication of an earthquake, teachers should direct students to DUCK AND COVER as described in Section 4.0.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. When the shaking stops, the School Administrator will initiate the EVACUATE BUILDING action as described in Section 4.0. Staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
4. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
5. The School Administrator will direct the Security/Utilities Team to post guards a safe distance away from building entrances to prevent access.
6. The Security/Utilities Team will notify school personnel of fallen electrical wires and instruct them to avoid touching the fallen wires.
7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.
8. The School Administrator will direct the Security/Utilities Team to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).
9. If the area appears safe, the Search and Rescue Team will make an initial inspection of school buildings to identify any injured or trapped students or staff.
10. The School Administrator will contact the Local District Superintendent to determine additional actions that may be necessary. In turn, the actions will be communicated to the District's Office of Communications.
11. The School Administrator will contact the Local District Facilities Director to ensure buildings are safe for re-occupancy. When safe to do so, the Fire Suppression and HazMat Team will conduct an inspection of school buildings. The Fire Suppression and HazMat Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
12. Any affected areas will not be reopened until the Local District Facilities provides clearance and the School Administrator gives authorization to do so.
13. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0, if warranted by changes in conditions at the school.

In the event an earthquake occurs during non- school hours:

1. The School Administrator and the Plant Manager will assess damages to determine any necessary corrective actions. The School Administrator may direct the Fire Suppression and HazMat Team to participate in the assessment.
2. The School Administrator should confer with the Local District Superintendent on identified damages to determine if the school should be closed.
3. If the school must be closed, the School Administrator will activate Parent Alert System and School Personnel Alert System as referenced in Section 5.0.

5.9 EXPLOSION/RISK OF EXPLOSION

This section addresses four possible scenarios involving an **Explosion/Risk of Explosion**: Scenario 1 - Explosion on school property; Scenario 2 - Risk of explosion on school property; Scenario 3 - Explosion or risk of explosion in a surrounding area, and Scenario 4 - Nuclear blast or explosion involving radioactive materials. [A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.]. It is necessary to first determine which scenario applies and then implement the appropriate response procedures. For “Bomb Threats”, refer to Section 5.5.

Procedure

Scenario 1: Explosion on School Property

1. In the event of an explosion, all persons should initiate DUCK AND COVER as described in Section 4.0.
2. The School Administrator will consider the possibility of another imminent explosion and take appropriate action.
3. After the explosion, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Assembly Area.
5. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
6. The School Administrator will call “911” and Local Police [ph # 831-471-1121] and will provide the exact location (e.g., building, room, area) and nature of emergency.
7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.
8. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
9. The Security/Utilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
10. The School Administrator will notify the Local District Superintendent of the situation. A member of this group will call the Office of Communications with information on the situation.
11. The Security/Utilities Team Leader will post guards a safe distance away from the building entrance to prevent persons entering the school buildings.
12. When it is determined safe to enter affected areas, the School Administrator will advise the Search and Rescue Team to initiate search and rescue activities.
13. The School Administrator will contact the Local District Facilities Director to ensure buildings are safe for reoccupancy. When safe to do so, the Fire Suppression and HazMat Team will conduct an inspection of school buildings. The Fire Suppression and HazMat Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
14. Any areas affected by the explosion will not be reopened until appropriate agency provides clearance and the School Administrator gives authorization to do so.
15. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions

Scenario 2: Risk of Explosion on School Property

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Section 4.0.
2. If the School Administrator issues EVACUATE BUILDING action, staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call "911" and Local Police [ph # 831-471-1121] and will provide the exact location (e.g., building, room, area) and nature of emergency.
5. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
6. The School Administrator will advise the Search and Rescue Team to initiate rescue operations.
7. The Security/Utilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
8. The School Administrator will notify the Local District Superintendent of the situation.
9. All affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
10. In the event of an explosion on campus, refer to procedures listed under Scenario 1 above.
11. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

Scenario 3: Explosion or Risk of Explosion in Surrounding Area

1. The School Administrator will initiate the SHELTER-IN-PLACE response action as described in Section 4.0.
2. The School Administrator will notify "911" and Local Police [ph # 831-471-1121] and will provide the exact location (e.g., building, area) and nature of emergency.
3. The School Administrator will take further actions as needed.
4. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the School Administrator issues further instructions.

Scenario 4: Nuclear Blast or Explosion Involving Radioactive Materials

1. The School Administrator will initiate the SHELTER-IN-PLACE response action as described in Section 4.0.
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion, and should avoid sheltering near exterior windows.
3. The School Administrator will notify "911" and Local Police [ph # 831-471-1121] and provide details on the area and personnel affected at the school.
4. After the initial blast, remove students from rooms with broken windows, extinguish fires, provide first aid, and relocate students from upper floors if possible.
5. The Security/Utilities team will turn off the school's main gas supply (refer to the Site Plot Plan in Appendix C for gas supply shut off valve), local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
6. The School Administrator will monitor radio or television announcements and initiate further actions as appropriate.
7. At the School Administrator's discretion, and only if safe to do so, designated personnel should attempt to distribute emergency supplies including food and water.
8. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the School Administrator issues further instructions.

5.10 FIRE IN SURROUNDING AREA

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school.

Procedure

1. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.
2. The School Administrator will notify "911" and Local Police [ph # 831-471-1121] and Local Fire Department [ph # 831-423-8856 and will provide the location and nature of emergency.
3. The School Administrator will instruct the Security/Utilities Team to prevent students from approaching the fire and keep routes open for emergency vehicles.
4. The Agency Liaison will contact the local fire department and will work with the fire department to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
5. If the School Administrator issues the EVACUATE BUILDING action, staff and student will evacuate the affected building(s) using prescribed routes or other safe routes to the Assembly Area.
6. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
7. The School Administrator will keep a battery-powered radio tuned to a local radio station for emergency information.
8. As appropriate, the School Administrator will activate Parent Alert System.
9. The School Administrator will notify the Local District Superintendent of the emergency situation. A member of this group will call the Office of Communications with information of this situation.
10. If needed, the School Administrator will notify Bus Dispatch to request busses for staff and student evacuation.
11. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

5.11 FIRE ON SCHOOL GROUNDS

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

Procedure

1. Upon discovery of a fire, Teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the School Administrator.
2. The School Administrator will immediately initiate the EVACUATE BUILDING action as described in Section 4.0. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call "911" and Local Police [ph # 831-471-1121] and Local Fire Department [ph # 831-423-8856 and will provide the exact location (e.g., building, room, area) of the fire.
5. The Fire Suppression and HazMat Team will suppress fires and initiate rescue procedures until the local fire department arrives.
6. The Security/Utilities Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
7. The Agency Liaison will direct the fire department to the fire and brief fire department official on the situation.
8. The Security/Utilities Team will notify the appropriate utility company of damages.
9. The School Administrator will notify the Local District Superintendent of the fire. A member of this group will call the Office of Communications with information on this situation.
10. If needed, the School Administrator will notify Bus Dispatch to request busses for staff and student evacuation.
11. Any affected areas will not be reopened until the Local Fire Department or appropriate agency provides clearance and the School Administrator issues authorization to do so.
12. For fires during non-school hours, the School Administrator and the Local District Superintendent will determine if the school will open the following day.
13. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate "fire is out."

5.12 FLOODING

This procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION, as described in Section 4.0.
2. The School Administrator will notify "911" and Local Police [ph # 831-471-1121] if needed and will describe the nature and extent of the flooding.
3. The School Administrator will keep a battery-powered radio tuned to a local radio station for information.
4. If the School Administrator issues the EVACUATE BUILDING or OFF-SITE EVACUATION action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Assembly Area.
5. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
6. The School Administrator will notify the Local District Superintendent of the emergency situation. A member of this group will call the Office of Communications with information on this situation.
7. As appropriate, the School Administrator will activate Parent Alert System as referenced in Section 6.0.
8. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions

5.13 LOSS OR FAILURE OF UTILITIES

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

Procedure

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the School Administrator immediately.
2. Upon notice of loss of utilities, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING, as described in Section 4.0.
3. The School Administrator will notify the Local Maintenance Area (Monday - Friday between the hours of 7:00 a.m. - 4:30 p.m.) or Local Police (at all other days/hours) and will provide the location and nature of emergency. Appropriate personnel will also be notified at the discretion of the School Administrator.
4. Local Maintenance Area personnel, working with school administration, will contact the affected utility company to determine whether their assistance is required and the potential length of time service will be interrupted.
5. The School Administrator will notify the Local District Superintendent of the loss of utility service.
6. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
7. If the loss of utilities may generate a risk of explosion, such as a gas leak, refer to Section 5.9 Explosion/Risk of Explosion.
8. In addition to the procedures listed above, the Incident Commander will implement the following plans in the event utilities are disrupted.

A. Plan for a Loss of Water:

[Summarize a specific plan to provide for the following services in the event of a loss of water]

Toilets:

(Specify a procedure by which a temporary toilet is provided in each classroom by using a trash receptacle, plastic bags, and where privacy is afforded).

Emergency temporary toilets in the form of emergency buckets are provided in each classroom. When possible, portable toilets will be brought on campus.

Drinking Water:

(Specify how emergency water supply will be accessed and distributed to students and staff)

Emergency drinking water is stored in the kitchen. Cups are provided. Administrator and staff will disperse.

Food Service:

Emergency non-perishable food is stored on site.

Fire Suppression System (if applicable):

Fire Extinguishers in each room of the school

B. Plan for a Loss of Electricity:

[Summarize a specific plan to provide for the following services in the event of a loss of electricity]

Ventilation:

Windows open. If the weather allows classes can be outside.

Emergency Light:

Lanterns and batteries are kept in our Multi-Purpose room and distributed as needed.

Other:

C. Plan for a Loss of Natural Gas

[Summarize a specific plan to provide for the following services in the event of a loss of natural gas]

Food Service:

We contract with an outside company to prepare lunches.

Other:

No natural gas on site.

D. Plan for a Loss of Communication

[Summarize a specific plan to provide for the following services in the event of a loss of communication]

Telephone Service:

Cell phones and computer emails

Other:

5.14 MOTOR VEHICLE CRASH

This procedure addresses situations involving a Motor Vehicle Crash on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, refer to Section 5.4, Biological or Chemical Release. If a crash results in a utility interruption, refer to Section 5.13, Loss or Failure of Utilities.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Section 4.0.
2. If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call "911" and Local Police [ph # 831-471-1121] and will provide the exact location (e.g., building, area) and nature of emergency.
5. The School Administrator will notify the Local District Superintendent of the situation. A member of this group will call the Office of Communications with information on this situation.
6. The Security/Utilities Team will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill, refer to Section 5.4. If the crash results in a utility interruption, refer to Section 5.13.
7. The School Administrator will direct the Fire Suppression and HazMat Team to organize fire suppression activities until the Fire Department arrives.
8. The First Aid/Medical Team will check for injuries to provide appropriate first aid.
9. Any affected areas will not be reopened until the agency provides clearance and the School Administrator issues authorization to do so.
10. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

5.15 PSYCHOLOGICAL TRAUMA

Crisis management at Student Services/Special Education Offices specifies actions during and subsequent to any emergency that may have a psychological impact on students and staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies like those described above usually produce one or more of the following conditions:

- Temporary disruption of regular school functions and routines.
- Significant interference with the ability of students and staff to focus on learning.
- Physical and/or psychological injury to students and staff.
- Concentrated attention from the community and news media.

As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students and staff.

For specific procedures relating to crisis management – Contact Michelle Stewart at Happy Valley Elementary School, located at 3125 Branciforte Drive, Santa Cruz, CA 95065.

Procedure

1. The School Administrator will establish Psychological First Aid Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The Psychological First Aid Team will assess the range of crisis intervention services needed during and following an emergency.
3. The Psychological First Aid Team will provide direct intervention services.
4. If there is a need for additional assistance, the School Administrator will notify the Local District Superintendent.
5. The Psychological First Aid Team will advise and assist the School Administrator to restore regular school functions as efficiently and as quickly as possible.
6. In performing their duties, the Psychological First Aid Team members will limit exposure to scenes of trauma, injury and death.
7. The Psychological First Aid Team will provide ongoing assessment of needs and follow-ups services as required.

5.16 SUSPECTED CONTAMINATION OF FOOD OR WATER

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by central District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

Procedure

1. The School Administrator will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The School Administrator will notify "911", Local Police [ph # 831-471-1121], Santa Cruz County Environmental Health [831-454-2022], District Office.
3. The School Administrator will make a list of all potentially affected students and staff, and will provide the list to responding authorities.
4. The First Aid/Medical Team will assess the need for medical attention and provide first aid as appropriate.
5. The School Administrator will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated the quantity and character of products consumed, and other pertinent information.
6. School police will notify members of the Serious Incident Response Team (SIRT), which will conduct an onsite review to determine necessary follow-up actions including the need to notify other potentially affected District facilities.
7. The School Administrator and the District Superintendent will confer with the Santa Cruz Environmental Health before the resumption of normal operations.
8. The School Administrator will notify parents of the incident, as appropriate.

5.17 THREAT OF VIOLENCE

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats may be received by written note, e-mail communication or phone call. The School Administrator should ensure all threats are properly assessed in accordance with district policies and procedures

Procedure

1. The School Administrator will identify the type of threat and attempt to determine the individual(s) making the threat.
2. The School Threat Assessment Team will conduct the threat assessment in accordance with Bulletin N-18. A school police officer should be part of this team.
3. Consistent with Bulletin [Insert Bulletin Reference], the School Threat Assessment Team will assess the warning signs, risk factors, stabilizing factors and potential precipitating events to arrive at a categorical description of the risk for a particular point in time. There are five categories of risk as described by the Local Police Department:

Category 1 High violence potential; qualifies for arrest or hospitalization.

Category 2 High violence potential; does not qualify for arrest or hospitalization.

Category 3 Insufficient evidence for violence potential; sufficient evidence for the repetitive/intentional infliction of emotional distress upon others.

Category 4 Insufficient evidence for violence potential; sufficient evidence for the unintentional infliction of emotional distress upon others.

Category 5 Insufficient evidence for violence potential; insufficient evidence for emotional distress upon others.

4. In categorizing the risk, the School Threat Assessment Team will attempt to answer two questions: (1) Is the individual moving on a path towards violent action? (2) Is there evidence to suggest movement from thought to action?
5. The School Threat Assessment Team will assess the warning signs by evaluating the associated oral, written or electronic threatening communications.
6. The School Threat Assessment Team will recommend appropriate action to the School Administrator.
7. As soon as the physical safety of those involved has been insured, attention will turn to meeting the emotional and psychological needs of students and staff. Crisis intervention may be necessary and appropriate.

5.18 UNLAWFUL DEMONSTRATION/WALKOUT

An Unlawful Demonstration/Walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the School Administrator.
2. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE as described in Section 4.0.
3. The School Administrator will notify the District Office, and School Police to request assistance and provide the exact location and nature of emergency.
4. The Request Gate Team will immediately proceed to the Main Gate to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed. The Main Gate should not be locked, as a locked gate may create a serious hazard for students leaving or attempting to re-enter the campus.
5. If students leave the campus, the Request Gate Team, in consultation with the School Administrator, will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while offsite.
6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the School Administrator. Teachers will close and lock classroom doors. Students and staff should be protected from flying glass in the event windows are broken, by closing drapes and venetian blinds in rooms so equipped.
7. The Documentation staff member should keep accurate record of events, conversations and actions.
8. All media inquiries will be referred to the designated school's Public Information Officer.
9. The School Administrator should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.
10. The School Administrator will notify parents of the incident, as appropriate.

5.19 PANDEMIC INFLUENZA

A pandemic flu is a type of flu that causes severe outbreaks that progress rapidly to involve all parts of the world. It occurs outside the usual “Flu season”. There is usually a high attack rate in all age groups and high mortality even in children and healthy young adults. There are usually multiple waves of disease immediately before and after the main outbreak. Schools, in addition to many other businesses, will likely be closed for extended periods of time, up to one year or even longer, during such a pandemic and need to make plans for continuity of education of students. The following actions are measures that should be taken in order to reduce the risks of a pandemic:

PROCEDURES	RESPONSIBILITY	ADMINISTRATION
Emphasize protective measures during flu season that should be utilized by children and staff including the following: <ul style="list-style-type: none">Remind children and staff to wash their hands often, especially after sneezing or coughing. Use soap and warm water or alcohol-based hand sanitizerAvoid touching your eyes, nose or mouthAvoid close contact with people who are sickCover your mouth and nose with a tissue or sleeve when coughing or sneezingPut your tissue in a trashcanStay home when you are sickWear a mask when you are sick and coughing		
Ensure hand washing equipment and/or hand sanitizers for children and staff are readily available.		
Develop local policies that discourage/prohibit attendance of symptomatic individuals, both staff and students.		
Encourage agency personnel to receive annual influenza vaccine.		
Raise public awareness of potential for pandemic influenza, the importance of hand washing, vaccination, and self-care.		
Work with health authority and local emergency services agencies to develop contingency plans for pandemic influenza		
Work with local information technology staff in developing Pandemic Influenza plans so that education of students can continue even though the physical school location is closed for extended periods of time		

5.2 TSUNAMI WATCH/WARNING/ADVISORY

A tsunami is a series of dangerous waves most commonly caused by an earthquake beneath the sea floor. If you are in a coastal community and feel an earthquake, you may have only minutes before the first surges arrive. In the event of an earthquake, first follow your earthquake checklist. For earthquakes elsewhere in the Pacific, a Tsunami Watch/Advisory/Warning will be broadcast on local radio and television and your NOAA All Hazards Radio. An important first step in responding to a Tsunami Watch/Advisory/Warning is to first determine whether your facility is located within the Tsunami inundation area. This information as well as further planning on evacuation routes etc. has been coordinated with our local fire and law enforcement agency(s). If your school is outside of a tsunami hazard zone, and does not suffer significant damage in an earthquake, do not evacuate. You are safer staying where you are.

Two websites are available to help determine whether your location is in a hazard zone: www.myhazards.ca.gov and www.tsunami.ca.gov. See below for definitions and basic Procedures:

Local Earthquake (Natural Warning) – Do not wait for official notification. Follow practiced procedures.

Distant Tsunami (Official Warning) – See stages below:

- Tsunami Warning – Inundating wave possible. Full Evacuation suggested.
- Tsunami Advisory – Strong currents likely. Stay away from the shore.
- Tsunami Watch – Danger level not yet known. Stay alert for more information.
- Tsunami Information Statement – Earthquake has occurred around Pacific Ocean. If the magnitude is 8.0 or larger, stay alert for more information.

PROCEDURES	RESPONSIBILITY
<p>NATURAL WARNING. If there is a local earthquake, evacuate the beach and waterfront areas immediately. If you feel 20 seconds or more of strong shaking:</p> <ul style="list-style-type: none"> • Drop, Cover and Hold. Get under a sturdy object, cover your head and neck, and hold on. Watch for falling objects • As soon as the shaking stops and it is safe to move, move students and staff to higher ground or inland <u>if in an inundation area/zone</u>. • If applicable, list you school's pre-designated Tsunami evacuation point and/or evacuation reunification instructions when special activities are held at the beach: • Make every effort to bring disaster supplies with you including access to public information, KSCO AM 1080 KGO AM 810 • Once on higher ground and/or away from the water, listen to a local radio or television station or your NOAA All Hazards Radio for information from the Tsunami Warning Center about what further action to take. • Do not come downstairs or go toward shore again until an official "all clear" is issued by officials. (If a tsunami is generated, the first wave is not the worst, and waves typically last for many hours). 	Administrator
<p>OFFICIAL WARNING If a Tsunami Watch is Issued:</p> <ul style="list-style-type: none"> • NOAA All Hazards Radio or stay tuned to your local radio KSCO AM 1080 KGO AM. • Check your Disaster Supplies Kit. • Review your evacuation plan • If any staff or students have special evacuation needs consider evacuating early. • Be ready to evacuate • Check in with the District via handheld radio 	Administrator
<p>OFFICIAL WARNING If a Tsunami Advisory is issued:</p> <ul style="list-style-type: none"> • Listen to your NOAA All Hazards Radio or stay tuned to your local radio (KSCO AM 1080 KGO AM 810) or television station for updated information. • Strong currents along the coast and in the bay are likely, however an evacuation of the inundation area is not likely. Stay off the beach. 	Administrator

6.0 OTHER EMERGENCY INFORMATION

The School Administrator must have access to appropriate information, and a method of communication with parents, school personnel and outside agencies. To facilitate this communication, the following information is provided for use in an emergency.

- District Bulletins Dealing with Emergencies
- Alert System 1 (Parent)
- Alert System 2 (School Personnel)
- Site Plot Plan and Vicinity Map
- Emergency Phone Numbers
- Emergency Drills

6.1 DISTRICT BULLETINS DEALING WITH EMERGENCIES

The Bulletins listed in Table 6-1 deal with school emergencies. These bulletins have been included with the relevant emergency procedures in Section 5.0.

Table 6-1: District Bulletins

No.	Subject	Date	Emergency Procedure	Sect.
	Possible Food Borne Illness or Contamination		Suspected Contamination of Food or Water	5.16
	Responsibilities of Cafeteria Employees During Periods of Emergency		Loss or Failure of Utilities	5.13
	Organizing for Crisis Intervention and Assessing and Managing Threats		Psychological Trauma	5.15
	Organizing for Crisis Intervention and Assessing and Managing Threats		Threat of Violence	5.17
	Emergency Drills and Procedures		Emergency Drills	6.7
	School Procedures During Heavy Rains or Flood Conditions		Flooding	5.12
	Procedures and Plan of Action for Handling Disturbances, Disorders, or Demonstrations on or Adjacent to School Sites		Unlawful Demonstration / Walkout	5.18
	Landing of Aircraft on School Sites		Aircraft Crash	5.1
	Bomb Threats		Bomb Threat	5.5
	Bioterrorism Preparedness Response: Health Perspective		Biological or Chemical Release	5.4

6.2 ALERT SYSTEM 1 (PARENT)

Parent contact information is maintained in the main office and managed by Administrative Assistant.

6.3 ALERT SYSTEM 2 (SCHOOL PERSONNEL)

A current listing of school personnel contact numbers is provided in Appendix B.

[Note: Attach listing of school personnel telephone numbers in Appendix B]

6.4 SITE PLOT PLAN AND VICINITY MAP

A Site Plot Plan and Vicinity map are provided in Appendix C. The Site Plot Plan includes the locations of Automated External Defibrillators (AEDs) emergency supplies, utilities shutoff valves, on-site primary and backup assembly areas, primary and secondary reunion/reunification areas and associated evacuation routes. Please note that fire extinguishers are located in each classroom and other areas required by law.

The Vicinity Map indicates the off-site primary and backup assembly areas, reunion/reunification areas and the designated evacuation routes to these locations.

Please refer to the Appendix C: Maps section and/or the Safe School Plan Emergency Procedures Attachments section to view the maps discussed above.

6.5 EMERGENCY PHONE NUMBERS

A listing of external emergency phone numbers is provided in Table 6-2 below.

TABLE 6-2: EMERGENCY PHONE NUMBERS

School Name:	<i>Happy Valley Elementary School</i>	
School Address:	<i>3125 Branciforte Dr. Santa Cruz, CA 95065-9775</i>	
School Phone:	<i>(831) 429-1456</i>	Location Code:

School		
Principal	<i>Michelle Stewart, Superintendent/Principal</i>	<i>831-429-1456</i>
Assistant Principal		
Teacher In Charge		
School Secretary		
School Nurse or Health Tech		
School Custodian		

District	
Superintendent & Public Information Officer	<i>831-429-1456</i>
Maintenance & Operations Director	
Director of Child Development Centers	
Director of Special Education	<i>831-429-1456</i>
District Nurse	
Safety & Security Programs Supervisor	

Non-District	
Fire And Medical Emergencies	<i>911</i>
Air Quality Management District	<i>831-647-9411</i>
California Highway Patrol	<i>831-662-0511</i>
County Department of Public Health	<i>831-454-4000</i>
Gas Company	<i>831-426-4624</i>
Electric Company	<i>1-800-743-5000</i>
Local Police Department	<i>831-471-1121</i>
Local Fire Station	<i>831-423-8856</i>
Local Hospital	<i>831-462-7700</i>
Water Company	<i>831-420-5220</i>
Poison Control Center	<i>211</i>

6.6 EMERGENCY SUPPLIES AND EQUIPMENT

Emergency supplies listed on the Emergency Preparedness Inventory List below shall be maintained in their respective locations according to the Form. These supplies are the only disaster preparedness items provided to each site by the District Office. The Emergency Preparedness Supply Order Form below is used to order expired and/or missing equipment. Please follow the directions listed on this form to place your order.

[Note: The lists of emergency equipment listed in the two tables below are only recommendations for schools if they wish to augment their District-supplied equipment]

TABLE 6-3: RECOMMENDED CLASSROOM EMERGENCY SUPPLIES

[Location: Place these supplies next to primary evacuation doorway in each classroom]

Item	Recommended Quantity	Quantity at Hand
Backpack	1	All classrooms have emergency equipment
Flashlight	1	
Batteries	2	
Pair of scissors	1	
First Aid instruction summary sheet	1	
Pad of paper (for name tags, etc.)	1	
Light stick	1	
Whistle	1	
Sewing kit	1	
Package of safety pins	1 package	
Solar blanket	1	
Package of 10 gums	1 package	
Package of 10 life savers	1 package	
Package of plastic trash bags	6 packages	
Package of small paper bags	2 packages	
Package of paper cups	2 packages	
Package of pre-moistened towelettes	1 package	
Bottle of hydrogen peroxide	1	
Small package of Tylenol	2 packages	
Package of Tums	1 package	
Ammonia inhalants	4	
Ziploc sandwich bags	2	
Box of Telfa pads	1	
Pair of tweezers	1	
Box of Band-Aids	1	
Cold packs	2	
2" roller bandage	1	

Item	Recommended Quantity	Quantity at Hand
3" roller bandage	1	
Box of triangular bandages	1	
Roll of adhesive tape	1	
Pair of disposable gloves	10	
Container of waterproof matches	1	
Box of toilet tissue	1	
Box of sanitary napkins	1	
Bottle of saline solution	1	

TABLE 6-4: RECOMMENDED SCHOOL EMERGENCY SUPPLIES

[Suggested quantities are for 100 people for a period of 72 hours]

Food		
Item	Recommended Quantity	Quantity at Hand
Raisins - boxed and dated	20 lbs.	School has emergency food
Large potatoes - canned and dated	60 cans	
Large soups - dated	60 cans	
Stewed tomatoes - dated	20 cans	
Large canned beans - dated	20 cans	
Large mixed fruit or fruit - dated	60 cans	
Large peanut butter	20 tubs	
Crackers	2 cases	
Canned fruit juice	2 cases	
Sugar cubes	4 boxes	

First Aid			
Item	Recommended Quantity	Quantity at Hand	
First Aid Manual (Red Cross, up-to-date)	1		
Alcohol	4 bottles		
Alcohol prep (100 count)	4 boxes		
Aluminum foil - 18 inches wide	4 rolls		
Antibiotic solution (betadyne)	4 bottles		
Aromatic spirits of ammonia (10 count)	4 boxes		
Band-Aids - assorted sizes	8 boxes		
Bandage - ACE wrap, Kerlix, Kling or other conforming bandage of several widths - 2, 3, 4, 6 inch	4 boxes each		
Bandage scissors - blunt nose type	9 pairs		
Bandage, triangular - 36 x 40 x 55 inch	30		
Basin, emesis - disposable	10		
Blankets - space or disposable	150		
Blood pressure cuff with manometer	6		
Burn sheets - sterile, disposable	4 packages		
Cervical collar - small, medium & large	4 each		
Cotton balls - unsterile	4 large packages		
Disinfectant - hand washing	4 gallons		
Dressings - 2x2's, 3x3's & 4x4's sterile	4 boxes each		
Dressings - 5x9's & 8x10's sterile	4 boxes each		
Dressings - eye pad, oval sterile	15 boxes		
Dressings - Vaseline gauze 3x36 inch sterile	4 boxes		
Ipecac	4 bottles		
Kleenex	10 boxes		
Marking pens - for all surfaces	6		
Needles - for removing splinters & glass	4 packages		
Note pads	20		
Pack - cold Temp-Aid	1 case		
Paper cups	4 boxes		

Pack - hot Temp-aid		1 case	
Paper bags		4 boxes	

First Aid (continued)		
Item	Recommended Quantity	Quantity at Hand
Paper towels	4 cases	
Pencils or ball point pens	4 packages	
Petroleum jelly	4 large jars	
Pitcher or jar with cover - can be used as a measuring device	4 one quart size	
Q-tip swabs	6 packages	
Safety pins - assorted sizes	6 packages	
Saline: 1 tsp. per quart sterile water = normal saline	4 boxes	
Sanitary napkins - can be used for heavy bleeding wounds	2 cases	
Spine board - long and short	2 each	
Splints - inflatable, boards, magazines or other	Several sets	
Standard surgical gloves - medium and large	4 boxes	
Thermometer - oral - Tempa-dot, disposable	4 boxes each	
Toilet tissue	4 cases	
Tongue depressors	4 packages	
Towelettes - moist	15 boxes	
Treatment log	1	
Triage tags (from Office of Emergency Services)	150	
Tweezers - large	9 pairs	
Tylenol (15 grains)	6 bottles	
Water purification tablets or	4 bottles	
Household bleach (6 drops in 1 gallon of water)	2 gallons	

Rescue Team Member			
Item	Recommended Quantity	Quantity at Hand	
Back Pack	1		
Orange Vest	1		
Goggles	1		
Heavy Clothing	1		
Flashlight	1		
Extra Batteries	1		
Personal First Aid Kit	1		
Water and Paper Cups	1		
Whistle	1		
Marker Pens	1		
Fire Extinguisher 3-A:40-B:C	1		
Pry Bars 36 and 66 Inches Long	1		
Sledge Hammer 5-8 lb.	1		
Pocket Knife	1		
Duct Tape	1		
Utility Shutoff Tools	1		
Note Pad and Pen	1		
Cyalume Sticks	1		
Walkie-Talkie	1		

Other		
Item	Recommended Quantity	Quantity at Hand
Blankets	100	
Large battery operated radio with batteries	1	
Heavy duty flashlights with batteries and bulbs	4	
Whistles (for communicating with staff and students)	4	
Clipboards	4	
Ink pens	6	
Medium garbage bags (40 count)	4 packages	
Large 3-ply garbage bags (20 count)	4 packages	
Plastic buckets - 5 gallon	6	
Pads of paper	4	
Scotch tape	4 rolls	
Bed sheet strips (use as optional bandages)	4	
Plastic cups (100 count)	6 packages	
Paper plates (100 count)	6 packages	
Plastic spoons, knives and forks (100 count)	6 packages	
Can openers - manual	5	

6.7 EMERGENCY DRILLS

In order to be adequately prepared, the following drills should be executed and documented in the Emergency Drill Record (Form G, Appendix A). There are three emergency drills school personnel should be prepared to implement: Drill 1 - Fire; Drill 2 - Shelter-in-Place Alert; and Drill 3 - Earthquake.

6.7.1: Drill 1 - Fire

Signal: Continuing short bells for 10 seconds pause for 5 seconds; sequence repeats for a minimum of 1 minute.

Procedure:

Teachers

1. Please refer to the evacuation map in your classroom. If the room does not have a map, please contact the Principal today.
2. Familiarize yourself with class's route before the drill begins.
3. When the signal is given, have students form a single line outside the classroom. (Form a double line for large classes.)
4. Check to see that all students are out of the classroom; take student roster and close all doors.
5. Have students walk quietly in single file to the Assembly Area. Teachers should walk at the rear of the line.
6. Have students form a single line in the designated Assembly Area
7. Take attendance.
8. Wait for the "all clear" signal - one long, steady bell - then return quietly to your classroom in single file.

All Other Personnel: Report to Assembly Area for further instructions.

6.7.2: Drill 2 - Shelter-In-Place

A Shelter-In-Place indicates that an emergency that requires students and staff to remain inside has occurred.

Signal: The signal for the "Shelter-In-Place" drill is the following PA announcement.

"YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU."

Procedure:

1. When the announcement has been given, all classes will remain in their rooms.
2. Physical education classes will proceed into the gym.
3. Students should be arranged in the shelter area so as to enable them to assume a "Duck and Cover" position on command given by the teacher in charge.
4. Move students to the most protected areas in the room.
5. Have students face away from windows and keep their backs toward windows.
6. Close all doors and windows. If possible, cover windows by lowering blinds, closing slots, drawing curtains, or pulling shades
7. Turn off gas, lights, power equipment, and appliances. All personnel must remain in the shelter area until further instructions are received from official sources.

6.7.3: Drill 3 - Earthquake

An earthquake drill is held to provide maximum protection in case of earthquake or other emergency where the risk of flying or falling debris is present. No advance warning or signal normally will be given. In practice drills, teachers should supervise students and be alert to the position of each student during the entire drill.

Signal: The signal for the drill is the following PA announcement.

“YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE’S PROTECTION, ALL STUDENTS SHOULD FOLLOW STAFF DUCK AND COVER PROCEDURES, WHICH MEAN YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL THE SHAKE STOPS OR GIVEN FURTHER INSTRUCTIONS.”

Procedure:

1. Drop to knees facing away from windows.
2. Get under desks or tables where possible.
3. Fold body onto floor with arms close to knees.
4. Place head as far as is possible between knees; cover crown of the head with hands.
5. Stay in this position for 10 seconds.
6. Teachers will direct students to return to seats.

After an earthquake, students will evacuate using the evacuation routes practiced during the fire drill. The students are gathered in the Assembly Area and line up in the designated space.

If an earthquake occurs during non-classroom hours i.e., passing periods, nutrition, or lunch, all persons will proceed to the Assembly Area and line up in the designated space.

APPENDIX A
FORMS

FORM A
EMERGENCY HAZARD ASSESSMENT SUMMARY

FORM A - EMERGENCY HAZARD ASSESSMENT SUMMARY

School Happy Valley Elementary School

Location 3125 Branciforte Drive Santa Cruz, CA 95065

On-Site Hazard:

[List any on-site hazards at the school, e.g., hazardous materials used in any classrooms and work areas, confined spaces, mechanical rooms]

Off-Site Hazards:

[List any off-site hazards close to the school, e.g., freeways, railroads, pipelines, power transmission lines, industrial facilities]

Completed by: Michelle Stewart

Date: October 2022

[Note: A copy of this form should be completed annually, and kept in the emergency document file in the Front Office]

FORM B
BIOLOGICAL AND CHEMICAL RELEASE RESPONSE CHECKLIST

FORM B - BIOLOGICAL AND CHEMICAL RELEASE RESPONSE CHECKLIST

[Note: School personnel should be advised of the areas at your site which are most likely to have biological and/or chemical spills: science classrooms, maintenance rooms, pool rooms, art rooms, etc.]

School Happy Valley
Elementary School

Location _____

	Yes	No	Note
Have students and staff been evacuated from area of contamination?			
Have all students and staff been accounted for?			
Has the area of contamination been cordoned off and secured?			
Has the area of contamination been affixed with conspicuous signs reading: "DO NOT ENTER"?			
Have the doors and windows to the area of contamination been closed and locked?			
Have fans and ventilators serving the area of contamination been turned off?			
Have staff, students, or other personnel who came in contact with the area of contamination cleaned their hands with soap and water?			
Completed by: _____			

[Note: Send a copy of this completed form to the Risk Management Office and maintain the original in the emergency document file in the Front Office.]

FORM C
BOMB THREAT REPORT

FORM C - BOMB THREAT REPORT

School Happy Valley Elementary School

Date of Call _____ Time of Call _____ a.m. _____ p.m. _____

Call Received by _____

Location _____ (Phone Number) _____

The person answering the threat call should ask the following questions and record the answers below

When is the bomb going to explode? _____ a.m. _____ p.m. _____

Where is it? _____

What will cause it to explode? _____

What kind of bomb? _____

Why are you doing this? _____

Who are you? _____

What can we do for you to avoid the bomb from exploding? _____

How can you be contacted? _____

Record the exact language of the threat: _____

Voice on the Phone: Man () Woman () Child () Age _____

Intoxicated () Accent () Speech Impediment ()

Other () _____

Background Noise: Music () Talk () Children () Machines ()

Airplane () Typing () Traffic ()

Other () _____

Completed by: _____

[Note: Send a copy of this completed form to School Police and maintain the original in the emergency document file in the Front Office.]

FORM D
INJURY AND MISSING PERSONS REPORT

FORM D - INJURY AND MISSING PERSONS REPORT

School Happy Valley Elementary School

Room Number _____

Teacher's Name _____

Date _____

Name	Type of Injury	Location
MISSING PERSONS		
Name	Last Seen Location	

[Note: Send a copy of this completed form to the EOC and/or School Police and maintain the original in the emergency document file in the Front Office.]

FORM E
STUDENT RELEASE LOG

FORM E - STUDENT RELEASE LOG

School Happy Valley Elementary School

Student's Name	Release Time	Name of Person Released to	Signature
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[Note: Send a copy of this completed form to the EOC and/or School Police and maintain the original in the emergency document file in the Front Office.]

FORM F
DAMAGE ASSESSMENT REPORT

FORM F - DAMAGE ASSESSMENT REPORT

NOTE: Do not enter building unless the structural evaluation has been completed and the building is designated as safe to enter.

School Happy Valley Elementary School

Location/Building Code: _____

Date / Time _____ Name of Person Completing Form _____

Damage Category	Extent of Damage				Location/Room #/Note
	None	Slight	Severe	Hazardous Condition	
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural Gas Lines and Water Heater/Boiler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Hazardous Materials</u>					
Custodial chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Chemical Type/Qty spilled or leaking.</u>
Lab chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Chemical Type/Qty spilled or leaking.</u>
Asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Physical Hazards</u>					
Sink Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Construction Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Damaged Bld. Matl.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Broken Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Notes: (description of trouble, location, severity or hazardous materials):

Findings: ☐ Building or room safe for reoccupancy ☐ Building or room closed due to hazardous condition

The following corrective measures need to be completed prior to reoccupancy:

[Note: Send a copy of this completed form to the EOC and maintain the original in the emergency document file in the Front Office.]

FORM G
AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM INFORMATION AND AED LOCATIONS, CPR AND FIRST AID TRAINING RECORDS FOR SCHOOLS EQUIPPED WITH AEDS

Happy Valley Elementary School

X Please check here if the school is equipped with an AED.

Title/Position	Last	First	AED, CPR and First Aid Certification Expiration Date

AED Coordinator/Phone #	School Nurse/Phone #	Health Assistant/Phone #	Notes

Exact Location of the AED(s):

1. Multi-Purpose Room

2.

3.

4.

5.

6.

7.

8.

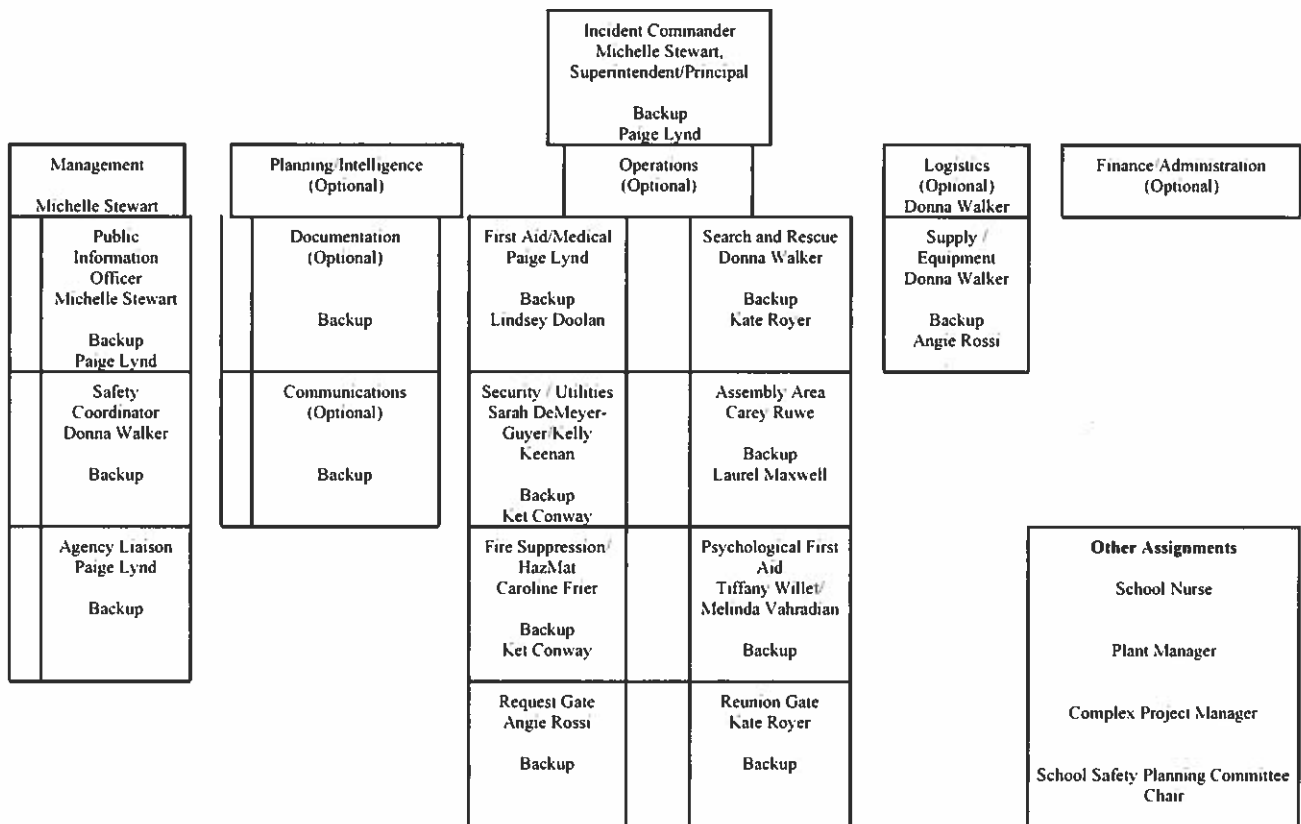
9.

10.

[Note: A copy of this form should be completed annually, and kept in the emergency document file in the Front Office]

FORM H
EMERGENCY MANAGEMENT ORGANIZATIONAL CHART

FORM H: EMERGENCY MANAGEMENT ORGANIZATION CHART



Note: This Organization Chart is based on SEMS, and adapted for Happy Valley Elementary School District use. The Principal and School Safety Planning Committee should use discretion in making further modifications to address specific needs of the school. The first name in the box represents the primary responsible person whereas the second name denotes the backup

FORM I
SCHOOL AND SUPPORT SITE GENERAL MESSAGE FORM

School/Support Site Message Form

School / Support Site:				Prepared by:	
Site Call Back Phone Number: - - -				Date:	Time: AM / PM
Emergency Cell Phone Number: - - -			Alternate Number: - - -		
1. Nature of the Emergency:					
Injuries	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Injured	<input type="checkbox"/> # Immediate	<input type="checkbox"/> # Delayed	<input type="checkbox"/> # Minor
Missing Persons	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Missing	<input type="checkbox"/> # Students	<input type="checkbox"/> # Staff	<input type="checkbox"/> # Other
Damage Assessment: <input type="checkbox"/> Destroyed (75-100%) <input type="checkbox"/> Major Damage (40-75%) <input type="checkbox"/> Minor Damage (less than 40%) <input type="checkbox"/> Affected (no physical damage)					
Describe Damage: (structural damage, hazards, fire, leaks, loss of utilities, debris, etc.)					
2. Emergency Actions:					
Emergency Procedures Plan Activated:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Medical Response Team Activated:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Student Reunification In Progress:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
On-Site Evacuation Initiated:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Off-Site Relocation Initiated:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Off-Site Relocation Name, Address:			<input type="checkbox"/> All Students Dismissed		
Transportation Needed: <input type="checkbox"/> Standard Bus			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Special Vans: <input type="checkbox"/> Non-Ambulatory			<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Wheelchair			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Number of Persons: # Standard Bus _____ / # Non-AMB _____ / # Wheelchair _____					
Bus/Van Pick Up Location (Site Name, Address):					
Language Translation and Interpretation Services:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Language(s):					
3. Request for Resources: <input type="checkbox"/> YES – List description of resource below or <input type="checkbox"/> NO RESOURCES REQUESTED					
RESOURCE REQUEST:					

GENERAL MESSAGE:

[Note: Send a copy of this completed form to the EOC and maintain the original in the emergency document file in the Front Office.]

APPENDIX B
ALERT SYSTEMS

Earthquake

Signal:

Action:

ALL CLEAR SIGNAL (15 seconds continuous bell)

Fire

Signal:

Action:

ALL CLEAR SIGNAL (15 seconds continuous bell)

Secure the school: Lockdown/Intruder

Signal:

Action:

ALL CLEAR SIGNAL (15 seconds continuous bell)

ALERT SYSTEMS 1
Parents

ALERT SYSTEM 2
School Personnel

Happy Valley Elementary School Phone List

Title	Last	First	Location	Extension	Voicemail
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APPENDIX C
MAPS

SITE PLOT PLAN
HAPPY VALLEY ELEMENTARY SCHOOL

VICINITY MAP
AREA SURROUNDING HAPPY VALLEY ELEMENTARY SCHOOL

THOMAS BROS. MAP
STREETS SURROUNDING HAPPY VALLEY ELEMENTARY SCHOOL

CSBA UPDATE CHECKLIST – October 2023

District Name: Happy Valley School

Contact Name: Michelle Stewart Phone: 831-429-1456 Email: mstewart@hvesd.com

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
BP 0410	Nondiscrimination in District Programs and Activities	Superintendent/Principal	
BP 1312.2	Complaints Concerning Instructional Materials		
AR 1312.2	Complaints Concerning Instructional Materials		
E(1) 1312.2	Complaints Concerning Instructional Materials		
BP 1312.3	Uniform Complaint Procedures		
AR 1312.3	Uniform Complaint Procedures	Michelle Stewart Superintendent/Principal 3125 Branciforte Dr, Santa Cruz, CA 95065 831-429-1456 OPTION 1: <input type="checkbox"/> OPTION 2: <input checked="" type="checkbox"/>	
AR 1312.4	Williams Uniform Complaint Procedures		
E(1) 1312.4	Williams Uniform Complaint Procedures		
E(2) 1312.4	Williams Uniform Complaint Procedures	Superintendent/Principal 3125 Branciforte Drive Santa Cruz, CA 95065 831-429-1456	

POLICY	Title	Options/Blanks	Adopt Date
AR 3541	Transportation Routes and Services		
AR 3541.1	Transportation for School Related Trips		
BP 5145.3	Nondiscrimination/Harassment		

BP 6143	Courses of Study		
AR 6143	Courses of Study		
BP 6161.1	Selection and Evaluation of Instructional Materials		
AR 6161.1	Selection and Evaluation of Instructional Materials		
E(1) 6161.1	Selection and Evaluation of Instructional Materials		
BP 6161.11	Supplementary Instructional Materials		
BP 6163.1	Library Media Centers	OPTION 1: <input type="checkbox"/> OPTION 2: <input type="checkbox"/>	

CSBA POLICY GUIDE SHEET
Instructional Materials Special Packet October 2023

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

Board Policy 0410 - Nondiscrimination in District Programs and Activities

Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires that the district's policy prohibiting discrimination, harassment, intimidation, and bullying include a statement that the policy applies to all acts of the Governing Board and Superintendent in enacting policies and procedures that govern the district, (2) clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (3) requires the California Department of Education to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, and (4) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Policy also updated to reference NEW U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS GUIDANCE documents which provide that (1) a district may not separate students based on race, but may include group discussions or activities that focus on race as part of the curriculum, courses, or programs so long as access or participation is not permitted or limited based on race, (2) a school-sponsored program with emphasis on race, such as a student club, that is open to all students, typically would not violate Title VI solely because of its race-related theme, and (3) a district's responsibility not to discriminate against students applies to any of its programs or activities, whether directly or through contractual or other arrangements. Additionally, policy updated to expand the list of characteristics for which discrimination is prohibited in order to more closely align with law; and, to reflect NEW LAW (SB 523, 2022) which includes reproductive health decisionmaking as a characteristic for which employees, job applicants, unpaid interns and volunteers are protected against unlawful discrimination and harassment.

Board Policy 1312.2 - Complaints Concerning Instructional Materials

Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (2) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (3) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (4) requires CDE to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Policy also updated to expand and amend the list of criteria to be considered when instructional or library materials are being challenged; and, to provide that, unless required by law, any challenged material that is reviewed by the district will not be subject to further reconsideration for 12 months.

Administrative Regulation 1312.2 - Complaints Concerning Instructional Materials

Regulation updated to provide that for an instructional materials complaint for a nonprinted material the location of the objection be given; include that acknowledgement of receipt of an instructional materials complaint and notification of a review committee's decision be in writing; and, add that staff, in addition to

the Superintendent or designee and teacher(s), be notified by the Principal as appropriate when an instructional materials complaint is received. Regulation also updated to delete material in the section "Formal Complaint" related to a request by a parent/guardian who has filed a complaint for the student to be excused from using the challenged material while the complaint is pending; and, move the section "Review Committee" to come before the section "Superintendent Determination" so that it follows chronologically. Additionally, regulation updated to amend the section "Review Committee" to provide that (1) the Superintendent or designee may appoint parents/guardians and students, in addition to administrators and staff from relevant instructional and administrative areas, to serve on the committee, (2) include that the Superintendent or designee may provide training to the review committee to ensure the committee is informed regarding its responsibilities, applicable laws, and Board policies and administrative regulations when reviewing instructional materials, and (3) delete the list of criteria to be considered when instructional materials are being challenged, as this list is provided in the accompanying Board policy.

Exhibit(1) 1312.2 - Complaints Concerning Instructional Materials

Exhibit updated to specify that the "Request for Reconsideration of Existing Instructional Materials" form is for use when challenging the content of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library. Exhibit also updated to accommodate for digital instructional materials; merge together portions of the form that are content related; and, change from a checklist to an open ended response the portion regarding the complainant's preference for what should be done about a challenged instructional material.

Board Policy 1312.3 - Uniform Complaint Procedures

Policy updated to ensure compliance with the California Department of Education's (CDE) 2023-24 federal program monitoring instrument, and reflect NEW LAW (AB 1078, 2023) which (1) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (3) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum. Policy also updated to reflect that the California Department of Fair Employment and Housing is now called the California Civil Rights Department.

Administrative Regulation 1312.3 - Uniform Complaint Procedures

Regulation updated to reference NEW LAW (AB 1078, 2023) which (1) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (3) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum. Regulation also updated to ensure compliance with CDE's 2023-24 federal program monitoring instrument

Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures

Regulation updated to reflect NEW LAW (AB 1078, 2023) which (1) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (2) provides that complaints related to instructional materials alleging that more

than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly, and the SPI may directly intervene without waiting for an investigation, and, (3) requires CDE, upon a finding that a district has not provided sufficient textbooks or instructional materials, to take all remedial actions required by law, including purchasing textbooks and instructional materials and assessing a financial penalty against the district's local control funding formula. Regulation also updated to reflect NEW LAW (SB 114, 2023) which requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class, (formerly with more than 20 percent English learners in the class), and NEW LAW (SB 760, 2023) which authorizes districts to temporarily close a restroom for a documented student safety concern, an immediate threat to student safety, or to repair the facility.

Exhibit(1) 1312.4 - Williams Uniform Complaint Procedures

Exhibit updated to reference NEW LAW (SB 760, 2023) which authorizes districts to temporarily close a restroom for a documented student safety concern, an immediate threat to student safety, or to repair the facility, and NEW LAW (SB 114, 2023) which requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class, (formerly with more than 20 percent English learners in the class).

Exhibit(2) 1312.4 - Williams Uniform Complaint Procedures

Exhibit updated to reflect NEW LAW (SB 114, 2023) which requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class, (formerly with more than 20 percent English learners in the class), and NEW LAW (SB 760, 2023) which authorizes districts to temporarily close a restroom for a documented student safety concern, an immediate threat to student safety, or to repair the facility. Exhibit also updated to reflect NEW LAW (AB 1078, 2023) which provides that complaints related to instructional materials alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction directly.

Board Policy 5145.3 - Nondiscrimination/Harassment

Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires that the district's policy prohibiting discrimination, harassment, intimidation, and bullying include a statement that the policy applies to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district, and (2) clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library. Policy also updated to provide that all allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with the district's uniform complaint procedures. Additionally, policy updated to reflect NEW U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS GUIDANCE documents which (1) state that a district may not separate students based on race, but may include group discussions or activities that focus on race as part of the curriculum, courses, or programs so long as access or participation is not permitted or limited based on race, (2) provide that a school-sponsored program with emphasis on race, such as a student club, that is open to all students, typically would not violate Title VI solely because of its race-related theme, and (3) address discrimination in the use of discipline based on disability, race, and gender expression.

Board Policy 6143 - Courses of Study

Policy updated to expand the list of characteristics for which the district may not, on the basis of the student's actual or perceived characteristic, provide any course separately or require or refuse participation by any student, to more closely align with law.

Administrative Regulation 6143 - Courses of Study

Regulation updated to reflect NEW LAW (AB 1078, 2023) which (1) includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"), and members of other ethnic, cultural, religious, and socioeconomic status groups (formerly "ethnic and cultural") to the groups for which instruction in social studies is required to include a study of the role and contributions of. Regulation also updated to reflect the requirement for districts that offer a health education course to middle or high school students to include in such course mental health instruction.

Board Policy 6161.1 - Selection and Evaluation of Instructional Materials

Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires the California Department of Education (CDE) to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant, (2) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (3) requires the Governing Board to submit a copy of any resolution reflecting a finding of insufficient textbooks or other instructional materials to the County Superintendent of Schools no later than three business days after the hearing on such materials, (4) clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, and (5) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Policy also updated to expand the list in the first philosophical statement regarding the Governing Board's desires for the district's instructional materials; clarify that instructional materials for mathematics and English language arts that are aligned to common core academic content standards are deemed to be aligned to state academic content standards adopted by the State Board of Education, move up the statement regarding the inclusion of the degree to which every student has sufficient access to standards-aligned instructional materials into the district's local control and accountability plan, and provide that the district shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year if the County Superintendent makes the district aware of a school that does not have sufficient instructional materials.

Administrative Regulation 6161.1 - Selection and Evaluation of Instructional Materials

Regulation updated to add that instructional materials being piloted by the district assess the extent to which the materials accurately reflect and value society's diversity. Regulation also updated to reflect NEW LAW (AB 1078, 2023) which includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"), and members of other ethnic, cultural, religious, and socioeconomic status groups (formerly "ethnic and cultural") to the groups for which instruction in social studies is required to include a study of the role and contributions of, and (2) requires the California Department of Education to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Additionally, regulation updated to include, for instructional materials being recommended for adoption by the Governing Board, that they include specified subject content requirements, support the district's local control and accountability plan, stimulate exploration of ideas and intellectual exchanges, and include options for materials in digital format.

Exhibit(1) 6161.1 - Selection and Evaluation of Instructional Materials

Exhibit updated to clarify that districts who have determined that sufficient materials were not provided to students at a district school(s) in a certain subject(s), should complete the section "Finding of Insufficient Textbooks or Instructional Materials in One or More Subjects" in addition to the section "Finding of Sufficient Textbooks or Instructional Materials." Exhibit also updated to separate out section regarding "Finding of Available Science Laboratory Equipment for Grades 9-12," and to clarify the definition of

"sufficient textbooks or instructional materials" in regard to materials in digital format. Additionally, Exhibit updated to reflect NEW LAW (AB 1078, 2023) which requires the Governing Board to submit a copy of any resolution reflecting a finding of insufficient textbooks or other instructional materials to the County Superintendent of Schools no later than three business days after the hearing on such materials.

Board Policy 6161.11 - Supplementary Instructional Materials

Policy updated to reflect NEW LAW (AB 1078, 2023) which clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) requires the California Department of Education (CDE) to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant, (3) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, and (4) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Policy also updated to delete the section "Supplementary Materials Aligned with Common Core Standards" as these interim materials are no longer necessary since the State Board of Education has adopted K-8 textbooks and instructional materials aligned to the Common Core Standards. Additionally, policy updated to include factual accuracy and whether the material contains pervasive vulgarity or profanity in the determination of compliance of supplemental materials with district criteria; and, add that the Superintendent or designee may provide training to administrators and teachers in the selection and evaluation of supplementary instructional materials, including the criteria to be utilized and applicable legal considerations.

Board Policy 6163.1 - Library Media Centers

Policy updated to expand the first philosophical paragraph regarding the Governing Board's recognition of how school libraries support the educational program and the Board's desire for books and other resources that are stocked in school libraries. Policy also updated to reflect NEW LAW (AB 1078, 2023) which clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) requires the California Department of Education (CDE) to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant, (3) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, and (4) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Additionally, policy updated in regard to the criteria for evaluation of the condition and use of school libraries to add (1) that the quality of the collection at each library include types of materials (fiction, non-fiction, newspapers, magazines, encyclopedias, materials in other languages, and reference materials), alignment with curriculum, and provision of a broad spectrum of knowledge and viewpoints, and (2) that principals, teachers, and library personnel have knowledge of the process to follow when a library material(s) is challenged.

CSBA Policy Management Console

CSBA Sample District Policy Manual

Policy 0410: Nondiscrimination In District Programs And Activities

Status: ADOPTED

Original Adopted Date: 02/01/2014 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decisionmaking, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources.

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. The Superintendent or designee shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.8, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate. In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. (Education Code 48985; 20 USC 6312)

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school websites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. The compliance officer shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Superintendent/Principal

3125 Branciforte Drive Santa Cruz , CA
95065

831-429-1456

mstewart@hvesd.com

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

State References

5 CCR 4600-4670

Description

Uniform complaint procedures

5 CCR 4900-4965

Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance

Ed. Code 200-262.4

Prohibition of discrimination -

<https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAAbNL6kKkgxQ==>

Ed. Code 48980

Parent/Guardian notifications -

<https://simbli.eboardsolutions.com/SU/cpMsBKX1tOwUiWgEwSKp5g==>

Ed. Code 48985

Notices to parents in language other than English -

<https://simbli.eboardsolutions.com/SU/LHS9ygOUBYa76W1AygydnA==>

Ed. Code 51007

Legislative intent: state policy -

<https://simbli.eboardsolutions.com/SU/rSs3XcjMplusiyiZufplusrw9FAg==>

Social sciences instruction; contributions of specified groups -

Ed. Code 51204.5

<https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHfG==>

Ed. Code 51501

Nondiscriminatory subject matter -

<https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==>

Ed. Code 60010

Instructional materials; definition -

<https://simbli.eboardsolutions.com/SU/GjXRejOBclgfje5LOpBxYg==>

Ed. Code 60040-60052

Requirements for instructional materials -

<https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==>

Gov. Code 11000

Definitions -

<https://simbli.eboardsolutions.com/SU/GNzfFek85HXbSvwoUxtE0g==>

Gov. Code 11135

Prohibition of discrimination -

<https://simbli.eboardsolutions.com/SU/PcUFWeMcCJnzBrKAL0EtfQ==>

Gov. Code 12900-12996

Fair Employment and Housing Act -

<https://simbli.eboardsolutions.com/SU/kYDZnuplusf3qJV95L7E0pUzw==>

Gov. Code 54953

Meetings; Americans with Disabilities Act accessibility

Gov. Code 54953.2

Brown Act compliance with Americans with Disabilities Act

<https://simbli.eboardsolutions.com/SU/v7uv14REv9rEKalf6yMBTQ==>

Gov. Code 8310.3

California Religious Freedom Act -

<https://simbli.eboardsolutions.com/SU/ieDxfpzwHLuflv9SQwuY6g==>

Pen. Code 422.55

Definition of hate crime -

<https://simbli.eboardsolutions.com/SU/EXmP7bT1slshj3qOjaM9qTkHA==>

Pen. Code 422.6

Crimes; harassment -

<https://simbli.eboardsolutions.com/SU/vVSJrxnKuuauWdfn4F58wg==>

Federal References

20 USC 1400-1482

Description

Individuals with Disabilities Education Act

20 USC 1681-1688

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

20 USC 2301-2414

Strengthening Career and Technical Education for the 21st Century Act

<https://simbli.eboardsolutions.com/SU/9yof5kixbBlok9FzhxqqWg==>

20 USC 6311

State plan

20 USC 6312

Local educational agency plan

28 CFR 35.101-35.190

Americans with Disabilities Act

28 CFR 36.303

Nondiscrimination on the basis of disability, public accommodations, auxiliary aids, and services

29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.1-100.13	Nondiscrimination in federal programs; effectuating Title VI
34 CFR 104.1-104.39	Section 504 of the Rehabilitation Act of 1973
34 CFR 106.1-106.82	Discrimination on the basis of sex; effectuating Title IX
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
Management Resources References	Description
CA Civil Rights Department Publication	California Law Prohibits Workplace Discrimination and Harassment https://simbli.eboardsolutions.com/SU/SZR7LKID5MOFlwkdy7EQ6w==
CA Department of Health Care Services Publication	Policy and Procedures Letter No. 21-017R, December 2021
CA Department of Health Care Services Publication	Policy and Procedures Letter No. 23-004, February 2023
	Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration
CA Office of the Attorney General Publication	Issues, April 2018 - https://simbli.eboardsolutions.com/SU/ooeCURkNWJynAeTollv07A== Parental and Student Rights in Relation to Transgender and Gender
CSBA Publication	Nonconforming Students, Recently Asked Questions, August 2023
CSBA Publication	Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools, October 2022 - https://simbli.eboardsolutions.com/SU/TJrCO83d42yQSTw6naADQw==
	Dear Colleague Letter: Resource on Confronting Racial Discrimination in
U.S. DOE & U.S. DOJ Civil Rights Divisions Pub Student Discipline, May 2023	https://simbli.eboardsolutions.com/SU/LIGBefta2t7tACr08i6nPQ== Supporting Transgender Youth in School, June 2021 - https://simbli.eboardsolutions.com/SU/EdislshEshdToxg7RvLBCqplus6w==
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Frequently Asked Questions About the June 29, 2010, Dear Colleague Letter, May 26, 2011 - https://simbli.eboardsolutions.com/SU/njWIHz8d63U5Wq9SDmfYgw==
U.S. DOE, Office for Civil Rights Publication	Nondiscrimination in Employment Practices in Education, August 1991 https://simbli.eboardsolutions.com/SU/SYVOixXMVfAhNsIshZslshGtIPtA==
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Race and School Programming, August 2023 https://simbli.eboardsolutions.com/SU/cplusK5pMWRslshwixY9DsNmPYA==
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Electronic Book Readers, June 29, 2010 https://simbli.eboardsolutions.com/SU/oOSgDIAGdpaiqMe0Va2jxw==
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Harassment and Bullying, October 2010
U.S. DOJ, Civil Rights Division Publication	Guidance on Web Accessibility and the ADA, March 2022

U.S. DOJ, Civil Rights Division Publication	Accessibility of State and Local Government Websites to People with Disabilities, February 2020 - https://simbli.eboardsolutions.com/SU/eCe8usyT7YdqvlUjIzPfyg==
U.S. DOJ, Civil Rights Division Publication	2010 ADA Standards for Accessible Design, September 2010 https://simbli.eboardsolutions.com/SU/xIX9Rtp6OBgJ02jtplusrUfjA==
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmpETuDsIshXk6R5akQ==
Website	California Office of the Attorney General - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	World Wide Web Consortium, Web Accessibility Initiative https://simbli.eboardsolutions.com/SU/hqb27CeNzty0cZUAlpgPnQ==
Website	Pacific ADA Center - https://simbli.eboardsolutions.com/SU/uYZsxL72Raxf0FvsX5djWQ==
Website	U.S. Department of Justice, Civil Rights Division, Disability Rights Section https://simbli.eboardsolutions.com/SU/9sZBTK5qxS6SpFY07h6ktA==
Website	California Safe Schools Coalition - https://simbli.eboardsolutions.com/SU/WemZSI34fz0YvWHUM4trDg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	California Civil Rights Department - https://simbli.eboardsolutions.com/SU/RlslshmyzTCzMSVplus4uuCqYvZA==
Website	U.S. Equal Employment Opportunity Commission - https://simbli.eboardsolutions.com/SU/vWZpgy5hWTz73t9BVEDPpA==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==
Website	California Department of Health Care Services - https://simbli.eboardsolutions.com/SU/slshcbdN8s1slshplus8ePOCd4fpQ7Q==
World Wide Web Consortium Publication	Web Content Accessibility Guidelines, December 2008

Cross References

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0100	https://simbli.eboardsolutions.com/SU/YnzdQsYE5dS3ZxWF6iZ51g==
	Equity -
0415	https://simbli.eboardsolutions.com/SU/ZGZhz17ATfHJBQ13Jplus7cw==
	Comprehensive Safety Plan -
0450	https://simbli.eboardsolutions.com/SU/Q7giI8GDAxZA23W9BEbNBw==
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0450	https://simbli.eboardsolutions.com/SU/rdlFkXtkL04nPQ7EChV5kQ==
	COVID-19 Mitigation Plan -
0470	https://simbli.eboardsolutions.com/SU/xBPc1Aeplus3wePETE5KI2ziA==
	Communication With The Public -
1100	https://simbli.eboardsolutions.com/SU/m4slshfz41M67B2WioVNFzUDg==
	District And School Websites -
1113	https://simbli.eboardsolutions.com/SU/fGzTnDYcSd9LBbPBAjyCBA==
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1113

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1113-E(1)

<https://simbli.eboardsolutions.com/SU/bZCud1cO3YINckqcTnQMLw==>

District-Sponsored Social Media -

1114 <https://simbli.eboardsolutions.com/SU/GPX87YasvLlgrwrAjTkQSG==>

District-Sponsored Social Media -

1114 <https://simbli.eboardsolutions.com/SU/yjVorBCGm2rPCjkELGVV5A==>

School-Connected Organizations -

1230 <https://simbli.eboardsolutions.com/SU/TUNcr5l6QZDDrINJ5rXb5g==>

School-Connected Organizations -

1230 <https://simbli.eboardsolutions.com/SU/sDXhJFa6OFkhNJlen5SDKw==>

Volunteer Assistance -

1240 <https://simbli.eboardsolutions.com/SU/c3bzU5HxDAULaslsh6slshY5Cf==>

Volunteer Assistance -

1240 <https://simbli.eboardsolutions.com/SU/ROv5x6plusDgBotyKnO8gWH3A==>

Educational Foundation -

1260 <https://simbli.eboardsolutions.com/SU/gslshplusY8fjYjshYAA4NaTsJbQ==>

Complaints Concerning Instructional Materials -

1312.2

<https://simbli.eboardsolutions.com/SU/jnWwqS1U4L2n7m4X6Vslshh2A==>

Complaints Concerning Instructional Materials -

1312.2 <https://simbli.eboardsolutions.com/SU/u4dt8AGRZs5bpniHvZe5Cw==>

Complaints Concerning Instructional Materials -

1312.2-E(1) <https://simbli.eboardsolutions.com/SU/cc8bqGHypAqCjuplusMx4Zzg==>

Uniform Complaint Procedures -

1312.3

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1312.3-E(2) <https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==>

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1312.4 <https://simbli.eboardsolutions.com/SU/rBplus3D6WxR0hqbYtlgGcixQ==>

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1312.4-E(1) <https://simbli.eboardsolutions.com/SU/hyX2pWnV101vhi5cEa6vZQ==>

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Advertising And Promotion -

1325

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

Use Of School Facilities -

1330

<https://simbli.eboardsolutions.com/SU/WXU500ojkHnvCiIRVZf7TQ==>

Use Of School Facilities -

1330 <https://simbli.eboardsolutions.com/SU/hmhYeyr0oomt8s9DCK1sPA==>

Fees And Charges -

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Fees And Charges -

3260 <https://simbli.eboardsolutions.com/SU/8Q8jlgxlo00V6T6aNXVplus3A==>

Sale And Disposal Of Books, Equipment And Supplies -

3270 <https://simbli.eboardsolutions.com/SU/4xVQspytceRtGBj5E9mJGQ==>

Sale And Disposal Of Books, Equipment And Supplies -

3270

<https://simbli.eboardsolutions.com/SU/CPwhCGZXgC6KkTGvmllgLw==>

3311

Bids - <https://simbli.eboardsolutions.com/SU/8Hf0EW5lt9ybr6GdGPvuMg==>

3311

Bids - <https://simbli.eboardsolutions.com/SU/kSmQOOh7sW9PDb8PSD17ycQ==>

District Police/Security Department -

3515.3

<https://simbli.eboardsolutions.com/SU/xzE1kDD6MeebnuiCYEM5mW==>

District Police/Security Department -

3515.3 <https://simbli.eboardsolutions.com/SU/l1J1QKjZow3q8v7pZhTCDQ==>

School Resource Officers -

3515.31 <https://simbli.eboardsolutions.com/SU/n8gkZslshF4TxiOxgEhZnJrvQ==>

Risk Management/Insurance -

3530 <https://simbli.eboardsolutions.com/SU/PCbwsishUQxLVplusmkc9Vslsh0GqfQ==>

Risk Management/Insurance -

3530 <https://simbli.eboardsolutions.com/SU/IFY23eyj7gVURhZVxo1DXw==>

Transportation -

3540 <https://simbli.eboardsolutions.com/SU/WsEcrsw1Er3slshov5xxld5xA==>

Transportation For Students With Disabilities -

3541.2 <https://simbli.eboardsolutions.com/SU/slshxvzUpFU7JJURslshN7eBljSQ==>

Food Service Operations/Cafeteria Fund -

3551 <https://simbli.eboardsolutions.com/SU/fyZbm4UaqVP9FK32lgkplusuQ==>

Food Service Operations/Cafeteria Fund -

3551 <https://simbli.eboardsolutions.com/SU/wgZfsgyQdkWbgKFLp731Sg==>

Summer Meal Program -

3552 <https://simbli.eboardsolutions.com/SU/wzUihV3gK9PplusFxGH4lt0Ew==>

Summer Meal Program -

3552

<https://simbli.eboardsolutions.com/SU/byXci7oy4EQvJziZSatkag==>

Free And Reduced Price Meals -

3553 <https://simbli.eboardsolutions.com/SU/N7wbmn9H944SplusVnwg4l9g==>

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Nutrition Program Compliance -

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Nutrition Program Compliance -

3555-E(1) <https://simbli.eboardsolutions.com/SU/s90UEaxRibgHslsh6KHoiQwXw==>

Consultants -

3600 <https://simbli.eboardsolutions.com/SU/1FwFQUNZcLepRVw9noljBg==>

Nondiscrimination In Employment -

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Nondiscrimination In Employment -

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Reasonable Accommodation -

4032 <https://simbli.eboardsolutions.com/SU/DZueYkplusHoNslsh53DXislshi6mLw==>

Lactation Accommodation -

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Employee Use Of Technology -

4040 <https://simbli.eboardsolutions.com/SU/3Md2dslshuyFrpXYhjStKTrQw==>

Employee Use Of Technology -

4040-E(1) <https://simbli.eboardsolutions.com/SU/oYQOxuA1TT9RvyRICN0slshqQ==>

Recruitment And Selection -

4111

<https://simbli.eboardsolutions.com/SU/8ilQZSj0C8m6ODHzDnKlnA==>

Legal Status Requirement -

4111.2 <https://simbli.eboardsolutions.com/SU/89uKRtR1yfGS7HLo57hv0w==>

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Sexual Harassment -

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4119.11 <https://simbli.eboardsolutions.com/SU/QRcWQUtgJeCDcHbkv2IRQ==>

Professional Standards -

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Dress And Grooming -

4119.22

<https://simbli.eboardsolutions.com/SU/HslshvslshcHTmslsh7BiUysr9PWfuQ==>

Staff Development -

4131 <https://simbli.eboardsolutions.com/SU/IYMIfYPYXEiEMhRz6slshWJQ==>

Complaints -

4144 <https://simbli.eboardsolutions.com/SU/gUFnuw70jWGezEp60OAE0w==>

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4144 <https://simbli.eboardsolutions.com/SU/slshuuXuplus3vKAplusjaXKpilZpQQ==>

Family Care And Medical Leave -

4161.8 <https://simbli.eboardsolutions.com/SU/ATm1Bki1Y1tevEIUZf6fpg==>

Recruitment And Selection -

4211

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Legal Status Requirement -

4211.2

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Employee Notifications -

4212.9

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Sexual Harassment -

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Sexual Harassment -

4319.11

<https://simbli.eboardsolutions.com/SU/4Vvv7i0i6uHdgsIsheZNHpgVg==>

Sexual Harassment -

4319.11

<https://simbli.eboardsolutions.com/SU/GoK7chDslshO0cPN2xYIVjhsIshg==>

- Professional Standards -**
4319.21 <https://simbli.eboardsolutions.com/SU/53YbPV2hoKqYj7h7jg34plusA==>
- Professional Standards -**
4319.21-E(1) <https://simbli.eboardsolutions.com/SU/4slsha4biCW2ltQOjao9JpjNw==>
- Dress And Grooming -**
4319.22
<https://simbli.eboardsolutions.com/SU/QDMAAedaRVSQpUdBZpiiJA==>
- Staff Development -**
4331 <https://simbli.eboardsolutions.com/SU/3BIIBFE9slshf2AlnllsFw7ag==>
- Complaints -**
4344 <https://simbli.eboardsolutions.com/SU/0m0xiT7oKn9m9TLZpluszeRyA==>
- Complaints -**
4344 <https://simbli.eboardsolutions.com/SU/35PWlyWDSzCYbz2slshslshaWog==>
- Family Care And Medical Leave -**
4361.8
<https://simbli.eboardsolutions.com/SU/T9f94QmDCIE1EHADKnAVMg==>
- Chronic Absence And Truancy -**
5113.1 <https://simbli.eboardsolutions.com/SU/Hw5C1aEnixhuUFVOE9Vntg==>
- Chronic Absence And Truancy -**
5113.1 <https://simbli.eboardsolutions.com/SU/D2LIg7JcgumhuWnRLo2bAw==>
- Awards For Achievement -**
5126 <https://simbli.eboardsolutions.com/SU/TplusoH8S98CsCgplusZql8kuKplusA==>
- Awards For Achievement -**
5126 <https://simbli.eboardsolutions.com/SU/3vcVxdI9QTMjNZKGMbvvug==>
- Bullying -**
5131.2 <https://simbli.eboardsolutions.com/SU/LxPW6KGpII06pABo7GZByA==>
- Bullying -**
5131.2 <https://simbli.eboardsolutions.com/SU/X6BQj3kpEK6dIMBJplusKla8g==>
- Infectious Diseases -**
5141.22
<https://simbli.eboardsolutions.com/SU/slshSHDzymYLN8DwMplltWdsg==>
- Infectious Diseases -**
5141.22
<https://simbli.eboardsolutions.com/SU/DdkxP6Io0oUT7dmBE1eK0g==>
- School Health Services -**
5141.6 <https://simbli.eboardsolutions.com/SU/FsvN2C1nRUVplusLuYil2oJvg==>
- School Health Services -**
5141.6 <https://simbli.eboardsolutions.com/SU/TKr7nslshISzxVI1Lek8gR1YA==>
- Search And Seizure -**
5145.12
<https://simbli.eboardsolutions.com/SU/kUSWh8nIAjshplusgHF91pEC6g==>
- Search And Seizure -**
5145.12
<https://simbli.eboardsolutions.com/SU/QuYvMUI53N6kyjJPlqwU4A==>
- Response To Immigration Enforcement -**
5145.13 <https://simbli.eboardsolutions.com/SU/a0plusNVDz9UuWKnGW6XLW4rA==>

Response To Immigration Enforcement -

5145.13

<https://simbli.eboardsolutions.com/SU/Axq9yVbrlvLTpsYmbr6dNw==>

Nondiscrimination/Harassment -

5145.3

<https://simbli.eboardsolutions.com/SU/BFjYVwdJgmK0Y4slshgtvBZGQ==>

Nondiscrimination/Harassment -

5145.3

<https://simbli.eboardsolutions.com/SU/UpaUizGK85fw9ORBYgCOPA==>

Parent/Guardian Notifications -

5145.6

<https://simbli.eboardsolutions.com/SU/OOJDgERniwx8GUWBtYOKOw==>

Parent/Guardian Notifications -

5145.6-E(1) <https://simbli.eboardsolutions.com/SU/zFBQ1KXq3m3KK90fokgpLw==>

Sexual Harassment -

5145.7

<https://simbli.eboardsolutions.com/SU/MfAhaHLgZdYUYNaeSYslsh2ow==>

Sexual Harassment -

5145.7

<https://simbli.eboardsolutions.com/SU/F81vgNUe2qhM9N9pNBQtA==>

Title IX Sexual Harassment Complaint Procedures -

5145.71 <https://simbli.eboardsolutions.com/SU/rZPreTur6slsh2lqWSGKKtgXw==>

Title IX Sexual Harassment Complaint Procedures -

5145.71-E(1) <https://simbli.eboardsolutions.com/SU/iHslshFFU3cfEoul0o8ULZduA==>

Hate-Motivated Behavior -

5145.9 <https://simbli.eboardsolutions.com/SU/zXaTq9y3Bf8f0rt8zzpcyw==>

Married/Pregnant/Parenting Students -

5146 <https://simbli.eboardsolutions.com/SU/qwa5QZPWvxO1IfGa91eXwQ==>

Child Care And Development -

5148

<https://simbli.eboardsolutions.com/SU/6TzInJWyUNhxc9er0OvSw==>

Child Care And Development -

5148 <https://simbli.eboardsolutions.com/SU/bVySg0grlwmslshAxbVduBflg==>

Before/After School Programs -

5148.2 <https://simbli.eboardsolutions.com/SU/b5QjnmUpQ8tgBNxpBLZKJw==>

Before/After School Programs -

5148.2 <https://simbli.eboardsolutions.com/SU/SRCRvplus9wpuzSot3FQ8a2gw==>

Concepts And Roles -

6000 <https://simbli.eboardsolutions.com/SU/qvPcqbSrShZR2J5Nk8zHSg==>

Parent Involvement -

6020 <https://simbli.eboardsolutions.com/SU/8BBILRHFPN4Ze3lDgijtIg==>

Parent Involvement -

6020 <https://simbli.eboardsolutions.com/SU/Q0ib1gK3KHGsHNIpTjql8A==>

Curriculum Development And Evaluation -

- 6141 <https://simbli.eboardsolutions.com/SU/LdZqO8PdBm96KAMTQJmplusqA==>
Curriculum Development And Evaluation -
- 6141 <https://simbli.eboardsolutions.com/SU/sJjsFNaej0ooUN9G7aplusvrw==>
Recognition Of Religious Beliefs And Customs -
- 6141.2 <https://simbli.eboardsolutions.com/SU/xmiffKplus2Rlp4T2IYM0eqUQ==>
Recognition Of Religious Beliefs And Customs -
- 6141.2 <https://simbli.eboardsolutions.com/SU/XSgOkVwslsh6n1VgSVdoheJvg==>
International Baccalaureate Program -
- 6141.4 <https://simbli.eboardsolutions.com/SU/3HplusWL7OI2YANMyMpgmHLBQ==>
Advanced Placement -
- 6141.5 <https://simbli.eboardsolutions.com/SU/VKU0plusZC9i4xPUaA9uN30nA==>
Sexual Health And HIV/AIDS Prevention Instruction -
- 6142.1
<https://simbli.eboardsolutions.com/SU/i3XomFLE8x7UPBmv115kHA==>
Sexual Health And HIV/AIDS Prevention Instruction -
- 6142.1 <https://simbli.eboardsolutions.com/SU/FfslshxXARVXI43WIWI13HCQ==>
Civic Education -
- 6142.3 <https://simbli.eboardsolutions.com/SU/dUY6XHltTK05slshFds18pGtA==>
Environmental Education -
- 6142.5
<https://simbli.eboardsolutions.com/SU/CwGxm1ffF99iHkuOYslshay3TQ==>
Physical Education And Activity -
- 6142.7
<https://simbli.eboardsolutions.com/SU/ZmslshJWRRGIhooOnK0kYcl2w==>
Physical Education And Activity -
- 6142.7 <https://simbli.eboardsolutions.com/SU/7Tuzch26C948slshkHXr3eriw==>
Courses Of Study -
- 6143 <https://simbli.eboardsolutions.com/SU/il0VD1ufgBhRI2QA34bZbA==>
Courses Of Study -
- 6143 <https://simbli.eboardsolutions.com/SU/nU8I9JQNpfgxb95NLxm0Ag==>
Controversial Issues -
- 6144
<https://simbli.eboardsolutions.com/SU/irvX9aRIBPzTph8GygfK9w==>
Extracurricular And Cocurricular Activities -
- 6145
<https://simbli.eboardsolutions.com/SU/TkiGKzMnAo9vQwZU56wgVw==>
Extracurricular And Cocurricular Activities -
- 6145 <https://simbli.eboardsolutions.com/SU/Fr5qETtTn48ak1ITDSX9jg==>
Athletic Competition -
- 6145.2 <https://simbli.eboardsolutions.com/SU/WjFHslshd0qO8WHJq9f7Kfh5Q==>
Athletic Competition -
- 6145.2
<https://simbli.eboardsolutions.com/SU/3b046reWKA4At9vT9uKSHg==>
Placement In Mathematics Courses -

6152.1 <https://simbli.eboardsolutions.com/SU/jt6w4Ob9l5Fk3Zp4xZKDSQ==>

Placement In Mathematics Courses -

6152.1 <https://simbli.eboardsolutions.com/SU/oGGI7Kob81ls1e8P3iauiA==>

Independent Study -

6158 <https://simbli.eboardsolutions.com/SU/Rqslsh4Fd5HLPwBBONpjsQGTg==>

Independent Study -

6158 <https://simbli.eboardsolutions.com/SU/2tRYy222MXLXnvV9vrMP4w==>

Selection And Evaluation Of Instructional Materials -

6161.1

<https://simbli.eboardsolutions.com/SU/JHqPQilZ5q5cUDGR0jx9slshA==>

Selection And Evaluation Of Instructional Materials -

6161.1 <https://simbli.eboardsolutions.com/SU/RLXU3fzRV2Ht3T6GH7BQsw==>

Selection And Evaluation Of Instructional Materials -

6161.1-E(1) <https://simbli.eboardsolutions.com/SU/lplusFG9UqhKo1ulzhX3FE9LA==>

Supplementary Instructional Materials -

6161.11

<https://simbli.eboardsolutions.com/SU/N99iCxBzV4YTplusQTplussall1Q==>

Student Assessment -

6162.5

<https://simbli.eboardsolutions.com/SU/b9KIXbby9XYctijplusnXY84A==>

Library Media Centers -

6163.1

<https://simbli.eboardsolutions.com/SU/qDNmGxisnJAKjil18JIVSw==>

Animals At School -

6163.2 <https://simbli.eboardsolutions.com/SU/lgtlfqFAWuTtFk6KjOEFkg==>

Animals At School -

6163.2 <https://simbli.eboardsolutions.com/SU/kK1ziXSO9CkxNjRG0xucgQ==>

Guidance/Counseling Services -

6164.2

<https://simbli.eboardsolutions.com/SU/QEsZgzQo3AFYxsIsHfZf9HBr8==>

Identification And Evaluation Of Individuals For Special Education -

6164.4

<https://simbli.eboardsolutions.com/SU/ffCNsslsh0JPpJGdyftyF23Dg==>

Identification And Evaluation Of Individuals For Special Education -

6164.4

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

Identification And Education Under Section 504 -

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

Identification And Education Under Section 504 -

6164.6

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

Gifted And Talented Student Program -

6172 <https://simbli.eboardsolutions.com/SU/wTI8EVvu0t0484S390RuGw==>

Gifted And Talented Student Program -

6172 <https://simbli.eboardsolutions.com/SU/G268l3K6kr8FEbTmbKV2A==>

Education For Homeless Children -

- 6173 <https://simbli.eboardsolutions.com/SU/SBoNplusBJj6lORBiim4CgVaw==>
Education For Homeless Children -
- 6173 <https://simbli.eboardsolutions.com/SU/22plusZOHjy6HwBgK8mxgQgvw==>
Education For Homeless Children -
- 6173-E(1) <https://simbli.eboardsolutions.com/SU/Mg2VskPwKRiMR5slshcluDuuQ==>
Education For Homeless Children -
- 6173- E(2)<https://simbli.eboardsolutions.com/SU/Oziu5plusO24Cwf3qrg2lwW1A==>
Education For Foster Youth -
- 6173.1 <https://simbli.eboardsolutions.com/SU/FhWqtvgluEC44NZ6fEILQA==>
Education For Foster Youth -
- 6173.1
<https://simbli.eboardsolutions.com/SU/plus02X7apL6BbQWZJpZVboVQ==>
Education For American Indian Students -
- 6173.4 <https://simbli.eboardsolutions.com/SU/FHpluslz9jSWj6dzqBZ7yYJ7A==>
Migrant Education Program -
- 6175 <https://simbli.eboardsolutions.com/SU/roLeyXGgp5l03jclK5slshG1A==>
Migrant Education Program -
- 6175 <https://simbli.eboardsolutions.com/SU/KztAlGnaxUQBJN76aWKRlg==>
Career Technical Education -
- 6178 <https://simbli.eboardsolutions.com/SU/2rbbha1T98lHWiOTkslshUErg==>
Career Technical Education -
- 6178 <https://simbli.eboardsolutions.com/SU/S4qxTuQvqZW507diDlxw9g==>
Alternative Schools/Programs Of Choice -
- 6181 <https://simbli.eboardsolutions.com/SU/Sa5uR0ng884KxBYpfmslshFiQ==>
Alternative Schools/Programs Of Choice -
- 6181 <https://simbli.eboardsolutions.com/SU/2T3JOQ3ETpzAugVUUKL2plusA==>
Continuation Education -
- 6184 <https://simbli.eboardsolutions.com/SU/3Ht4rBWGbplusXBfB2lhozFRg==>
Continuation Education -
- 6184 <https://simbli.eboardsolutions.com/SU/KkY8miqdw4plusznm6ryYow7Q==>
Adult Education -
- 6200 <https://simbli.eboardsolutions.com/SU/GBFlqzmwZQwt8slshR7plusdHYQQ==>
Adult Education -
- 6200 <https://simbli.eboardsolutions.com/SU/plus0bvJoejC0EIMYEaP8Bpgg==>
Facilities Master Plan -
- 7110
<https://simbli.eboardsolutions.com/SU/CTyHH1bl8WMyv7LT883UOw==>
Evaluating Existing Buildings -
- 7111 <https://simbli.eboardsolutions.com/SU/mdY2qplusucW5RyV6FKE9hGKQ==>
Naming Of Facility -
- 7310 <https://simbli.eboardsolutions.com/SU/TGrU7ljEI6ET3TFsz7TZag==>
Student Board Members -
- 9150 <https://simbli.eboardsolutions.com/SU/xEgMP3uFB4NCTcf4trslsh8iQ==>
Governing Board Elections -
- 9220 <https://simbli.eboardsolutions.com/SU/UFaDMCMuel6gmfcxmHZW8Q==>
Meetings And Notices -

9320 <https://simbli.eboardsolutions.com/SU/WlIp67WloJxMnAZ5sziudQ==>

Agenda/Meeting Materials -

9322

<https://simbli.eboardsolutions.com/SU/UZNZ1VccJifG2tzL24yslshFw==>

Policy 1312.2: Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 09/01/1988 | **Last Revised Date:** 10/01/2023 | **Last Reviewed Date:** 10/01/2023

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

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

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

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

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

The Superintendent, or any designee or committee established by the Superintendent to review the materials, shall not prohibit the continued use of an appropriately adopted textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library on the basis that it contains inclusive and/or diverse perspectives, as specified in Education Code 243.

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

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

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

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

State References

5 CCR 4600-4670

Description

Uniform complaint
procedures

County superintendent of schools; duties -

Ed. Code 1240

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

Ed. Code 18111

Exclusion of books by Governing board that are sectarian, partisan, or denominational character -

<https://simbli.eboardsolutions.com/SU/fAcJGqFGsvKfW1GDcogDzw==>

Ed. Code 220

Prohibition of discrimination -

<https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==>

Ed. Code 242

Access to information about educational laws and policies regarding right to accurate and inclusive curriculum -

<https://simbli.eboardsolutions.com/SU/qvasflzIxOuHd0XoTnf4uw==>

Ed. Code 243

Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials -

<https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==>

Ed. Code 35010

Control of district; prescription and enforcement of rules -

<https://simbli.eboardsolutions.com/SU/OQVSpplusCEZXMhIMKVyv3kBA==>

Ed. Code 35160

Powers and duties of school boards -

<https://simbli.eboardsolutions.com/SU/FFplus3PC2rsgGxvplus8DVSsrkQ==>

Ed. Code 35186

Williams uniform complaint procedures -

<https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnhA==>

Ed. Code 44805

Teacher enforcement of course of studies; use of textbooks, rules and regulations -

<https://simbli.eboardsolutions.com/SU/aspZQpXuVHqirxKV3DzJNw==>

Ed. Code 48907

Exercise of free expression; time, place and manner rules and regulations

<https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==>

Ed. Code 48950

Speech and other communication -

<https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==>

Ed. Code 51204.5

Social sciences instruction; contributions of specified groups

<https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==>

Ed. Code 51501

Nondiscriminatory subject matter -

<https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==>

Ed. Code 51511

Religious matters properly included in courses of study -

<https://simbli.eboardsolutions.com/SU/iTw7dJByJNReEy9XCHThhg==>

Ed. Code 51933

Sexual health education and HIV prevention materials -

<https://simbli.eboardsolutions.com/SU/lzCkLi03Eyn6g8fhsFib0Q==>

Ed. Code 60000-60005

Instructional materials; legislative intent -

<https://simbli.eboardsolutions.com/SU/0UKX3BpLit7eis8ERdhYqg==>

Ed. Code 60040-60052

Requirements for instructional materials -

<https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==>

Ed. Code 60119

Public hearing on sufficiency of textbooks and instructional materials

<https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==>

Ed. Code 60200-60213

Elementary school materials -

<https://simbli.eboardsolutions.com/SU/5jFbFwrbBUT7yMqHe2X3Bg==>

Ed. Code 60226

Requirements for publishers and manufacturers -

<https://simbli.eboardsolutions.com/SU/8bqvmpLmM6YiYL21AdslshNdw==>

Ed. Code 60400-60411

High school textbooks and instructional materials -

<https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofslshg==>

Ed. Code 60510-60511

Donation or sale of obsolete instructional materials -

<https://simbli.eboardsolutions.com/SU/fyTf3BXojSgWwsIshDMhIYgzg==>

Management Resources References

Description

Instructional Materials, FAQ -

California Department of Education Publication

<https://simbli.eboardsolutions.com/SU/6g5DV5psnbEiqKAP9oXYzg==>

Standards for Evaluating Instructional Materials for Social
Content, 2013 -

California Department of Education Publication

<https://simbli.eboardsolutions.com/SU/PXAMC00s1hli78ftFNM1JQ==>

CSBA District and County Office of Education Legal Services -

Website <https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==>

Department of Justice -

Website <https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==>

California Department of Education, Curriculum and Instruction
Resources -

Website <https://simbli.eboardsolutions.com/SU/rse1wvWcofD1nr0Z7Xplus7vw==>

CSBA -

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

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

Website <https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==>

Cross References

Description

Nondiscrimination In District Programs And Activities -

0410 <https://simbli.eboardsolutions.com/SU/UgFujovyjeytxx680splusvvg==>

Communication With The Public -

1100 <https://simbli.eboardsolutions.com/SU/m4slshfz41M67B2WioVNfzUDg==>

Visitors/Outsiders -

1250 <https://simbli.eboardsolutions.com/SU/fQeslYtQfPyCw4jPFcug3A==>

Visitors/Outsiders -

1250 <https://simbli.eboardsolutions.com/SU/tWaslsh7PMJ3L8KcyZCNmtCCg==>

Complaints Concerning District Employees -

1312.1 <https://simbli.eboardsolutions.com/SU/dIGslshfVQqyWh8DLTuprGWw==>

Complaints Concerning District Employees -

1312.1 <https://simbli.eboardsolutions.com/SU/ZCplusrqf8OJfVdSVEedfwjAA==>

Uniform Complaint Procedures -

1312.3 <https://simbli.eboardsolutions.com/SU/hDRtFslshga5Gr8pNr9UsKuNA==>

Uniform Complaint Procedures -

1312.3 <https://simbli.eboardsolutions.com/SU/6xy2cJsplusYAi4etObMmYiQ==>

Uniform Complaint Procedures -

1312.3-E(1) <https://simbli.eboardsolutions.com/SU/vicclxcmyjggK8RRHm2Nkg==>

Uniform Complaint Procedures -

1312.3-E(2) <https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==>

Williams Uniform Complaint Procedures -

1312.4 <https://simbli.eboardsolutions.com/SU/rBplus3D6WxR0hqbYtIgGcixQ==>

Williams Uniform Complaint Procedures -

1312.4-E(1) <https://simbli.eboardsolutions.com/SU/hyX2pWnV101vhi5cEa6vZQ==>

- Williams Uniform Complaint Procedures -**
1312.4-E(2) <https://simbli.eboardsolutions.com/SU/mbgpluskCGfXplusOJoAMJRfkWcw==>
- Nondiscrimination/Harassment -**
5145.3 <https://simbli.eboardsolutions.com/SU/BFjYVwdJqmkOY4slshgtvBZGQ==>
- Nondiscrimination/Harassment -**
5145.3 <https://simbli.eboardsolutions.com/SU/UpaUizGK85fw9ORBYgCOPA==>
- Concepts And Roles -**
6000 <https://simbli.eboardsolutions.com/SU/qvPcqbSrShZR2J5Nk8zHSg==>
- Curriculum Development And Evaluation -**
6141 <https://simbli.eboardsolutions.com/SU/LdZqO8Pd8m96KAMTQJmplusgA==>
- Curriculum Development And Evaluation -**
6141 <https://simbli.eboardsolutions.com/SU/sJjsFNaej0ooUN9G7aplusvrw==>
- Visual And Performing Arts Education -**
6142.6 <https://simbli.eboardsolutions.com/SU/KYKuDxTaUanplusmRSoSbmoNg==>
- Mathematics Instruction -**
6142.92 <https://simbli.eboardsolutions.com/SU/ftMquy4qCooO0o5vPBAlDA==>
- History-Social Science Instruction -**
6142.94 <https://simbli.eboardsolutions.com/SU/8w9q6NcK71lbTU94Rqcm7g==>
- Courses Of Study -**
6143 <https://simbli.eboardsolutions.com/SU/iI0VD1ufgBhRI2QA34bZbA==>
- Courses Of Study -**
6143 <https://simbli.eboardsolutions.com/SU/nU8I9JQNpfqxb95NLxm0Ag==>
- Controversial Issues -**
6144 <https://simbli.eboardsolutions.com/SU/irvX9aRIBPzTph8GygfK9w==>
- Selection And Evaluation Of Instructional Materials -**
6161.1 <https://simbli.eboardsolutions.com/SU/JHqPQilZ5q5cUDGR0jx9slshA==>
- Selection And Evaluation Of Instructional Materials -**
6161.1 <https://simbli.eboardsolutions.com/SU/RLXU3fzRV2Ht3T6GH7BQsw==>
- Selection And Evaluation Of Instructional Materials -**
6161.1-E(1) <https://simbli.eboardsolutions.com/SU/lplusFG9UqhKo1ulzhX3FE9LA==>
- Supplementary Instructional Materials -**
6161.11 <https://simbli.eboardsolutions.com/SU/N99iCxBzV4YTplusQTplussall1Q==>
- Damaged Or Lost Instructional Materials -**
6161.2 <https://simbli.eboardsolutions.com/SU/pzjgEGaCof7djCAI2snnsQ==>
- Library Media Centers -**
6163.1
<https://simbli.eboardsolutions.com/SU/qDNmGxisnJAKjil18JIVSw==>
- Role Of The Board -**
9000 <https://simbli.eboardsolutions.com/SU/8aBsIshkYpCeLkOFFduR9FE4g==>
- Governance Standards -**
9005 <https://simbli.eboardsolutions.com/SU/b4OmvGoyuJpAPG4LxplusvkHQ==>
- Board Member Electronic Communications -**
9012 <https://simbli.eboardsolutions.com/SU/sRwl2X1H21bkqwxO36znAw==>
- Limits Of Board Member Authority -**
9200 <https://simbli.eboardsolutions.com/SU/9D6eWnsIshmj4aK9zGI6Tm6Ow==>
- Agenda/Meeting Materials -**
9322 <https://simbli.eboardsolutions.com/SU/UZNZ1VccJifG2tzL24yslshFw==>

Regulation 1312.2: Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 12/01/1990 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

Step 1: Informal Complaint

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

Step 2: Formal Complaint

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

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

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

Step 3: Review Committee

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

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

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

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

Step 4: Superintendent Determination

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

Step 5: Appeal to the Governing Board

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

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

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNBlnKXQ1Z3w2H1beZIA==
Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character - https://simbli.eboardsolutions.com/SU/fAcJGqFGsvKfW1GDcogDzw==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzIx0uHd0XoTnf4uw==
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==
Ed. Code 35010	Control of district; prescription and enforcement of rules - https://simbli.eboardsolutions.com/SU/OQVSppplusCEZXMhIMKVyv3kBA==
Ed. Code 35160	Powers and duties of school boards - https://simbli.eboardsolutions.com/SU/FFplus3PC2rsgGxvplus8DVSsrkQ==
Ed. Code 35186	Williams uniform complaint procedures - https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnhA==
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations - https://simbli.eboardsolutions.com/SU/aspZQpXuVHqirxKV3DzJNw==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==
Ed. Code 51511	Religious matters properly included in courses of study - https://simbli.eboardsolutions.com/SU/iTw7dJByJNReEy9XCHThhg==
Ed. Code 51933	Sexual health education and HIV prevention materials - https://simbli.eboardsolutions.com/SU/lzCkLi03Eyn6g8fhsFib0Q==
Ed. Code 60000-60005	Instructional materials; legislative intent - https://simbli.eboardsolutions.com/SU/0UKX3BpLit7eis8ERdhYqg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60119	Public hearing on sufficiency of textbooks and instructional materials https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60200-60213	Elementary school materials - https://simbli.eboardsolutions.com/SU/5jFbFwrbBUT7yMgHe2X3Bg==

Ed. Code 60226	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/8bqvmpLmM6YiYL21AdslshNdw==
Ed. Code 60400-60411	High school textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofslshg==
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials - https://simbli.eboardsolutions.com/SU/fyTf3BXojSgWwslshDMhlygzg==

Management Resources References

Description

Instructional Materials, FAQ -

California Department of Education Publication

<https://simbli.eboardsolutions.com/SU/6g5DV5psnbEiqKAP9oXYzg==>

Standards for Evaluating Instructional Materials for Social
Content, 2013 -

California Department of Education Publication

<https://simbli.eboardsolutions.com/SU/PXAMC00s1hli78ftFNM1JQ==>

CSBA District and County Office of Education Legal Services -

Website <https://simbli.eboardsolutions.com/SU/UdykszdmpETuDsIsHxk6R5akQ==>

Department of Justice -

Website

<https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==>

California Department of Education, Curriculum and Instruction
Resources -

Website <https://simbli.eboardsolutions.com/SU/rse1wvWcofD1nr0Z7Xplus7vw==>

CSBA -

Website

<https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMLENxGg==>

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

Website <https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==>

Cross References

Description

Nondiscrimination In District Programs And Activities -

0410 <https://simbli.eboardsolutions.com/SU/UgFujovjeytxx680splusvvg==>

Communication With The Public -

1100 <https://simbli.eboardsolutions.com/SU/m4slshfz41M67B2WioVNfzUDg==>

Visitors/Outsiders -

1250 <https://simbli.eboardsolutions.com/SU/fQeslytQfPyCw4jPFcug3A==>

Visitors/Outsiders -

1250 <https://simbli.eboardsolutions.com/SU/tWaslsh7PMJ3L8KcyZCNmtCCg==>

Complaints Concerning District Employees -

1312.1 <https://simbli.eboardsolutions.com/SU/dIGslshfVQqyWh8DLTuprGWw==>

Complaints Concerning District Employees -

1312.1 <https://simbli.eboardsolutions.com/SU/ZCplusrqf8OJfVdSVEedfwjAA==>

Uniform Complaint Procedures -

1312.3 <https://simbli.eboardsolutions.com/SU/hDRtFslshga5Gr8pNr9UsKuNA==>

Uniform Complaint Procedures -

1312.3 <https://simbli.eboardsolutions.com/SU/6xy2cJsplusYAI4etObMmYiQ==>

Uniform Complaint Procedures -

- 1312.3-E(1) <https://simbli.eboardsolutions.com/SU/vicclxcmyjggK8RRHm2Nkg==>
Uniform Complaint Procedures -
- 1312.3-E(2) <https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==>
Williams Uniform Complaint Procedures -
- 1312.4 <https://simbli.eboardsolutions.com/SU/rBplus3D6WxR0hqbYtlGcJxQ==>
Williams Uniform Complaint Procedures -
- 1312.4-E(1) <https://simbli.eboardsolutions.com/SU/hyX2pWnV101vhi5cEa6vZQ==>
Williams Uniform Complaint Procedures -
- 1312.4-E(2) <https://simbli.eboardsolutions.com/SU/mbgpluskCGfXplusOJoAMJRfkWcw==>
Nondiscrimination/Harassment -
- 5145.3 <https://simbli.eboardsolutions.com/SU/BFjYVwdJqmkOY4slshgtvBZGQ==>
Nondiscrimination/Harassment -
- 5145.3 <https://simbli.eboardsolutions.com/SU/UpaUizGK85fw9ORBYgCOPA==>
Concepts And Roles -
- 6000 <https://simbli.eboardsolutions.com/SU/qvPcqbSrShZR2J5Nk8zHSg==>
Curriculum Development And Evaluation -
- 6141 <https://simbli.eboardsolutions.com/SU/LdZqO8PdBm96KAMTQJmplusgA==>
Curriculum Development And Evaluation -
- 6141 <https://simbli.eboardsolutions.com/SU/sJjsFNaej0ooUN9G7aplvsvr==>
Visual And Performing Arts Education -
- 6142.6 <https://simbli.eboardsolutions.com/SU/KYKuDxTaUanplusmRSoSBmoNg==>
Mathematics Instruction -
- 6142.92 <https://simbli.eboardsolutions.com/SU/FTMquy4qCooO0o5vPBAIDA==>
History-Social Science Instruction -
- 6142.94 <https://simbli.eboardsolutions.com/SU/8w9q6NcK71lbTU94Rqcm7g==>
Courses Of Study -
- 6143 <https://simbli.eboardsolutions.com/SU/iI0VD1ufgBhRI2QA34bZbA==>
Courses Of Study -
- 6143 <https://simbli.eboardsolutions.com/SU/nU8I9JQNpfgxb95NLxm0Ag==>
Controversial Issues -
- 6144 <https://simbli.eboardsolutions.com/SU/irvX9aRIBPzTph8GygfK9w==>
Selection And Evaluation Of Instructional Materials -
- 6161.1 <https://simbli.eboardsolutions.com/SU/JHqPQilZ5q5cUDGR0jx9slshA==>
Selection And Evaluation Of Instructional Materials -
- 6161.1 <https://simbli.eboardsolutions.com/SU/RLXU3fzRV2Ht3T6GH7BQsw==>
Selection And Evaluation Of Instructional Materials -
- 6161.1-E(1) <https://simbli.eboardsolutions.com/SU/lplusFG9UqhKo1ulzhX3FE9LA==>
Supplementary Instructional Materials -
- 6161.11 <https://simbli.eboardsolutions.com/SU/N99iCx8zV4YTplusQTplussall1Q==>
Damaged Or Lost Instructional Materials -
- 6161.2 <https://simbli.eboardsolutions.com/SU/pzjgEGaCof7djCAI2snnsQ==>
Library Media Centers -
- 6163.1 <https://simbli.eboardsolutions.com/SU/qDNmGxisnJAKjil18JIVSw==>
Role Of The Board -
- 9000 <https://simbli.eboardsolutions.com/SU/8aBsIshkYpCeLkOffduR9FE4g==>
Governance Standards -
- 9005 <https://simbli.eboardsolutions.com/SU/b4OmvGoyuJpAPG4LxplusvkHQ==>
Board Member Electronic Communications -

9012 <https://simbli.eboardsolutions.com/SU/sRwI2X1H21bkqwxO36znAw==>

Limits Of Board Member Authority -

9200 <https://simbli.eboardsolutions.com/SU/9D6eWnslshmj4aK9zGITm6Ow==>

Agenda/Meeting Materials -

9322 <https://simbli.eboardsolutions.com/SU/UZNZ1VccJifG2tzL24yslshFw==>

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

Status: ADOPTED

Original Adopted Date: 12/01/1990 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

**REQUEST FOR RECONSIDERATION OF EXISTING
INSTRUCTIONAL MATERIALS**

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

Date: _____

Name of person filing
complaint: _____

Anonymous complaints will not be accepted.

Group represented (if
any): _____

Phone: _____

E-mail address: _____

Address: _____

_____ **Instructional Material Being Challenged:**

Title: _____

Author: _____

Publisher: _____

Date of Edition: _____

Name of school/classroom instructional material was
used: _____

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

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

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

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

Signature of complainant

For District Use:

Request received
by: _____

Date: _____

Title: _____

Action taken: _____

Date: _____

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

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character - https://simbli.eboardsolutions.com/SU/fAcJGqFGsvKfW1GDcogDzw==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzlx0uHd0XoTnf4uw==
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==
Ed. Code 35010	Control of district; prescription and enforcement of rules - https://simbli.eboardsolutions.com/SU/OQVSppplusCEZXMHIMKVYv3kBA==
Ed. Code 35160	Powers and duties of school boards - https://simbli.eboardsolutions.com/SU/FFplus3PC2rsgGxvplus8DVSsrkQ==
Ed. Code 35186	Williams uniform complaint procedures - https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnhA==
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations - https://simbli.eboardsolutions.com/SU/aspZQpXuVHqirxKV3DzJNw==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations https://simbli.eboardsolutions.com/SU/KDSinurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPloTFejGslshDadJ4g==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHfG==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==
Ed. Code 51511	Religious matters properly included in courses of study - https://simbli.eboardsolutions.com/SU/iTw7dJByJNReEy9XCHThhg==
Ed. Code 51933	Sexual health education and HIV prevention materials - https://simbli.eboardsolutions.com/SU/lzCkLi03Eyn6g8fhsFib0Q==
Ed. Code 60000-60005	Instructional materials; legislative intent - https://simbli.eboardsolutions.com/SU/OUKX3BpLit7eis8ERdhYqg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseIDA==
Ed. Code 60119	Public hearing on sufficiency of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60200-60213	Elementary school materials - https://simbli.eboardsolutions.com/SU/5jFbFwrb8UT7yMqHe2X3Bg==
Ed. Code 60226	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/8bqvmpLmM6YiYL21AdslshNdw==
Ed. Code 60400-60411	High school textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofslshg==

Donation or sale of obsolete instructional materials -

Ed. Code 60510-60511 <https://simbli.eboardsolutions.com/SU/fyTf3BXojSgWwslshDMhIYgzg==>

Management Resources References

Description

Instructional Materials, FAQ -

California Department of Education Publication

<https://simbli.eboardsolutions.com/SU/6g5DV5psnbEiqKAP9oXYzg==>

Standards for Evaluating Instructional Materials for Social Content, 2013 -

California Department of Education Publication

<https://simbli.eboardsolutions.com/SU/PXAMC00s1hli78tFNM1JQ==>

CSBA District and County Office of Education Legal Services -

Website

<https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==>

Website

Department of Justice -

<https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==>

Website

California Department of Education, Curriculum and Instruction Resources

<https://simbli.eboardsolutions.com/SU/rse1wvWcofD1nr0Z7Xplus7vw==>

Website

CSBA -

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

Website

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

<https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==>

Cross References

Description

0410

Nondiscrimination In District Programs And Activities -

<https://simbli.eboardsolutions.com/SU/UgFujovyjeytxx680splusvxxg==>

1100

Communication With The Public -

<https://simbli.eboardsolutions.com/SU/m4slshfz41M67B2WioVNfzUDg==>

1250

Visitors/Outsiders -

<https://simbli.eboardsolutions.com/SU/fQeslYtQfPyCw4jPFcug3A==>

1250

Visitors/Outsiders -

<https://simbli.eboardsolutions.com/SU/tWaslsh7PMJ3L8KcyZCNmtCCg==>

1312.1

Complaints Concerning District Employees -

<https://simbli.eboardsolutions.com/SU/dlGslshfeyOqyWh8DLTuprGWw==>

1312.1

Complaints Concerning District Employees -

<https://simbli.eboardsolutions.com/SU/ZCplusrqf8OJfVdSVEedfwjAA==>

Uniform Complaint Procedures -

1312.3 <https://simbli.eboardsolutions.com/SU/hDRtFslshga5Gr8pNr9UsKuNA==>

Uniform Complaint Procedures -

1312.3 <https://simbli.eboardsolutions.com/SU/6xy2cJsplusYAi4etObMmYiQ==>

Uniform Complaint Procedures -

1312.3-E(1) <https://simbli.eboardsolutions.com/SU/vicclxcmyjggK8RRHm2Nkg==>

Uniform Complaint Procedures -

1312.3-E(2) <https://simbli.eboardsolutions.com/SU/xVUTW3cplusaaIR0zsW6DCG1w==>

Williams Uniform Complaint Procedures -

1312.4 <https://simbli.eboardsolutions.com/SU/rBplus3D6WxR0hqbYtlgGcjxQ==>

Williams Uniform Complaint Procedures -

1312.4-E(1) <https://simbli.eboardsolutions.com/SU/hyX2pWnV101vhi5cEa6vZQ==>

Williams Uniform Complaint Procedures -

1312.4-E(2) <https://simbli.eboardsolutions.com/SU/mbgpluskCGfXplusOJoAMJRfkWcw==>

Nondiscrimination/Harassment -

5145.3 <https://simbli.eboardsolutions.com/SU/BFjYVwdJqmkOY4slshgtvBZGQ==>

Nondiscrimination/Harassment -

5145.3 <https://simbli.eboardsolutions.com/SU/UpaUizGK85fw9ORBYgC0PA==>

Concepts And Roles -

6000 <https://simbli.eboardsolutions.com/SU/qvPcqbSrShZR2J5Nk8zHSg==>

Curriculum Development And Evaluation -

6141 <https://simbli.eboardsolutions.com/SU/LdZqO8PdBm96KAMTQJmplusqA==>

Curriculum Development And Evaluation -

6141 <https://simbli.eboardsolutions.com/SU/sJjsFNaej0ooUN9G7aplusvrw==>

Visual And Performing Arts Education -

6142.6 <https://simbli.eboardsolutions.com/SU/KYKuDxTaUanplusmRSoSBmoNg==>

Mathematics Instruction -

6142.92

<https://simbli.eboardsolutions.com/SU/FTMquy4qCooO0o5vPBAlDA==>

History-Social Science Instruction -

6142.94 <https://simbli.eboardsolutions.com/SU/8w9q6NcK71lbTU94Rqcm7g==>

Courses Of Study -

6143 <https://simbli.eboardsolutions.com/SU/iI0VD1ufgBhRl2QA34bZbA==>

Courses Of Study -

6143 <https://simbli.eboardsolutions.com/SU/nU8I9JQNpfgxb95NLxm0Ag==>

Controversial Issues -

6144 <https://simbli.eboardsolutions.com/SU/irvX9aRIBPzTph8GygfK9w==>

Selection And Evaluation Of Instructional Materials -

6161.1 <https://simbli.eboardsolutions.com/SU/JHqPQilZ5q5cUDGR0jx9slshA==>

Selection And Evaluation Of Instructional Materials -

6161.1 <https://simbli.eboardsolutions.com/SU/RLXU3fzRV2Ht3T6GH7BQsw==>

Selection And Evaluation Of Instructional Materials -

6161.1-E(1) <https://simbli.eboardsolutions.com/SU/lplusFG9UqhKo1ulzhX3FE9LA==>

Supplementary Instructional Materials -

6161.11 <https://simbli.eboardsolutions.com/SU/N99iCxZv4YTplusQTplussall1Q==>

Damaged Or Lost Instructional Materials -

6161.2 <https://simbli.eboardsolutions.com/SU/pzigEGaCof7djCAI2snnsQ==>

Library Media Centers -

6163.1 <https://simbli.eboardsolutions.com/SU/qDNmGxisnJAKjil18JIVSw==>

Role Of The Board -

9000 <https://simbli.eboardsolutions.com/SU/8aBslshkYpCeLkOFFduR9FE4g==>

Governance Standards -

9005 <https://simbli.eboardsolutions.com/SU/b4OmvGoyuJpAPG4LxplusvkHQ==>

Board Member Electronic Communications -

9012 <https://simbli.eboardsolutions.com/SU/sRwl2X1H21bkqwxO36znAw==>

Limits Of Board Member Authority -

9200 <https://simbli.eboardsolutions.com/SU/9D6eWnslshmjcaK9zGITm6Ow==>

Agenda/Meeting Materials -

9322 <https://simbli.eboardsolutions.com/SU/UZNZ1VccJifG2tzL24yslshFw==>

Policy 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 05/01/2017 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

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

Complaints Subject to UCP

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

1. After School Education and Safety programs (Education Code 8482-8484.65)
2. Child care and development programs (Education Code 8200-8488)
3. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. 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)

4. 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 students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
5. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
6. Local control and accountability plan (Education Code 52075)

7. Migrant education (Education Code 54440-54445)
8. Physical education instructional minutes (Education Code 51210, 51222, 51223)
9. Student fees (Education Code 49010-49013)
10. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
11. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
12. 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
13. 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 (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

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

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

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

Non-UCP Complaints

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

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

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in 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 allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 Williams Uniform Complaint Procedures. (Education Code 35186)

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

State References	Description
2 CCR 11023	Harassment and discrimination prevention and correction - https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q==
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance

Ed. Code 18100-18203	School libraries - https://simbli.eboardsolutions.com/SU/gEKVCshY2uysLTMWE06ug==
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Ed. Code 32280-32289.5	School safety plans - https://simbli.eboardsolutions.com/SU/gz33QjVcfk6ufvjfPS84Kw==
	Williams uniform complaint procedures -
Ed. Code 35186	https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnhA==
Parental leave for students -	
Ed. Code 46015	https://simbli.eboardsolutions.com/SU/A5q1Ee4yrt4KmDTVXBHEkg==
Juvenile court schools -	
Ed. Code 48645.7	https://simbli.eboardsolutions.com/SU/AcRvAUFJ7EpluSoGlrM4VsbZw==
Foster youth -	
Ed. Code 48853-48853.5	https://simbli.eboardsolutions.com/SU/QU2SE6lz7doZOGCpluslbtAeg==
Notices to parents in language other than English -	
Ed. Code 48985	https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Student fees -	
Ed. Code 49010-49013	https://simbli.eboardsolutions.com/SU/dalBvwak5yr7i9e1yKfzsaA==
Student records -	
Ed. Code 49060-49079	https://simbli.eboardsolutions.com/SU/48PbpM8vuGlggyF7weQsbw==
Records of foster youth -	
Ed. Code 49069.5	https://simbli.eboardsolutions.com/SU/7EZSzhTOVeZ1vx4vqntnA==
Child nutrition programs -	
Ed. Code 49490-49590	https://simbli.eboardsolutions.com/SU/HpsplusCiBi7dmHtQtmlGieZQ==
Provisions of the Interstate Compact on Educational Opportunities for Military	
Ed. Code 49701 Children -	https://simbli.eboardsolutions.com/SU/EHaMyWplus22XiIM2rKzLDgQA==
Social sciences instruction; contributions of specified groups -	
Ed. Code 51204.5	https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Course of study for grades 1-6 -	
Ed. Code 51210	https://simbli.eboardsolutions.com/SU/JykgKwplusslshvJND2xzQcl3slshslshw==
Physical education -	
Ed. Code 51222	https://simbli.eboardsolutions.com/SU/g20nvEDdHGPfUCs0pymqlA==
Physical education; elementary schools -	
Ed. Code 51223	https://simbli.eboardsolutions.com/SU/kjyahxIV5sXVmf5NRnPFgQ==
Foster youth, homeless children, former juvenile court school students; course	

Ed. Code 51225.1-51225.2 credits; graduation requirements -

<https://simbli.eboardsolutions.com/SU/ESJhsNSpOyN75E8CplusIXPNg==>

Career technical education -

Ed. Code 51226-51226.1 <https://simbli.eboardsolutions.com/SU/ESJhsNSpOyN75E8CplusIXPNg==>

Course periods without educational content -

Ed. Code 51228.1-51228.3 <https://simbli.eboardsolutions.com/SU/ESJhsNSpOyN75E8CplusIXPNg==>

Nondiscriminatory subject matter -

Ed. Code 51501 <https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==>

Statewide system of support -

Ed. Code 52059.5 <https://simbli.eboardsolutions.com/SU/FeOETX8ebgjS8BNeW4qTGA==>

Local control and accountability plan -

Ed. Code 52060-52077 <https://simbli.eboardsolutions.com/SU/kjIplusPzLsIshlt7rPOBfXZYJuQ==>

Complaint for lack of compliance with local control and accountability plan

Ed. Code 52075 requirements -

<https://simbli.eboardsolutions.com/SU/8IFk3KsEOM9tKoqluFWBwQ==>

Career technical education -

Ed. Code 52300-52462 <https://simbli.eboardsolutions.com/SU/W5QWdzplusIzuXHkwAarOug5w==>

Adult schools -

Ed. Code 52500-52617 <https://simbli.eboardsolutions.com/SU/lrB2FILBOprTRYP9uEplusSsIshA==>

Compensatory education programs -

Ed. Code 54400-54425 <https://simbli.eboardsolutions.com/SU/FuvMslshOo2WtsLQ8AKjIYQw==>

Migrant education -

Ed. Code 54440-54445 <https://simbli.eboardsolutions.com/SU/56YV98b2cqpluspQnlpp2KrGg==>

Ed. Code 54460-54529 Compensatory education programs -
<https://simbli.eboardsolutions.com/SU/FeT7h5o0rDzICJFvpJcSuQ==>

Ed. Code 59000-59300 Special schools and centers -
<https://simbli.eboardsolutions.com/SU/KxWrplus7BfgFSwbHt62ZoaCw==>

Ed. Code 60010 Instructional materials; definition -
<https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==>

Ed. Code 60040-60052 Requirements for instructional materials -
<https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==>

Ed. Code 64000-64001 Consolidated application process; school plan for student achievement
<https://simbli.eboardsolutions.com/SU/HpsplusCiBj7dmHtQtmlGieZQ==>

Ed. Code 65000-65001 School site councils -
<https://simbli.eboardsolutions.com/SU/0EApLzMGH2XevzVUba2cw==>

Ed. Code 8200-8488 Child care and development programs -
<https://simbli.eboardsolutions.com/SU/WailxWdWXPYHcdWpmOa61w==>

Ed. Code 8500-8538 Adult basic education -
<https://simbli.eboardsolutions.com/SU/zBCOmaotzOlz4nDHL0slsh82Q==>

Gov. Code 11135

Gov. Code 12900-12996

H&S Code 1596.792

H&S Code 1596.7925

Pen. Code 422.55

Pen. Code 422.6

Federal References

20 USC 1221

20 USC 1232g

20 USC 1681-1688

20 USC 6301-6576

20 USC 6801-7014

28 CFR 35.107

29 USC 794

34 CFR 100.3

34 CFR 104.7

34 CFR 106.1-106.82

34 CFR 106.30

34 CFR 106.44

34 CFR 106.45

34 CFR 106.8

34 CFR 110.25

34 CFR 99.1-99.67

42 USC 11431-11435

42 USC 12101-12213

42 USC 2000d-2000d-7

42 USC 2000h-2-2000h-6

42 USC 6101-6107

Prohibition of discrimination -

<https://simbli.eboardsolutions.com/SU/PcUFWMcCJnzBrKAL0EtQ==>

Fair Employment and Housing Act -

<https://simbli.eboardsolutions.com/SU/kYDZnuplusf3qJV95L7E0pUzw==>

California Child Day Care Act; general provisions and definitions

<https://simbli.eboardsolutions.com/SU/mQklFgb6c7LDiplusv1Sq4Ugg==>

California Child Day Care Act; health and safety regulations

<https://simbli.eboardsolutions.com/SU/68l8yplus9z3lVKoLk4dh887g==>

Definition of hate crime -

<https://simbli.eboardsolutions.com/SU/EXmP7bT1slshj3qQjaM9qTkHA==>

Crimes; harassment -

<https://simbli.eboardsolutions.com/SU/vVSJrxnKuuauWdfn4F58wg==>

Description

Application of laws

Family Educational Rights and Privacy Act (FERPA) of 1974

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

Title I Improving the Academic Achievement of the Disadvantaged

Title III language instruction for limited English proficient and immigrant students

Nondiscrimination on basis of disability; complaints

Rehabilitation Act of 1973; Section 504

Prohibition of discrimination on basis of race, color or national origin

Section 504; Designation of responsible employee and adoption of grievances procedures

Nondiscrimination on the basis of sex in education programs

Discrimination on the basis of sex in education programs and activities; definitions

Recipient's response to sexual harassment

Grievance process for formal complaints of sexual harassment

Designation of coordinator; dissemination of policy, and adoption of

grievance procedures

Notification of nondiscrimination on the basis of age

Family Educational Rights and Privacy

McKinney-Vento Homeless Assistance Act

Americans with Disabilities Act

Title VI, Civil Rights Act of 1964

Title IX of the Civil Rights Act of 1964

Age Discrimination Act of 1975

Management Resources References

Description

California Department of Education Publication Uniform Complaint Procedure 2021-22 Program Instrument

California Department of Education Publication Sample UCP Board Policies and Procedures

U.S. DOE, Office for Civil Rights
Publication

Part 1: Questions and Answers Regarding the Department's Title IX
Regulations, January 2021

U.S. DOE, Office for Civil Rights
Publication

Questions and Answers on the Title IX Regulations on Sexual Harassment, July
2021

U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
U.S. DOJ Publication	Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==
Website	Student Privacy Policy Office - https://simbli.eboardsolutions.com/SU/vQvG7O4R64DgKeNodKIAAQ==
Website	U.S. Department of Agriculture - https://simbli.eboardsolutions.com/SU/njpdBqDfo1Mslsh1ZLplusszTslshRw==
Website	California Department of Social Services - https://simbli.eboardsolutions.com/SU/TFIWOOAAhRHb4PYNSjlzKIQ==
Website	U.S. Department of Justice - https://simbli.eboardsolutions.com/SU/BPwrkTmFhG0Sxt3hKCVuBw==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==
Website	California Civil Rights Department - https://simbli.eboardsolutions.com/SU/RlslshmyzTCzMSVplus4uuCqYvZA==

Cross References

Description

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/UgFujovyjeytxx680splusvvg==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/sblVsLKslsh5w2LSplusZQekYNgQ==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/U9OQXvYz5b4Tplusjru34pnqW==
0420.41	Charter School Oversight - https://simbli.eboardsolutions.com/SU/LSXWY8Gtlr5zZoAunMOWJg==
0420.41-E(1)	Charter School Oversight - https://simbli.eboardsolutions.com/SU/w1mvEiB5tv4CA8OVmhjDww==
0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/rgKlgacI3XOslshoplusJI3KpLhw==
0430	Comprehensive Local Plan For Special Education - https://simbli.eboardsolutions.com/SU/sjv2t7rloeaRRZopluscw5c4w==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/Q7gil8GDAxZA23W9BEbNBw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/rdlFkXtkL04nPQ7EChV5kQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/xBPc1Aeplus3wePETESKI2ziA==
	Communication With The Public -

1100 <https://simbli.eboardsolutions.com/SU/m4slshfz41M67B2WioVNfzUDg==>
District And School Websites -

1113 <https://simbli.eboardsolutions.com/SU/fGzTnDYcSd9LBbPBajyCBA==>
District And School Websites -

1113 <https://simbli.eboardsolutions.com/SU/HUaNNxQUGejeapQgNRdsIshow==>
District And School Websites -

1113-E(1) <https://simbli.eboardsolutions.com/SU/bZCud1cO3YINckqcTnQMLw==>
District-Sponsored Social Media -

1114 <https://simbli.eboardsolutions.com/SU/GPX87YasvLIgrwrAjTkQSg==>
District-Sponsored Social Media -

1114 <https://simbli.eboardsolutions.com/SU/yjVorBCGm2rPCjkELGVV5A==>
Citizen Advisory Committees -

1220 <https://simbli.eboardsolutions.com/SU/7wRcaQ9gJBXCOuqWB54wfA==>
Citizen Advisory Committees -

1220 <https://simbli.eboardsolutions.com/SU/WXKjOn8KOplusMplZpTd3ujpQ==>
Visitors/Outsiders -

1250 <https://simbli.eboardsolutions.com/SU/fQeslYtQfPyCw4jPFcug3A==>
Visitors/Outsiders -

1250 <https://simbli.eboardsolutions.com/SU/tWaslsh7PMJ3L8KcyZCNmtCCg==>
Complaints Concerning District Employees -

1312.1 <https://simbli.eboardsolutions.com/SU/dIGslshfVQqyWh8DLTuprGWw==>
Complaints Concerning District Employees -

1312.1 <https://simbli.eboardsolutions.com/SU/ZCplusrqf8OJfVdSVEdfwjAA==>
Complaints Concerning Instructional Materials -

1312.2 <https://simbli.eboardsolutions.com/SU/jnWwqS1U4L2n7m4X6Vslshh2A==>
Complaints Concerning Instructional Materials -

1312.2 <https://simbli.eboardsolutions.com/SU/u4dt8AGRZs5bpniHvZe5Cw==>
Complaints Concerning Instructional Materials -

1312.2-E(1) <https://simbli.eboardsolutions.com/SU/cc8bqGHylpAqCjuplusMx4Zzg==>
Williams Uniform Complaint Procedures -

1312.4 <https://simbli.eboardsolutions.com/SU/rBplus3D6WxR0hqbYtlGcixQ==>
Williams Uniform Complaint Procedures -

1312.4-E(1) <https://simbli.eboardsolutions.com/SU/hyX2pWnV101vhi5cEa6vZQ==>
Williams Uniform Complaint Procedures -

1312.4-E(2) <https://simbli.eboardsolutions.com/SU/mbgpluskCGfXplusOJoAMJRfKWcw==>
Civility -

1313 <https://simbli.eboardsolutions.com/SU/cERNNranyLpslshslshpqrqyRyAw==>
Access To District Records -

1340 <https://simbli.eboardsolutions.com/SU/oaDWMGy525pMUx0slshqqYj8g==>
Access To District Records -

1340 <https://simbli.eboardsolutions.com/SU/3slshDCRNxDsXfzxD7fplwslshtg==>
Fees And Charges -

3260 <https://simbli.eboardsolutions.com/SU/LQXLl6xDhZNdYY6QxTcljw==>
Fees And Charges -

3260 <https://simbli.eboardsolutions.com/SU/8Q8jIqxlo00V6T6aNXVplus3A==>
Nutrition Program Compliance -

3555 <https://simbli.eboardsolutions.com/SU/StbkLHZ6bnplusQuoyiUFslshytw==>
Nutrition Program Compliance -

3555-E(1) <https://simbli.eboardsolutions.com/SU/s90UEaxRibgHslsh6KHoiQwXw==>

District Records -

3580 <https://simbli.eboardsolutions.com/SU/oUKwNocrXXzS22js93hnA==>

District Records -

3580 <https://simbli.eboardsolutions.com/SU/WEk7cYywcvcslshPFolJHPZg==>

Nondiscrimination In Employment -

4030 <https://simbli.eboardsolutions.com/SU/q5LQp0nvMo21IV4uEGCTeg==>

Nondiscrimination In Employment -

4030 <https://simbli.eboardsolutions.com/SU/zQYslshTD3a6MyslshXofBPTiXIQ==>

Special Education Staff -

4112.23 <https://simbli.eboardsolutions.com/SU/irm0wWLeSkGJ5UwfJqHGEw==>

Employee Notifications -

4112.9 <https://simbli.eboardsolutions.com/SU/lzOl6slshnwrwplusn8LplusKslshvfw==>

Employee Notifications -

4112.9-E(1) <https://simbli.eboardsolutions.com/SU/jPx8jp1DNslshslshBRM8z4vxA==>

Dismissal/Suspension/Disciplinary Action -

4118 <https://simbli.eboardsolutions.com/SU/1feQnJxnTqXT1BhlvWdeWA==>

Dismissal/Suspension/Disciplinary Action -

4118 <https://simbli.eboardsolutions.com/SU/L6i9RwB51Lbplusbnl35tH3Bg==>

Civil And Legal Rights -

4119.1 <https://simbli.eboardsolutions.com/SU/BQiemT6yH0cplusdbQ4LuGjZA==>

Sexual Harassment -

4119.11 <https://simbli.eboardsolutions.com/SU/8tRBPBREHq5fJpslshz0HVtfw==>

Sexual Harassment -

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Unauthorized Release Of Confidential/Privileged Information -

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Dismissal/Suspension/Disciplinary Action -

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Dismissal/Suspension/Disciplinary Action -

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Child Abuse Prevention And Reporting -

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- Suspension And Expulsion/Due Process -**
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- Hate-Motivated Behavior -**
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- Married/Pregnant/Parenting Students -**
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- Child Care And Development -**
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- Library Media Centers -**
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- Guidance/Counseling Services -**
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- Identification And Evaluation Of Individuals For Special Education -**
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- Education For Juvenile Court School Students -**
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- Regional Occupational Center/Program -**
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- Adult Education -**
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- Role Of The Board -**
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- Disclosure Of Confidential/Privileged Information -**
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- Board Member Electronic Communications -**
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Attorney -

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Limits Of Board Member Authority -

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Closed Session -

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Closed Session -

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Closed Session -

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Agenda/Meeting Materials -

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Regulation 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 05/01/2017 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

Except as may otherwise be specifically provided in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in the accompanying Board policy.

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in Administrative Regulation 5145.3 Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in Administrative Regulation 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

Superintendent/Principal
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Santa Cruz, CA 95065
831-429-1456
mstewart@hvesd.com

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the district, students who are migratory, and students participating in a newcomer program as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision

10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district and district school websites and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)

5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

The compliance officer shall begin an investigation into the complaint within 10 business days of receiving the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Investigation Report

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, or bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Investigation Report

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law

3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services

4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law
3. The material findings of fact in the district's investigation report are not supported by substantial evidence
4. The legal conclusion in the district's investigation report is inconsistent with the law
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's UCP
6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

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

State References

Description

Harassment and discrimination prevention and correction -

2 CCR 11023

<https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q==>

5 CCR 15580-15584

Child nutrition programs complaint procedures

5 CCR 3200-3205

Special education compliance complaints

5 CCR 4600-4670

Uniform complaint procedures

5 CCR 4600-4687

Uniform complaint procedures and Williams complaints

Complaints regarding health and safety issues in license-exempt preschool

5 CCR 4690-4694

programs

Nondiscrimination in elementary and secondary educational programs receiving

5 CCR 4900-4965

state or federal financial assistance

School libraries -

Ed. Code 18100-18203

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Prohibition of discrimination -

Ed. Code 200-262.4

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School safety plans -

Ed. Code 32280-32289.5

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Williams uniform complaint procedures -

Ed. Code 35186

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Parental leave for students -

Ed. Code 46015

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Juvenile court schools -

Ed. Code 48645.7

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Foster youth -

Ed. Code 48853-48853.5

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Notices to parents in language other than English -

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Student fees -

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Student records -

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Records of foster youth -

Ed. Code 49069.5

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Child nutrition programs -

Ed. Code 49490-49590

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Provisions of the Interstate Compact on Educational Opportunities for Military

Ed. Code 49701

Children -

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Social sciences instruction; contributions of specified groups -

Ed. Code 51204.5

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Course of study for grades 1-6 -

Ed. Code 51210

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Physical education -

Ed. Code 51222

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Physical education; elementary schools -

Ed. Code 51223

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Ed. Code 51226-51226.1	Career technical education - https://simbli.eboardsolutions.com/SU/ESJhsNSpOyN75E8CplusIXPNg==
Ed. Code 51228.1-51228.3	Course periods without educational content - https://simbli.eboardsolutions.com/SU/ESJhsNSpOyN75E8CplusIXPNg==
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Ed. Code 52059.5	Statewide system of support - https://simbli.eboardsolutions.com/SU/FeOETX8ebgJS8BNeW4qTGA==
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Ed. Code 65000-65001	School site councils - https://simbli.eboardsolutions.com/SU/0EAplzMGH2XevzVUba2cw==
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34 CFR 106.1-106.82

34 CFR 106.30

34 CFR 106.44

34 CFR 106.45

34 CFR 106.8

34 CFR 110.25

34 CFR 99.1-99.67

42 USC 11431-11435

42 USC 12101-12213

42 USC 2000d-2000d-7

42 USC 2000h-2-2000h-6

42 USC 6101-6107

Description

Application of laws

Family Educational Rights and Privacy Act (FERPA) of 1974

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

Title I Improving the Academic Achievement of the Disadvantaged

Title III language instruction for limited English proficient and immigrant students

Nondiscrimination on basis of disability; complaints

Rehabilitation Act of 1973; Section 504

Prohibition of discrimination on basis of race, color or national origin

Section 504; Designation of responsible employee and adoption of grievances procedures

Nondiscrimination on the basis of sex in education programs

Discrimination on the basis of sex in education programs and activities; definitions

Recipient's response to sexual harassment

Grievance process for formal complaints of sexual harassment

Designation of coordinator; dissemination of policy, and adoption of grievance procedures

Notification of nondiscrimination on the basis of age

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Title VI, Civil Rights Act of 1964

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Part 1: Questions and Answers Regarding the Department's Title IX

U.S. DOE, Office for Civil Rights Publication

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Dear Colleague Letter: Responding to Bullying of Students with Disabilities

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Guidance to Federal Financial Assistance Recipients Regarding Title VI

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1114	District-Sponsored Social Media -

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Dismissal/Suspension/Disciplinary Action -
4118 <https://simbli.eboardsolutions.com/SU/L6i9RwB51Lbplusbn135tH3Bg==>

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Sexual Harassment -
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Sexual Harassment -
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Unauthorized Release Of Confidential/Privileged Information -
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Staff Development -
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Employee Notifications -
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Complaints -
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Interdistrict Attendance -
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Interdistrict Attendance -
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Student Records -
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Student Records -
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Tobacco -
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Tobacco -
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Positive School Climate -
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Infectious Diseases -
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Child Abuse Prevention And Reporting -
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Child Abuse Prevention And Reporting -
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Discipline -
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- Suspension And Expulsion/Due Process -**
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- Suspension And Expulsion/Due Process -**
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- Nondiscrimination/Harassment -**
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- Nondiscrimination/Harassment -**
5145.3 <https://simbli.eboardsolutions.com/SU/UpaUizGK85fw9ORBYgC0PA==>
- Parent/Guardian Notifications -**
5145.6 <https://simbli.eboardsolutions.com/SU/OOJDgERnjwx8GUWBTYOKOw==>
- Parent/Guardian Notifications -**
5145.6-E(1) <https://simbli.eboardsolutions.com/SU/zFBQ1KXq3m3KK90fokgpLw==>
- Sexual Harassment -**
5145.7 <https://simbli.eboardsolutions.com/SU/MfAhaHLgZdYUYNaeSYslsh2ow==>
- Sexual Harassment -**
5145.7 <https://simbli.eboardsolutions.com/SU/F81vgNUe2qhM9N9pNBtQtA==>
- Title IX Sexual Harassment Complaint Procedures -**
5145.71 <https://simbli.eboardsolutions.com/SU/rZPreTur6slsh2lqWSGKKtXw==>
- Title IX Sexual Harassment Complaint Procedures -**
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- Hate-Motivated Behavior -**
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- Married/Pregnant/Parenting Students -**
5146 <https://simbli.eboardsolutions.com/SU/qwa5QZPWvxO1lfGa91eXwQ==>
- Child Care And Development -**
5148 <https://simbli.eboardsolutions.com/SU/6TzlnJWYUNhxpC9er0OvSw==>
- Child Care And Development -**
5148 <https://simbli.eboardsolutions.com/SU/bVySgOgrlwmSlshAxbVduBflg==>
- Before/After School Programs -**
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- Before/After School Programs -**
5148.2 <https://simbli.eboardsolutions.com/SU/SRCRvplus9wpuzSot3FQ8a2gw==>
- Preschool/Early Childhood Education -**
5148.3 <https://simbli.eboardsolutions.com/SU/RoY7foslshVVCuCn7ASBE4vKg==>
- Preschool/Early Childhood Education -**
5148.3 <https://simbli.eboardsolutions.com/SU/riiMgqWrRNGEclUEGl02Rg==>
- Sexual Health And HIV/AIDS Prevention Instruction -**
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- Sexual Health And HIV/AIDS Prevention Instruction -**
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- Physical Education And Activity -**
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- Physical Education And Activity -**
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- Extracurricular And Cocurricular Activities -**
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- Extracurricular And Cocurricular Activities -**
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- Athletic Competition -**

- 6145.2 <https://simbli.eboardsolutions.com/SU/WjFHslshd0qO8WHJq9f7Kfh5Q==>
Athletic Competition -
- 6145.2 <https://simbli.eboardsolutions.com/SU/3b046reWKA4At9vT9uKSHg==>
High School Graduation Requirements -
- 6146.1 <https://simbli.eboardsolutions.com/SU/YsBxplusxf217GaPv8zxP4O1Q==>
Class Assignment -
- 6152 <https://simbli.eboardsolutions.com/SU/hATymLA9CJuKTcyX9SvmOg==>
Individualized Education Program -
- 6159 <https://simbli.eboardsolutions.com/SU/nRtcKBP3haQcPUiLWOYqgA==>
Individualized Education Program -
- 6159 <https://simbli.eboardsolutions.com/SU/IBIWJmfAP00e3xnVhUQNYg==>
Procedural Safeguards And Complaints For Special Education -
- 6159.1 <https://simbli.eboardsolutions.com/SU/S0PIFWQ0dcwNeAZdN9bmYQ==>
Procedural Safeguards And Complaints For Special Education -
- 6159.1 <https://simbli.eboardsolutions.com/SU/3gc3YUKeG1b3e7zDpoTL3Q==>
Nonpublic, Nonsectarian School And Agency Services For Special Education -
- 6159.2 <https://simbli.eboardsolutions.com/SU/nIToLBzwRjALYplusZdfOldrA==>
Nonpublic, Nonsectarian School And Agency Services For Special Education -
- 6159.2 <https://simbli.eboardsolutions.com/SU/7Jed1AlxGJQdUGHslshJ7LplusoA==>
Appointment Of Surrogate Parent For Special Education Students -
- 6159.3 <https://simbli.eboardsolutions.com/SU/kwKWaBk8WZGBdRWcmfUQoA==>
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- 6159.3 <https://simbli.eboardsolutions.com/SU/WsbHcd1QtVwHGqMal6QN9g==>
Selection And Evaluation Of Instructional Materials -
- 6161.1 <https://simbli.eboardsolutions.com/SU/JHqPQilZ5q5cUDGR0jx9slshA==>
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- 6161.1 <https://simbli.eboardsolutions.com/SU/RLXU3fzRV2Ht3T6GH7BQsw==>
Selection And Evaluation Of Instructional Materials -
- 6161.1-E(1) <https://simbli.eboardsolutions.com/SU/lplusFG9UqhKo1ulzhX3FE9LA==>
Supplementary Instructional Materials -
- 6161.11 <https://simbli.eboardsolutions.com/SU/N99iCxBzV4YTplusQTplussalI1Q==>
Library Media Centers -
- 6163.1 <https://simbli.eboardsolutions.com/SU/qDNmGxisnJAKji18JIVSw==>
Guidance/Counseling Services -
- 6164.2 <https://simbli.eboardsolutions.com/SU/QEsZgzQo3AFYxslshFZf9HBrg==>
Identification And Evaluation Of Individuals For Special Education -
- 6164.4 <https://simbli.eboardsolutions.com/SU/ffCNssslsh0JPpJGdyftyF23Dg==>
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- 6164.4 <https://simbli.eboardsolutions.com/SU/rsstgVL8YWDzm2Ni7PU9jg==>
Student Success Teams -
- 6164.5 <https://simbli.eboardsolutions.com/SU/XrnsIshQIPaFW9wMoMV2IEKpg==>
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- 6164.5 <https://simbli.eboardsolutions.com/SU/UkLsYeA03YN6xcWenpZIVQ==>
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- 6171 <https://simbli.eboardsolutions.com/SU/p4BMACj6yFUh6jSjgfA2gA==>
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- 6171 <https://simbli.eboardsolutions.com/SU/Dbh9ejHszdfmzm1699QEQQ==>

- Education For Homeless Children -**
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- Education For Homeless Children -**
6173 <https://simbli.eboardsolutions.com/SU/22plusZOHjy6HwBgK8mxgQgvw==>
- Education For Homeless Children -**
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- Education For Homeless Children -**
6173- E(2) <https://simbli.eboardsolutions.com/SU/Oziu5plusO24Cwf3qrg2lwW1A==>
- Education For Foster Youth -**
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- Education For Foster Youth -**
6173.1 <https://simbli.eboardsolutions.com/SU/plus02X7aplusL6BbQWZjpZVboVQ==>
- Education Of Children Of Military Families -**
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- Education Of Children Of Military Families -**
6173.2 <https://simbli.eboardsolutions.com/SU/p9islshfftfiWNXpwsKgKC41A==>
- Education For Juvenile Court School Students -**
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- Migrant Education Program -**
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- Migrant Education Program 6175**
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- Career Technical Education -**
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- Career Technical Education -**
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- Work-Based Learning -**
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- Work-Based Learning -**
6178.1 <https://simbli.eboardsolutions.com/SU/wLcNslshgmplusmQlg9zvVgyCIMQ==>
- Regional Occupational Center/Program -**
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- Adult Education -**
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- Adult Education -**
6200 <https://simbli.eboardsolutions.com/SU/plus0bvJoejC0EIMYEaP8Bpgg==>
- Role Of The Board -**
9000 <https://simbli.eboardsolutions.com/SU/8aBslshkYpCeLkOfduR9FE4g==>
- Disclosure Of Confidential/Privileged Information -**
9011 <https://simbli.eboardsolutions.com/SU/I0ZWqs7YoJPQMBiPLtes9g==>
- Board Member Electronic Communications -**
9012 <https://simbli.eboardsolutions.com/SU/sRwl2X1H21bkqwxO36znAw==>
- Attorney -**
9124 <https://simbli.eboardsolutions.com/SU/cyJJplusrCCCh2AEypzeA9Q2Q==>
- Limits Of Board Member Authority -**
9200 <https://simbli.eboardsolutions.com/SU/9D6eWnslshmj4aK9zGITm6Ow==>
- Closed Session -**

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Closed Session -

9321-E(2) <https://simbli.eboardsolutions.com/SU/wSrEqCMiEHslshYFCluMQnxBg==>

Agenda/Meeting Materials -

9322 <https://simbli.eboardsolutions.com/SU/UZNZ1VccJifG2tzL24yslshFw==>

Regulation 1312.4: Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 11/01/2010 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

Types of Complaints

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

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

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

Beginning of the year or semester means the time period from the first day students attend classes for a year-long course or semester-long course, though not later than 20 business days afterwards. (5 CCR 4600)

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

3. Complaints regarding the condition of school facilities, including any complaint alleging that:
(Education Code
35186; 5 CCR 4683)

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

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

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

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

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

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

Forms and Notices

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

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

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

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about

problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

A complaint alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly in addition to or in lieu of being filed with the district. Any such complaint shall identify the basis and provide evidence to support its filing directly with the SPI. (Education Code 35186)

If the Superintendent or designee becomes aware that a complaint alleging insufficient textbooks or instructional materials that has been filed directly with the SPI but not with the district, the Superintendent or designee may initiate an investigation in accordance with this administrative regulation, as described below, if there is sufficient evidence to do so.

Investigation and Response

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

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

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

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

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

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

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

CCR 4686) Reports

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

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

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account https://simbli.eboardsolutions.com/SU/IGu9humHDThZTnK3slsh9zFVw==
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAAbNL6kKkgxQ==
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying - https://simbli.eboardsolutions.com/SU/MRwslWU5kFXiTOiSjZCnkA==
Ed. Code 33126	School accountability report card - https://simbli.eboardsolutions.com/SU/tJs6YslshubwfwjC0ICzCplus6BA==
Ed. Code 35186	Williams uniform complaint procedures - https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnhA==
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness - https://simbli.eboardsolutions.com/SU/x70F3bNKbY1cKTjvdsIshoC4A==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AgydnA==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejQBcJgfje5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseIDA==
Ed. Code 60119	Hearing on sufficiency of instructional materials - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials https://simbli.eboardsolutions.com/SU/LANplusEILU46oVV1EgNFUoWw==
Federal References	Description
20 USC 6314	Title I schoolwide program
Management Resources References	Description
Website	California County Superintendents Educational Services Association https://simbli.eboardsolutions.com/SU/8dKABfP8KggMplus2tMzeNqdQ==
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmpETuDsIshXk6R5akQ==
Website	State Allocation Board, Office of Public School Construction https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==

Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Cross References	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/UgFujovyjeytxx680splusvxg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/m4sIshfz41M67B2WioVNfzUDg==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/fQesIYtQfPyCw4jPFcug3A==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/tWasIsh7PMJ3L8KcyZCNmtCCg==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/jnWwqS1U4L2n7m4X6VsIshh2A==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/u4dt8AGRZs5bpniHvZe5Cw==
1312.2-E(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/cc8bqGHylpAqCjuplusMx4Zzg==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/hDRtFslshga5Gr8pNr9UsKuNA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/6xy2cjsuplusYAi4etObMmYiQ==
1312.3-E(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/vicclxcmyjggK8RRHm2Nkg==
1312.3-E(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/xvUTW3cplusaaIR0zsW6DCG1w==
1340h	Access To District Records - https://simbli.eboardsolutions.com/SU/oaDWMGy525pMUx0sIshqqYi8g==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/3sIshDCRNxDsXfzxD7fplwslshtg==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/4xVQsptytceRtGBj5E9mJGQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/CPwhCGZXgC6KkTGvmlIgLw==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/FREeZf6a8MvAoYS87PslshIplusw==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/BSLtfUgO3jNMI5qQwVEu7A==
	Integrated Pest Management -

3514.2 <https://simbli.eboardsolutions.com/SU/b5iETQeqP351rst21A1Vxg==>

Facilities Inspection -

3517 <https://simbli.eboardsolutions.com/SU/plusKBzPDQW8ldA6TERPbfLnA==>

Facilities Inspection -

3517-E(1) <https://simbli.eboardsolutions.com/SU/pluswdSb1sGBbeWLETQ8P8yIQ==>

Food Service/Child Nutrition Program -

3550 <https://simbli.eboardsolutions.com/SU/l4jF0jxd0To1A6OlQagmqg==>

Food Service/Child Nutrition Program -

3550 <https://simbli.eboardsolutions.com/SU/Y01UYQzBbtdlJm51C9plusZpA==>

Certification -

4112.2 <https://simbli.eboardsolutions.com/SU/m4xfmCLKtzKdsIsh9J312fwkQ==>

Certification -

4112.2 <https://simbli.eboardsolutions.com/SU/lPlSslshfSt0bbNvlqGhNyLYQ==>

Staff Teaching English Learners -

4112.22 <https://simbli.eboardsolutions.com/SU/fPplusfI4CbbT2rsQorgRhGQ==>

Assignment -

4113 <https://simbli.eboardsolutions.com/SU/BhXFYknfTlZslshK6TX1rcPNw==>

Assignment -

4113 <https://simbli.eboardsolutions.com/SU/BHJLvt0UWpluspJ20aXCvNAPQ==>

Complaints -

4144 <https://simbli.eboardsolutions.com/SU/gUFnuw70jWGezEp60OAE0w==>

Complaints -

4144 <https://simbli.eboardsolutions.com/SU/slshuuXuplus3vKAplusjaXKpilZpQQ==>

Complaints -

4244 <https://simbli.eboardsolutions.com/SU/dpWU08slsh6hjddsVYvxoilag==>

Complaints -

4244 <https://simbli.eboardsolutions.com/SU/T94gjCe5she2lILWxwooVA==>

Complaints -

4344 <https://simbli.eboardsolutions.com/SU/0m0xiT7oKn9m9TLZpluszeRyA==>

Complaints -

4344 <https://simbli.eboardsolutions.com/SU/35PWlyWDSzCYbz2slshslshaWog==>

Nondiscrimination/Harassment -

5145.3 <https://simbli.eboardsolutions.com/SU/BFjYVwdJqmkOY4slshgtvBZGQ==>

Nondiscrimination/Harassment -

5145.3 <https://simbli.eboardsolutions.com/SU/UpaUizGK85fw9ORBYgC0PA==>

Mathematics Instruction -

6142.92 <https://simbli.eboardsolutions.com/SU/fTMquy4qCooO0o5vPBAlDA==>

Courses Of Study -

6143 <https://simbli.eboardsolutions.com/SU/iI0VD1ufgBhRI2QA34bZbA==>

Courses Of Study -

6143 <https://simbli.eboardsolutions.com/SU/nU8I9JQNpfgxb95NLxm0Ag==>

Selection And Evaluation Of Instructional Materials -

6161.1 <https://simbli.eboardsolutions.com/SU/JHqPQilZ5q5cUDGR0jx9slshA==>

Selection And Evaluation Of Instructional Materials -

6161.1 <https://simbli.eboardsolutions.com/SU/RLXU3fzRV2Ht3T6GH78Qsw==>

Selection And Evaluation Of Instructional Materials -

6161.1-E(1) <https://simbli.eboardsolutions.com/SU/lplusFG9UqhKo1ulzhX3FE9LA==>

- Supplementary Instructional Materials -**
6161.11 <https://simbli.eboardsolutions.com/SU/N99iCxBzV4YTplusQTplussall1Q==>
- Damaged Or Lost Instructional Materials -**
6161.2 <https://simbli.eboardsolutions.com/SU/pzigEGaCof7djCAI2snnsQ==>
- Library Media Centers -**
6163.1 <https://simbli.eboardsolutions.com/SU/qDNmGxisnJAKjil18JlVSw==>
- Role Of The Board -**
9000 <https://simbli.eboardsolutions.com/SU/8aBslshkYpCeLkOFFduR9FE4g==>
- Board Member Electronic Communications -**
9012 <https://simbli.eboardsolutions.com/SU/sRwl2X1H21bkqwxO36znAw==>
- Limits Of Board Member Authority -**
9200 <https://simbli.eboardsolutions.com/SU/9D6eWnslshmj4aK9zGtM6Ow==>
- Agenda/Meeting Materials -**
9322 <https://simbli.eboardsolutions.com/SU/UZNZ1VccJifG2tzL24yslshFw==>

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

Status: ADOPTED

Original Adopted Date: 11/01/2007 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND
TEACHERS: K-12 COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district website. You may also download a copy of the California Department of Education (CDE) complaint form from CDE's website when available. However, a complaint need not be filed using either the district's complaint form or the complaint form from CDE.

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

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZlA==
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account https://simbli.eboardsolutions.com/SU/lGu9humHDThZTnK3slsh9zFVw==
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==

Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying - https://simbli.eboardsolutions.com/SU/MRwsIWU5kFXiTOiSiZCnkA==
Ed. Code 33126	School accountability report card - https://simbli.eboardsolutions.com/SU/tJs6YslshubwfWjC0ICzCplus6BA==
Ed. Code 35186	Williams uniform complaint procedures - https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnhA==
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness - https://simbli.eboardsolutions.com/SU/x70F3bNKbY1cKTjvdsIshoC4A==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations https://simbli.eboardsolutions.com/SU/KDSjnrLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AygydnA==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60119	Hearing on sufficiency of instructional materials - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials https://simbli.eboardsolutions.com/SU/LANplusEILU46oVV1EgNFUoWw==
Federal References	Description
20 USC 6314	Title I schoolwide program
Management Resources References	Description
Website	California County Superintendents Educational Services Association https://simbli.eboardsolutions.com/SU/8dKABfP8KggMplus2tMzeNqdQ==
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmpETuDsIshXk6R5akQ==
Website	State Allocation Board, Office of Public School Construction https://simbli.eboardsolutions.com/SU/UxUcDguszWNedr16Dp8wuQ==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Cross References	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/UgFujovjeytxx680splusvvg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==

0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/m4slshfz41M67B2WioVNfzUDg==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/fQeslYtQfPyCw4jPFcug3A==
1250	Visitors/Outsiders - https://simbli.eboardsolutions.com/SU/tWaslsh7PMJ3L8KcyZCNmtCCg==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/jnWwqS1U4L2n7m4X6Vslshh2A==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/u4dt8AGRZs5bpniHvZe5Cw==
1312.2-E(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/cc8bqGHylpAqCjuplusMx4Zzg==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/hDRtFslshga5Gr8pNr9UsKuNA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/6xy2clsuplusYAi4etObMmYiQ==
1312.3-E(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/vicclxcmyjggK8RRHm2Nkg==
1312.3-E(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/oaDWMGy525pMUx0slshqqYj8g==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/3slshDCRNxDsXfzxD7fplwslshtg==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/4xVQsptytceRtGBj5E9mJGQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/CPwhCGZXgC6KkTGvmlIgLw==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/FREeZf6a8MvAoYS87Pslshlplusw==
3514	Environmental Safety - https://simbli.eboardsolutions.com/SU/BSLtfUgO3jNMI5qQwVEu7A==
3514.2	Integrated Pest Management - https://simbli.eboardsolutions.com/SU/b5iETQeqP351rst21A1Vxg==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/plusKBzPDQW8ldA6TERPbflnA==
3517-E(1)	Facilities Inspection - https://simbli.eboardsolutions.com/SU/pluswdSb1sGBbeWLETQ8P8ylQ==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/l4jF0jxd0To1A6OlQagmqg==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/Y01UYQzBbtdljM51C9plusZpA==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/m4xfmCLKtzKdslsh9J312fwkQ==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/IPISslshfSt0bbNvlqGhNyLYQ==

- Staff Teaching English Learners -**
4112.22 <https://simbli.eboardsolutions.com/SU/fPplusfI4CbbT2rsQorgRhGQ==>
- Assignment -**
4113 <https://simbli.eboardsolutions.com/SU/BhXFYknfTlZslshK6TX1rcPNw==>
- Assignment -**
4113 <https://simbli.eboardsolutions.com/SU/BHJLvt0UWpluspJ20aXCvNAPQ==>
- Complaints -**
4144 <https://simbli.eboardsolutions.com/SU/gUFnuw70jWGezEp60OAE0w==>
- Complaints -**
4144 <https://simbli.eboardsolutions.com/SU/slshuuXuplus3vKAplusjaXKpilZpQQ==>
- Complaints -**
4244 <https://simbli.eboardsolutions.com/SU/dpWU08slsh6hjddsVYvxoilag==>
- Complaints -**
4244 <https://simbli.eboardsolutions.com/SU/T94gjCe5she2lLWxwooVA==>
- Complaints -**
4344 <https://simbli.eboardsolutions.com/SU/0m0xiT7oKn9m9TLZpluszeRyA==>
- Complaints -**
4344 <https://simbli.eboardsolutions.com/SU/35PWlyWDSzCYbz2slshslshaWog==>
- Nondiscrimination/Harassment -**
5145.3 <https://simbli.eboardsolutions.com/SU/BFjYVwdJqmkOY4slshgtvBZGQ==>
- Nondiscrimination/Harassment -**
5145.3 <https://simbli.eboardsolutions.com/SU/UpaUizGK85fw9ORBYgC0PA==>
- Mathematics Instruction -**
6142.92 <https://simbli.eboardsolutions.com/SU/fTMquy4qCoo00o5vPBAIDA==>
- Courses Of Study -**
6143 <https://simbli.eboardsolutions.com/SU/iI0VD1ufgBhRI2QA34bZbA==>
- Courses Of Study -**
6143 <https://simbli.eboardsolutions.com/SU/nU8I9JQNpfqxb95NLxm0Ag==>
- Selection And Evaluation Of Instructional Materials -**
6161.1 <https://simbli.eboardsolutions.com/SU/JHqPQilZ5q5cUDGR0jx9slshA==>
- Selection And Evaluation Of Instructional Materials -**
6161.1 <https://simbli.eboardsolutions.com/SU/RLXU3fzRV2Ht3T6GH7BQsw==>
- Selection And Evaluation Of Instructional Materials -**
6161.1-E(1) <https://simbli.eboardsolutions.com/SU/lplusFG9UqhKo1ulzhX3FE9LA==>
- Supplementary Instructional Materials -**
6161.11 <https://simbli.eboardsolutions.com/SU/N99iCxZv4YTplusQTplussall1Q==>
- Damaged Or Lost Instructional Materials -**
6161.2 <https://simbli.eboardsolutions.com/SU/pzigEGaCof7djCAI2snnsQ==>
- Library Media Centers -**
6163.1 <https://simbli.eboardsolutions.com/SU/qDNmGxisnJAKjil18JIVSw==>
- Role Of The Board -**
9000 <https://simbli.eboardsolutions.com/SU/8aBslshkYpCeLkOFFduR9FE4g==>
- Board Member Electronic Communications -**
9012 <https://simbli.eboardsolutions.com/SU/sRwl2X1H21bkqwxO36znAw==>
- Limits Of Board Member Authority -**
9200 <https://simbli.eboardsolutions.com/SU/9D6eWnslshmj4aK9zGITm6Ow==>
- Agenda/Meeting Materials -**

Exhibit 1312.4-E(2): Williams Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 11/01/2010 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

K-12 COMPLAINT FORM:

WILLIAMS UNIFORM COMPLAINT PROCEDURES

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

Response requested? ☐ Yes ☐ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

_____ E-mail address, if any: _____

Date _____ problem _____ was _____ observed: _____

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

School name/address: _____

Course title/grade level and teacher name: _____

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

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

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.) 1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

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

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

- A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (5 CCR 4600)
- A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

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

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

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

Please file this complaint at the following location:

(principal or designee)

(address)

Please be aware that you may file a complaint directly with the Superintendent of Public Instruction if you are alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency.

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)	(Date)
Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.	
State References	Description
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4600-4687	Uniform complaint procedures and Williams complaints
5 CCR 4690-4694	Health and safety complaints in license-exempt preschool programs
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 17592.72	Urgent or emergency repairs; School Facility Emergency Repair Account https://simbli.eboardsolutions.com/SU/IGu9humHDThtZnK3slsh9zFVw==
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying - https://simbli.eboardsolutions.com/SU/MRwslWU5kFXiTOiSjZCnkA==
Ed. Code 33126	School accountability report card - https://simbli.eboardsolutions.com/SU/tJs6YslshubwfwjC0ICzCplus6BA==
Ed. Code 35186	Williams uniform complaint procedures - https://simbli.eboardsolutions.com/SU/MDiv2vFqYgd1u6vWMYFnhA==
Ed. Code 35292.5-35292.6	Restrooms; maintenance and cleanliness - https://simbli.eboardsolutions.com/SU/x70F3bNKbY1cKTjvdsIshoC4A==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPloTFejGslshDadJ4g==
Ed. Code 48985	Notices to parents in language other than English - https://simbli.eboardsolutions.com/SU/LHS9yg0UBYa76W1AgydnA==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60119	Hearing on sufficiency of instructional materials - https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==

Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials https://simbli.eboardsolutions.com/SU/LANplusEILU46oVV1EgNFUoWw==
Federal References	Description
20 USC 6314	Title I schoolwide program
Management Resources References	Description
Website	California County Superintendents Educational Services Association https://simbli.eboardsolutions.com/SU/8dKABfP8KgqMplus2tMzeNqdQ==
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==
Website	State Allocation Board, Office of Public School Construction https://simbli.eboardsolutions.com/SU/UxUcDGuszWNedr16Dp8wuQ==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Cross References	Description
	Nondiscrimination In District Programs And Activities -
0410 https://simbli.eboardsolutions.com/SU/UgFujovjeytxx680splusvxxg==	
	Local Control And Accountability Plan -
0460 https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==	
	Local Control And Accountability Plan -
0460 https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==	
	Communication With The Public -
1100 https://simbli.eboardsolutions.com/SU/m4slshfz41M67B2WioVNfzUDg==	
	Visitors/Outsiders -
1250 https://simbli.eboardsolutions.com/SU/fQeslYtQfPyCw4jPFcug3A==	
	Visitors/Outsiders -
1250 https://simbli.eboardsolutions.com/SU/tWaslsh7PMJ3L8KcyZCNmtCCg==	
	Complaints Concerning Instructional Materials -
1312.2 https://simbli.eboardsolutions.com/SU/jnWwqS1U4L2n7m4X6Vslshh2A==	
	Complaints Concerning Instructional Materials -
1312.2 https://simbli.eboardsolutions.com/SU/u4dt8AGRZs5bpniHvZe5Cw==	
	Complaints Concerning Instructional Materials -
1312.2-E(1) https://simbli.eboardsolutions.com/SU/cc8bqGHylpAqCjuplusMx4Zzg==	
	Uniform Complaint Procedures -
1312.3 https://simbli.eboardsolutions.com/SU/hDRtFslshga5Gr8pNr9UsKuNA==	
	Uniform Complaint Procedures -
1312.3 https://simbli.eboardsolutions.com/SU/6xy2cJsplusYAi4etObMmYiQ==	
	Uniform Complaint Procedures -
1312.3-E(1) https://simbli.eboardsolutions.com/SU/vicclxcmyjggK8RRHm2Nkg==	
	Uniform Complaint Procedures -
1312.3-E(2) https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==	
	Access To District Records -

1340 <https://simbli.eboardsolutions.com/SU/oaDWMGy525pMUx0slshqqYj8g==>
Access To District Records -

1340 <https://simbli.eboardsolutions.com/SU/3slshDCRNxDsXfzxD7fplwslshtg==>
Sale And Disposal Of Books, Equipment And Supplies -

3270 <https://simbli.eboardsolutions.com/SU/4xVQsptyceRtGBj5E9mJGQ==>
Sale And Disposal Of Books, Equipment And Supplies -

3270 <https://simbli.eboardsolutions.com/SU/CPwhCGZXgC6KkTGvmlglw==>
Environmental Safety -

3514 <https://simbli.eboardsolutions.com/SU/FREeZf6a8MvAoYS87Pslshlplusw==>
Environmental Safety -

3514 <https://simbli.eboardsolutions.com/SU/BSLtfUgO3jNMI5qQwVEu7A==>
Integrated Pest Management -

3514.2 <https://simbli.eboardsolutions.com/SU/b5iETQeqP351rst21A1Vxg==>
Facilities Inspection -

3517 <https://simbli.eboardsolutions.com/SU/plusKBzPDQW8ldA6TERPbfLnA==>
Facilities Inspection -

3517-E(1) <https://simbli.eboardsolutions.com/SU/pluswdSb1sGBbeWLETQ8P8yIQ==>
Food Service/Child Nutrition Program -

3550 <https://simbli.eboardsolutions.com/SU/I4jF0jxd0To1A6OIQagmqg==>
Food Service/Child Nutrition Program -

3550 <https://simbli.eboardsolutions.com/SU/Y01UYQzBbtdljM51C9plusZpA==>
Certification -

4112.2 <https://simbli.eboardsolutions.com/SU/m4xfmCLKtzKdslsh9J312fwkQ==>
Certification -

4112.2 <https://simbli.eboardsolutions.com/SU/IPISslshfSt0bbNvlqGhNyLYQ==>
Staff Teaching English Learners -

4112.22 <https://simbli.eboardsolutions.com/SU/fPplusfI4CbbT2rsQorgRhGQ==>
Assignment -

4113 <https://simbli.eboardsolutions.com/SU/BhXFYknfTlZslshK6TX1rcPNw==>
Assignment -

4113 <https://simbli.eboardsolutions.com/SU/BHJLvt0UWpluspJ20aXCvNAPQ==>
Complaints -

4144 <https://simbli.eboardsolutions.com/SU/gUFnuw70jWGezEp60OAE0w==>
Complaints -

4144 <https://simbli.eboardsolutions.com/SU/slshuuXuplus3vKAplusjaXKpilZpQQ==>
Complaints -

4244 <https://simbli.eboardsolutions.com/SU/dpWU08slsh6hjddsVYvxoilag==>
Complaints -

4244 <https://simbli.eboardsolutions.com/SU/T94giCe5she2llWxwooVA==>
Complaints -

4344 <https://simbli.eboardsolutions.com/SU/0m0xiT7oKn9m9TLZpluszeRyA==>
Complaints -

4344 <https://simbli.eboardsolutions.com/SU/35PWlyWDSzCYbz2slshslshaWog==>
Nondiscrimination/Harassment -

5145.3 <https://simbli.eboardsolutions.com/SU/BFjYVwdJqmkOY4slshgtvBZGQ==>
Nondiscrimination/Harassment -

5145.3 <https://simbli.eboardsolutions.com/SU/UpaUizGK85fw9ORBYgCOPA==>

Mathematics Instruction -

6142.92 <https://simbli.eboardsolutions.com/SU/ftMquy4qCooO0o5vPBAlDA==>

Courses Of Study -

6143 <https://simbli.eboardsolutions.com/SU/iI0VD1ufgBhRI2QA34bZbA==>

Courses Of Study -

6143 <https://simbli.eboardsolutions.com/SU/nU8I9JQNpfgxb95NLxm0Ag==>

Selection And Evaluation Of Instructional Materials -

6161.1 <https://simbli.eboardsolutions.com/SU/JHqPQilZ5q5cUDGR0jx9sIshA==>

Selection And Evaluation Of Instructional Materials -

6161.1 <https://simbli.eboardsolutions.com/SU/RLXU3fzRV2Ht3T6GH7BQsw==>

Selection And Evaluation Of Instructional Materials -

6161.1-E(1) <https://simbli.eboardsolutions.com/SU/lplusFG9UqhKo1ulzhX3FE9LA==>

Supplementary Instructional Materials -

6161.11 <https://simbli.eboardsolutions.com/SU/N99iCx8zV4YTplusQTplussall1Q==>

Damaged Or Lost Instructional Materials -

6161.2 <https://simbli.eboardsolutions.com/SU/pzjgEGaCof7djCAI2snnsQ==>

Library Media Centers -

6163.1 <https://simbli.eboardsolutions.com/SU/qDNmGxisnJAKjil18JIVSw==>

Role Of The Board -

9000 <https://simbli.eboardsolutions.com/SU/8aBslshkYpCeLkOFFduR9FE4g==>

Board Member Electronic Communications -

9012 <https://simbli.eboardsolutions.com/SU/sRwl2X1H21bkqwxO36znAw==>

Limits Of Board Member Authority -

9200 <https://simbli.eboardsolutions.com/SU/9D6eWnslshmjC4aK9zGITm6Ow==>

Agenda/Meeting Materials -

9322 <https://simbli.eboardsolutions.com/SU/UZNZ1VccJifG2tzL24ysIshFw==>

Regulation 3541: Transportation Routes And Services

Status: RESCIND

Original Adopted Date: 06/20/2018 | **Last Revised Date:** 06/20/2018 | **Rescinded Date:** 09/13/2023

The Superintendent/Principal or designee shall design transportation routes and stops within district boundaries that promote student safety, maximum efficiency in the use of buses, and decreased traffic in and around the school.

Students shall be eligible for transportation service to and from school if the distance between their school-established bus stop and the school is beyond the minimum listed below:

1. For elementary school students:

Grades K-3: three-fourths mile

Grades 4-8: one mile

2. For students attending a three-year junior high school:

Grades 7-9: one mile

3. For students attending a four-year high school:

Grades 9-12: two miles

The Superintendent/Principal or designee may authorize transportation below these limits when safety problems or hazards exist.

The Superintendent/Principal or designee shall communicate in writing to parents/guardians regarding bus routes, schedules, and stops. He/she may also arrange for local media to publish such information.

With the Board of Trustees' authorization, transportation services may be provided or arranged by the district for:

1. Students traveling to and from school during the regular school day (Education Code 39800)
2. Field trips and excursions (Education Code 35330)
3. School activities, expositions or fairs, or other activities determined to be for the benefit of students (Education Code 39860)

4. District employees, parents/guardians, and adult volunteers traveling to and from educational activities authorized by the district (Education Code 39837.5)
5. Preschool or nursery school students (Education Code 39800)
6. Students traveling to full-time occupational classes provided by a regional occupational center or program (Education Code 39807.5, 41850)
7. Students traveling to and from their places of employment during the summer in connection with a summer employment program for youth (Education Code 39837)
8. Matriculated or enrolled adults traveling to and from school, or adults for educational purposes other than to and from school (Education Code 39801.5)
9. Private school students, upon the same terms, in the same manner, and on the same routes provided for district students (Education Code 39808)
10. Nonschool purposes as allowed by law, such as:
 - a. Community recreation (Education Code 39835)
 - b. Public transportation (Education Code 39841)
 - c. Transportation of government employees to and from their places of employment (Education Code 39840)

Students who attend school outside of district boundaries may be eligible for transportation services in accordance with district policy.

The district shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education program or Section 504 plan. (Education Code 41850; 20 USC 1400-1482; 34 CFR 104.4, 300.17, 300.34)

The Superintendent/Principal or designee shall provide transportation to homeless students in accordance with law, Board policy, and administrative regulation. When the student resides outside of district boundaries, the Superintendent/Principal or designee shall consult with the superintendent of the district of residence to apportion the responsibility and costs of transportation. (42 USC 11432)

The Superintendent/Principal or designee shall collaborate with the local child welfare agency to determine the provision, arrangement, and funding of transportation to enable foster youth to attend their school of origin when it is in the student's best interest to do so. (20 USC 6312)

Policy Reference Disclaimer:

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

State

Description

5 CCR 15240-15244	Allowances for student transportation; definitions
Ed. Code 10900.5	<u>Use of school buses for community recreation</u>
Ed. Code 35330	<u>Field trips and excursions; student fees</u>
Ed. Code 35350	<u>Authority to transport pupils</u>
Ed. Code 39800	<u>Powers of governing board to provide transportation to and from school</u>
Ed. Code 39800-39809.5	<u>Transportation; general provisions</u>
Ed. Code 39801.5	<u>Transportation for adults</u>
Ed. Code 39808	<u>Transportation for private school students</u>
Ed. Code 39830-39843	<u>School buses</u>
Ed. Code 39835	<u>Use of school buses for community recreation</u>
Ed. Code 39837	<u>Transportation to summer employment program</u>
Ed. Code 39837.5	<u>Transportation of employees, parents/guardians, and adult volunteers to school activities</u>
Ed. Code 39860	<u>Transportation to school activities</u>
Ed. Code 41850-41851.1	<u>Allowances for transportation</u>
Ed. Code 41860-41863	Supplementary allowances for transportation
Ed. Code 48853.5	<u>Education of foster youth; immediate enrollment</u>
Federal	Description
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 6312	Local educational agency plan
34 CFR 104.4	Equal opportunity under the Rehabilitation Act of 1973, Section 504
34 CFR 300.17	Free appropriate public education
34 CFR 300.34	Related services
42 USC 11432	McKinney-Vento Homeless Assistance Act
Management Resources	Description
CSBA Publication	Special Education Pupil Transportation: Considerations in the Era of LCFF, Governance Brief, April 2014
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>California Department of Education, Office of School Transportation</u>
Website	<u>Pupil Transportation Safety Institute</u>

Cross References

Code	Description
1112	<u>Media Relations</u>
3510	<u>Green School Operations</u>
3514	<u>Environmental Safety</u>
3514	<u>Environmental Safety</u>
3541.1	<u>Transportation For School-Related Trips</u>
3541.1-E PDF(1)	<u>Transportation For School-Related Trips</u>
3541.2	<u>Transportation For Students With Disabilities</u>
4141.6	<u>Concerted Action/Work Stoppage</u>
4141.6	<u>Concerted Action/Work Stoppage</u>
4231	<u>Staff Development</u>
4241.6	<u>Concerted Action/Work Stoppage</u>
4241.6	<u>Concerted Action/Work Stoppage</u>
5116.1	<u>Intradistrict Open Enrollment</u>
5116.1	<u>Intradistrict Open Enrollment</u>
5117	<u>Interdistrict Attendance</u>
5117	<u>Interdistrict Attendance</u>
5142.2	<u>Safe Routes To School Program</u>
5142.2	<u>Safe Routes To School Program</u>
5148.3	<u>Preschool/Early Childhood Education</u>
5148.3	<u>Preschool/Early Childhood Education</u>
6154	<u>Homework/Makeup Work</u>
6159	<u>Individualized Education Program</u>
6159	<u>Individualized Education Program</u>
6164.6	<u>Identification And Education Under Section 504</u>
6164.6	<u>Identification And Education Under Section 504</u>
6173	<u>Education For Homeless Children</u>
6173	<u>Education For Homeless Children</u>
6173-E PDF(1)	<u>Education For Homeless Children</u>

6173-E PDF(2)

Education For Homeless Children

6173-E PDF(3)

Education For Homeless Children

6173.1

Education For Foster Youth

6173.1

Education For Foster Youth

Regulation 3541.1: Transportation For School-Related Trips

Status: ADOPTED

Original Adopted Date: 02/06/2012

The district may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board policy and administrative regulation.

The Superintendent/Principal or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip. He/she may authorize the use of district vehicles, contract to provide transportation, or arrange transportation by the use of other vehicles.

The Superintendent/Principal or designee shall ensure that the district or contractor has sufficient liability insurance for transportation on school-related trips.

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parents/guardians.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Board of Trustees.

Transportation by Private Vehicle

The Superintendent/Principal or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who possesses a valid California driver's license or, if he/she is a nonresident on active military duty in California, possesses a valid license from his/her state of residence. To be approved, a driver shall have a good driving record and possess at least the minimum insurance required by law. Any person providing transportation to district students in a private vehicle shall register with the district for such purposes.

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

All student passengers shall submit permission slips signed by their parents/guardians. Teachers shall ensure that each driver has a copy of the permission slip for each student riding in his/her vehicle.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code 118948)

Passenger Restraint Systems

All drivers shall wear safety belts and shall ensure that all passengers are properly secured in seat belts or child passenger restraint systems in accordance with law. (Vehicle Code 27315, 27360, 27360.5, 27363)

A child who is under age 8 years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances: (Vehicle Code 27360, 27363)

1. The child is four feet nine inches or taller, in which case a safety belt may be used.
2. Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and an appropriate special needs child passenger restraint system is not available.
3. There is no rear seat, the rear seats are side-facing jump seats or rear-facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age 8 years, or medical reasons necessitate that the child not ride in the rear seat.
4. The child is otherwise exempted by law.

Policy 5145.3: Nondiscrimination/Harassment

Status: ADOPTED

Original Adopted Date: 10/01/2014 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

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

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

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

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

Because unlawful discrimination may occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a nondiscriminatory 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 or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent 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)

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

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

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

All allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

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

State References	Description
5 CCR 432	Student records
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Civ. Code 1714.1	Liability of parent or guardian for act of willful misconduct by a minor https://simbli.eboardsolutions.com/SU/NSknePFduiYWusJFnU3r9Q==
Ed. Code 200-262.4	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAbNL6kKkgxQ==
Ed. Code 48900.3	Suspension or expulsion for act of hate violence - https://simbli.eboardsolutions.com/SU/TbEb6tizJ9UjTrGDceluHw==
Ed. Code 48900.4	Suspension or expulsion for harassment, threats, or intimidation https://simbli.eboardsolutions.com/SU/MUr3O32UqydHbdf2IUJrQw==
Ed. Code 48904	Liability of parent/guardian for willful student misconduct https://simbli.eboardsolutions.com/SU/HuoUSHfesn0eJY8nP1JfrA==
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20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Section 504; Designation of responsible employee and adoption of grievances procedures
34 CFR 104.8	Notice of Nondiscrimination on the Basis of Handicap
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of coordinator; dissemination of policy, and adoption of grievance procedures
34 CFR 110.25	Prohibition of discrimination based on age
34 CFR 99.31	Disclosure of personally identifiable information
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000e-17	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975
Management Resources References	Description
34 CFR 106.30	Discrimination on the basis of sex; definitions Promoting a Safe and Secure Learning Environment for All: Guidance and

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Cross References	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/UgFujovyjeytxx680splusvxg==
0415	Equity - https://simbli.eboardsolutions.com/SU/ZGZhz17ATfHJBQ13Jplus7cw==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/Q7giI8GDAxZA23W9BEbNBw==
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1114	District-Sponsored Social Media - https://simbli.eboardsolutions.com/SU/GPX87YasvLlgrwrAjTkQSg==
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1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/dIGslshfvOqyWh8DLTuprGWw==
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1312.4-E(2) <https://simbli.eboardsolutions.com/SU/mbgpluskCGfXplusOJoAMJRfkWcw==>
- Civility -**
1313 <https://simbli.eboardsolutions.com/SU/cERNNranyLpslshslshpzrqyRyAw==>
- Access To District Records -**
1340 <https://simbli.eboardsolutions.com/SU/oaDWMGy525pMUx0slshqqYj8g==>
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1340 <https://simbli.eboardsolutions.com/SU/3slshDCRNxDsXfzxD7fplwslshg==>
- Recovery For Property Loss Or Damage -**
3515.4 <https://simbli.eboardsolutions.com/SU/HJyfNTrq3yl0UnDK53CpBA==>
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3515.4 <https://simbli.eboardsolutions.com/SU/ViR6wN5wOiTu0tZplus7Ly9Jw==>
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3530 <https://simbli.eboardsolutions.com/SU/PCbwsishUQxLVplusmkc9Vslsh0GqfQ==>
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3530 <https://simbli.eboardsolutions.com/SU/IFY23eyj7gVURhZVxo1DXw==>
- Free And Reduced Price Meals -**
3553 <https://simbli.eboardsolutions.com/SU/N7wbmnm9H944SplusVnwg4l9g==>
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3553 <https://simbli.eboardsolutions.com/SU/5MEfuuu2ZJemVftwplusskZYw==>
- District Records -**
3580 <https://simbli.eboardsolutions.com/SU/oUKwNocrXXzS22js93hnA==>
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3580 <https://simbli.eboardsolutions.com/SU/WEK7cYywcvcslshPFolgJHPZg==>
- Personnel Files -**
4112.6 <https://simbli.eboardsolutions.com/SU/F3MOG9L3jixT1WntVCxpIA==>
- Employee Notifications -**
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4112.9-E(1) <https://simbli.eboardsolutions.com/SU/jPx8jp1DNslshlshBRM8z4vxA==>
- Dismissal/Suspension/Disciplinary Action -**
4118 <https://simbli.eboardsolutions.com/SU/1feQnJxnTqXT1BhIvWdeWA==>
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4118 <https://simbli.eboardsolutions.com/SU/L6i9RwB51LbplusbnI35tH38g==>
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4119.21 <https://simbli.eboardsolutions.com/SU/b3cSwurv5GplusKytq5d5QgJg==>
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4119.21-E(1) <https://simbli.eboardsolutions.com/SU/VDLZj52c1w2iow6wncSZg==>
- Unauthorized Release Of Confidential/Privileged Information -**
4119.23 <https://simbli.eboardsolutions.com/SU/2wFCpNgtM48l3kplusPslshl0slshSw==>

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4131 <https://simbli.eboardsolutions.com/SU/IYMIYPYXEiEMhaRz6slshWJQ==>

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4212.6 <https://simbli.eboardsolutions.com/SU/KbLHKGe9pir4mAvofXVNPQ==>

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4212.9 <https://simbli.eboardsolutions.com/SU/mHaW9EbnocL5Pl6rr10dMw==>

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4218 <https://simbli.eboardsolutions.com/SU/k6b9QyZ26FV73p30dAVfMw==>

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4231 <https://simbli.eboardsolutions.com/SU/FAuFrJnlbcVy3kgsTslshNU6g==>

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4312.6 <https://simbli.eboardsolutions.com/SU/2mkBiyN7o2Uc0MQ8xW1hiA==>

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4312.9 <https://simbli.eboardsolutions.com/SU/CqOQlb4XnDnSONdYu7jm2Q==>

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4331 <https://simbli.eboardsolutions.com/SU/3BIIBFE9slshf2AInllsFw7ag==>

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5000 <https://simbli.eboardsolutions.com/SU/aErmQxYEG911I1XkTFPUiw==>

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5030 <https://simbli.eboardsolutions.com/SU/CvzKiInplusCH4n5fplusjplusl8ljA==>

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5111 <https://simbli.eboardsolutions.com/SU/4OPQKya7kXhUSQaHg3joslshw==>

Chronic Absence And Truancy -

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5113.1 <https://simbli.eboardsolutions.com/SU/D2Llg7JcgumhuWnRLo2bAw==>

District School Attendance Review Board -

5113.12 <https://simbli.eboardsolutions.com/SU/gbRf81NUUcKrmRJs7gD3TA==>

- District School Attendance Review Board -**
5113.12 <https://simbli.eboardsolutions.com/SU/2Hbyr6OrX0jWZ37F4sCYqg==>
- Student Records -**
5125 <https://simbli.eboardsolutions.com/SU/Jw4xw3nB7slshn7ptplustrREa5A==>
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5125 <https://simbli.eboardsolutions.com/SU/uVgslshw0u1SygQrOqplus8VkhAQ==>
- Release Of Directory Information -**
5125.1 <https://simbli.eboardsolutions.com/SU/jYtwXJDslshkuKNsmoetBdSzQ==>
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5125.1-E(1) <https://simbli.eboardsolutions.com/SU/Tao35oyzwQv8535Hs4L1fQ==>
- Challenging Student Records -**
5125.3 <https://simbli.eboardsolutions.com/SU/PAZOB55y6kgP8xQd4P8Gpw==>
- Conduct -**
5131 <https://simbli.eboardsolutions.com/SU/biRszL6XROetRWbml0lleQ==>
- Bullying -**
5131.2 <https://simbli.eboardsolutions.com/SU/LxPW6KGpII06pABo7GZByA==>
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5131.2 <https://simbli.eboardsolutions.com/SU/X6BQj3kpEK6dIMBJplusKla8g==>
- Vandalism And Graffiti -**
5131.5 <https://simbli.eboardsolutions.com/SU/Hgb7V0EwOFkMvnfEHtBslshWA==>
- Dress And Grooming -**
5132 <https://simbli.eboardsolutions.com/SU/b1tEdK0k1Vcts2el6oxhVw==>
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5132 <https://simbli.eboardsolutions.com/SU/W81oZyMAXizsteV3a4DjpA==>
- Positive School Climate -**
5137 <https://simbli.eboardsolutions.com/SU/Ufqvo2274QHBL0iceWSBplusA==>
- Conflict Resolution/Peer Mediation -**
5138 <https://simbli.eboardsolutions.com/SU/vYnT58jV6Sc5PaNDJcoXJg==>
- Infectious Diseases -**
5141.22 <https://simbli.eboardsolutions.com/SU/slshSHDzymYLN8DwMplltWdsg==>
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5141.22 <https://simbli.eboardsolutions.com/SU/DdkxP6lo0oUT7dmBE1eK0g==>
- Food Allergies/Special Dietary Needs -**
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- Child Abuse Prevention And Reporting -**
5141.4 <https://simbli.eboardsolutions.com/SU/bJAiplus4YTzTcWuOVMUkdiQ==>
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5141.4 <https://simbli.eboardsolutions.com/SU/6hZWZ4xftaRUybMTurJOcA==>
- Suicide Prevention -**
5141.52 <https://simbli.eboardsolutions.com/SU/WM38treDjLEIDeRTkCMSA==>
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5144 <https://simbli.eboardsolutions.com/SU/M26rRhwtMfcZ0FEQhR1MBg==>
- Suspension And Expulsion/Due Process -**
5144.1 <https://simbli.eboardsolutions.com/SU/BPOw0RFdLeDTvfQqVHSzBA==>
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5144.1 <https://simbli.eboardsolutions.com/SU/S75iQjineD6mjixsnoDBRjQ==>
- Suspension And Expulsion/Due Process (Students With Disabilities) -**
5144.2 <https://simbli.eboardsolutions.com/SU/zqvzAVbNdsIshC4plusMKoWdOzMw==>
- Search And Seizure -**
5145.12 <https://simbli.eboardsolutions.com/SU/kUSWh8nIajslshplusgHF91pEC6g==>
- Search And Seizure -**
5145.12 <https://simbli.eboardsolutions.com/SU/QuYvMUI53N6kyjJPlqwU4A==>
- Freedom Of Speech/Expression -**
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- Parent/Guardian Notifications -**
5145.6 <https://simbli.eboardsolutions.com/SU/OOJDgERnjwx8GUWBtYOKOw==>
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5145.6-E(1) <https://simbli.eboardsolutions.com/SU/zFBQ1KXq3m3KK90fokgpLw==>
- Sexual Harassment -**
5145.7 <https://simbli.eboardsolutions.com/SU/MfAhaHLgZdYUYNaeSYslsh2ow==>
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- Title IX Sexual Harassment Complaint Procedures -**
5145.71 <https://simbli.eboardsolutions.com/SU/rZPreTur6slsh2lqWSGKKtgXw==>
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- Hate-Motivated Behavior -**
5145.9 <https://simbli.eboardsolutions.com/SU/zXaTq9y3Bf8f0rt8zzpcyw==>
- Married/Pregnant/Parenting Students -**
5146 <https://simbli.eboardsolutions.com/SU/qwa5QZPWvxO1IfGa91eXwQ==>
- Sexual Health And HIV/AIDS Prevention Instruction -**
6142.1 <https://simbli.eboardsolutions.com/SU/i3XomFLE8x7UPBmv115kHA==>
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6142.1 <https://simbli.eboardsolutions.com/SU/FfslshxXARVXI43WIWI13HCQ==>
- Comprehensive Health Education -**
6142.8 <https://simbli.eboardsolutions.com/SU/OHRUYiblrjQChfUcTrUAQ==>
- Comprehensive Health Education -**
6142.8 <https://simbli.eboardsolutions.com/SU/EVzplusAHHTP3CiRZFioKwIhQ==>
- Courses Of Study -**
6143 <https://simbli.eboardsolutions.com/SU/iI0VD1ufgBhRI2QA34bZbA==>
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6143 <https://simbli.eboardsolutions.com/SU/nU8I9JQNpfgxb95NLxm0Ag==>
- Controversial Issues -**
6144 <https://simbli.eboardsolutions.com/SU/irvX9aRIBPzTph8Gygfk9w==>

- Extracurricular And Cocurricular Activities -**
6145 <https://simbli.eboardsolutions.com/SU/TkiGKzMnAo9vQwZU56wqVw==>
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6145 <https://simbli.eboardsolutions.com/SU/Fr5qETtTn48ak1ITDSX9jg==>
- Athletic Competition -**
6145.2 <https://simbli.eboardsolutions.com/SU/WjFHslshd0qO8WHJq9f7Kfh5Q==>
- Athletic Competition -**
6145.2 <https://simbli.eboardsolutions.com/SU/3b046reWKA4At9vT9uKSHg==>
- School-Sponsored Trips -**
6153 <https://simbli.eboardsolutions.com/SU/7r4Q2oNQvI8g7LgkII0EVQ==>
- School-Sponsored Trips -**
6153 <https://simbli.eboardsolutions.com/SU/94iq9ExiQyubmVXbZDVrYg==>
- Behavioral Interventions For Special Education Students -**
6159.4 <https://simbli.eboardsolutions.com/SU/vvWaDbTd0I5EqM9eM3Rxhw==>
- Selection And Evaluation Of Instructional Materials -**
6161.1 <https://simbli.eboardsolutions.com/SU/JHqPQilZ5q5cUDGR0jx9slshA==>
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6161.1 <https://simbli.eboardsolutions.com/SU/RLXU3fzRV2Ht3T6GH7BQsw==>
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6161.1-E(1) <https://simbli.eboardsolutions.com/SU/lplusFG9UqhKo1ulzhX3FE9LA==>
- Supplementary Instructional Materials -**
6161.11 <https://simbli.eboardsolutions.com/SU/N99iCxZv4YTplusQTplussall1Q==>
- Library Media Centers -**
6163.1 <https://simbli.eboardsolutions.com/SU/qDNmGxisnJAKjil18JIVSw==>
- Student Use Of Technology -**
6163.4 <https://simbli.eboardsolutions.com/SU/JYZqEAGgHSQ8NKf76jftkw==>
- Student Use Of Technology -**
6163.4-E(1) <https://simbli.eboardsolutions.com/SU/xL8Kskyraw6PieC8rplusJpYg==>
- Guidance/Counseling Services -**
6164.2 <https://simbli.eboardsolutions.com/SU/QEsZgzQo3AFYxslshFZf9HBrg==>
- Education For Foster Youth -**
6173.1 <https://simbli.eboardsolutions.com/SU/FhWqtvgluEC44NZ6fEILQA==>
- Education For Foster Youth -**
6173.1 <https://simbli.eboardsolutions.com/SU/plus02X7aplusL6BbQWZJpZVboVQ==>
- Facilities Master Plan -**
7110 <https://simbli.eboardsolutions.com/SU/CTyHH1bl8WMYv7LT883UOw==>

Policy 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 03/01/2003 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

The Governing Board recognizes that a well-aligned sequence of courses fosters academic growth and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful academically, professionally, and personally.

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, the Superintendent or designee shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, only utilizes prerequisites that are essential to success in a given program or course, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

The district shall not provide any course separately or require or refuse participation by any student on the basis of the student's actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, immigration status, race, ancestry, national origin, religion, color, mental or physical disability, age, medical condition, genetic information, marital status, or any other characteristic listed in Education Code 200 and 220, Government Code 11135, or Penal Code 422.55, or the student's association with a person or group with one or more of such actual or perceived characteristics. (Education Code 200, 220; Government Code 11135; Penal Code 422.55; 5 CCR 4940)

Elementary Grades

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

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

State Description

References

5 CCR	Automobile	driver
10020	education	
5 CCR	Automobile driver training	
10040-		
10043		
5 CCR	Criteria for high school physical education programs	
10060		
5 CCR 430-	Individual student records	
438		
5 CCR 4940	Nondiscrimination; course access	

Ed. Code Equal rights and opportunities in state educational institutions -
200 <https://simbli.eboardsolutions.com/SU/KWqy0PGOguyslshWQKiF8OQug==>

Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying - https://simbli.eboardsolutions.com/SU/MRwslWU5kFXiTOiSjZCnkA==
Ed. Code 234.7	Student protections relating to immigration and citizenship status https://simbli.eboardsolutions.com/SU/tYFq7Zw8Ckhuee1bkSS3cQ==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzIx0uHd0XoTnf4uw==
Ed. Code 33319.3	Driver education; CDE materials on road rage - https://simbli.eboardsolutions.com/SU/CClkwi5mJVmOXl0BlIpoSg==
Ed. Code 33540	Standards for government and civics instruction - https://simbli.eboardsolutions.com/SU/dWTH5NVxplEw69qxdliz4Q==
Ed. Code 48980	Parent/Guardian notifications - https://simbli.eboardsolutions.com/SU/cpMsBKX1tOwUiWgEwSKp5g==
Ed. Code 49060-49079	Student records - https://simbli.eboardsolutions.com/SU/48PbpM8vuGIggyF7weQSbw==
Ed. Code 51202	Instruction in personal and public health and safety - https://simbli.eboardsolutions.com/SU/NP7MTrAu9W1fh81YemxoaA==
Ed. Code 51203	Instruction on alcohol, narcotics and dangerous drugs - https://simbli.eboardsolutions.com/SU/jM3H8xPGplusgplus3VRZTS58jvw==
Ed. Code 51204	Course of study designed for student's needs - https://simbli.eboardsolutions.com/SU/fQKOGxNdAjFiklGWF2j8HQ==
Ed. Code 51204.5	History of California; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51210	Course of study for grades 1-6 - https://simbli.eboardsolutions.com/SU/JykgKwplusslshvJND2xzQcl3slshslshw==
Ed. Code 51220	Course of study for grades 7-12 - https://simbli.eboardsolutions.com/SU/MGyuoplus3Nh045sYW3qjmjiA==
Ed. Code 51225.3	High school graduation requirements - https://simbli.eboardsolutions.com/SU/WNFAVVgiWv1wBeCknCeQnw==
Ed. Code 51226.7	Model curriculum in ethnic studies - https://simbli.eboardsolutions.com/SU/6rT1YQpdUxi6PslshwK4APAg==
Ed. Code 51241	Temporary two-year or permanent exemption from physical education https://simbli.eboardsolutions.com/SU/qQhs7BeMbhlqnPpQnJ4OYw==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==
Ed. Code 51911-51921	Comprehensive health education - https://simbli.eboardsolutions.com/SU/w3VevX0vIGXxkzxKudLd7Q==
Ed. Code 51925-51929	Mandatory mental health education and in-service training - https://simbli.eboardsolutions.com/SU/gNtpmDFTplust3nVQglPKSkgv==
Ed. Code 51930-51939	California Healthy Youth Act - https://simbli.eboardsolutions.com/SU/mOrcbdGubVc76lTembQEDQ==
Ed. Code 51940	Curriculum for brain and spinal cord injury prevention - https://simbli.eboardsolutions.com/SU/FZfJD0lz8x0xeDg9wU7Fwg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==

Ed. Code 66204	Certification of high school courses as meeting university admission criteria https://simbli.eboardsolutions.com/SU/H8YRKnyVrF2CS4mMK6gKVQ==
Gov. Code 11135	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/PcUFWMcCJnzBrKAL0EtfQ==
Gov. Code 7282-7282.5	Standards for responding to U.S. Immigration and Customs enforcement holds https://simbli.eboardsolutions.com/SU/lpuc8gplusXFM15fJx6uiuslshOw==
Gov. Code 7283-7283.2	Standards for participation in U.S. Immigration and Customs enforcement programs - https://simbli.eboardsolutions.com/SU/0Qdv7m5v8yvstJXPr26N8g==
Gov. Code 7284-7284.12	Cooperation with immigration authorities - https://simbli.eboardsolutions.com/SU/slsh3uOo7poJx0FeCl4yhIisQ==
H&S Code 11032	Definition of dangerous drugs - https://simbli.eboardsolutions.com/SU/eJdJP1f5dCHGplusslshOpluss3V18g==
Pen. Code 422.55	Definition of hate crime - https://simbli.eboardsolutions.com/SU/EXmP7bT1slshj3qOiaM9qTkHA==
Federal References	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.67	Family Educational Rights and Privacy
Management Resources References	Description
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Race and School Programming, August 2023 https://simbli.eboardsolutions.com/SU/cplusK5pMWRslshwixY9DsNmPYA==
Website	Instructional Quality Commission - https://simbli.eboardsolutions.com/SU/jNf1lquslshHXoBz7garuHFGw==
Website	American Red Cross, Hands-Only CPR Training - https://simbli.eboardsolutions.com/SU/f7GANM4ItiCbVNBjOV0VBw==
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==
Website	Federal Student Aid - https://simbli.eboardsolutions.com/SU/C2B7R1gppJKSCNxVsIVzNA==
Website	American Heart Association - https://simbli.eboardsolutions.com/SU/b3lxYM0IngsIokJIUo8EDA==
Website	California Student Aid Commission - https://simbli.eboardsolutions.com/SU/YTrTIOffizjZQWhb3fewg==
Website	University of California, A-G Course Submissions - https://simbli.eboardsolutions.com/SU/dI7biMSP81bUfpxMPCFyyA==
Website	University of California, List of Approved A-G Courses - https://simbli.eboardsolutions.com/SU/aSMzVkGKefSjbrpGzGqxDw==
Website	California State University, Admission Requirements - https://simbli.eboardsolutions.com/SU/slshdgyHwGx0LyDs8Ow47K5Cg==
Website	California Career Resource Network - https://simbli.eboardsolutions.com/SU/aiMKC0wIC2eTMogaBMcl9g==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	California Colleges.edu - https://simbli.eboardsolutions.com/SU/Br2HJI1HrO0ihhv4giogOA==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
	CSBA -

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Cross References

Description

Nondiscrimination In District Programs And Activities -

0410 <https://simbli.eboardsolutions.com/SU/UgFujovyjeytxx680splusvvg==>

0415 Equity - <https://simbli.eboardsolutions.com/SU/ZGZhz17ATfHJBPQ13Jplus7cw==>

Local Control And Accountability Plan -

0460 <https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==>

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Complaints Concerning Instructional Materials -

1312.2 <https://simbli.eboardsolutions.com/SU/jnWwqS1U4L2n7m4X6Vslshh2A==>

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1312.2-E(1) <https://simbli.eboardsolutions.com/SU/cc8bqGHylpAqCjuplusMx4Zzg==>

Williams Uniform Complaint Procedures -

1312.4 <https://simbli.eboardsolutions.com/SU/rBplus3D6WxR0hqbYtlgGcixQ==>

Williams Uniform Complaint Procedures -

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Williams Uniform Complaint Procedures -

1312.4-E(2) <https://simbli.eboardsolutions.com/SU/mbgpluskCGfXplusOJoAMJRfkWcw==>

Access To District Records -

1340 <https://simbli.eboardsolutions.com/SU/oaDWMGy525pMUx0slshqqYj8g==>

Access To District Records -

1340 <https://simbli.eboardsolutions.com/SU/3slshDCRNxDsXfzxD7fplwslshtg==>

Sale And Disposal Of Books, Equipment And Supplies -

3270 <https://simbli.eboardsolutions.com/SU/4xVQspytceRtGBj5E9mJGQ==>

Sale And Disposal Of Books, Equipment And Supplies -

3270 <https://simbli.eboardsolutions.com/SU/CPwhCGZXgC6KkTGvmlgLw==>

Tobacco-Free Schools -

3513.3 <https://simbli.eboardsolutions.com/SU/YcXDCKQsxpNclpvl3ATIA==>

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3513.3 <https://simbli.eboardsolutions.com/SU/PD0MCVslshDCYPHDWjcAvbVoQ==>

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5022 <https://simbli.eboardsolutions.com/SU/3to8RplnokMSGvb2EJ8Qmg==>

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5022 <https://simbli.eboardsolutions.com/SU/nplusdglwa04NhAQWxYfv3GKA==>

Grades/Evaluation Of Student Achievement -

5121 <https://simbli.eboardsolutions.com/SU/nEN5iPbgmplusPXhUNTnXJeuw==>

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- Awards For Achievement -**
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- Awards For Achievement -**
5126 <https://simbli.eboardsolutions.com/SU/3vcVxdI9QTMjNZKGMBvvug==>
- Alcohol And Other Drugs -**
5131.6 <https://simbli.eboardsolutions.com/SU/WDkn56oiRIRHg1DfVsZyxA==>
- Alcohol And Other Drugs -**
5131.6 <https://simbli.eboardsolutions.com/SU/7eplus9F20al43StxVcQXvoig==>
- Conflict Resolution/Peer Mediation -**
5138 <https://simbli.eboardsolutions.com/SU/vYnT58jV6Sc5PaNDJcoXJg==>
- Child Abuse Prevention And Reporting -**
5141.4 <https://simbli.eboardsolutions.com/SU/bJAiplus4YTzTcWu0VMUkkdiQ==>
- Child Abuse Prevention And Reporting -**
5141.4 <https://simbli.eboardsolutions.com/SU/6hZWZ4xftaRUybMTurJOcA==>
- Response To Immigration Enforcement -**
5145.13 <https://simbli.eboardsolutions.com/SU/a0plusNVDz9UuWKnGW6XLW4rA==>
- Response To Immigration Enforcement -**
5145.13 <https://simbli.eboardsolutions.com/SU/Axq9yVbrlvLTpsYmbr6dNw==>
- Nondiscrimination/Harassment -**
5145.3 <https://simbli.eboardsolutions.com/SU/BFjYVwdJqmkOY4slshgtvBZGQ==>
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5145.3 <https://simbli.eboardsolutions.com/SU/UpaUizGK85fw9ORBYgC0PA==>
- Parent/Guardian Notifications -**
5145.6 <https://simbli.eboardsolutions.com/SU/OOJDgERnjwx8GUWBtYOKOw==>
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5145.6-E(1) <https://simbli.eboardsolutions.com/SU/zFBQ1KXq3m3KK90fokgpLw==>
- Married/Pregnant/Parenting Students -**
5146 <https://simbli.eboardsolutions.com/SU/gwa5QZPWvxO1IfGa91eXwQ==>
- Concepts And Roles -**
6000 <https://simbli.eboardsolutions.com/SU/qvPcqbSrShZR2J5Nk8zHSg==>
- Academic Standards -**
6011 <https://simbli.eboardsolutions.com/SU/Tplusl1ybplusF7QGkEslshLEej7PvA==>
- Curriculum Development And Evaluation -**
6141 <https://simbli.eboardsolutions.com/SU/LdZqO8PdBm96KAMTQJmplusqA==>
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6141 <https://simbli.eboardsolutions.com/SU/sJjsFNaej0ooUN9G7aplvrvw==>
- Recognition Of Religious Beliefs And Customs -**
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- International Baccalaureate Program -**
6141.4 <https://simbli.eboardsolutions.com/SU/3HplusWL7OI2YANMyMpgmHLBQ==>
- Advanced Placement -**
6141.5 <https://simbli.eboardsolutions.com/SU/VKU0plusZC9i4xPUaA9uN30nA==>
- Sexual Health And HIV/AIDS Prevention Instruction -**
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- Civic Education -**
- 6142.3 <https://simbli.eboardsolutions.com/SU/dUY6XHltTKO5slshFds18pGtA==>
- Service Learning/Community Service Classes -**
- 6142.4 <https://simbli.eboardsolutions.com/SU/iVnd1RslshrYn5G7DW0f2PmUw==>
- Environmental Education -**
- 6142.5 <https://simbli.eboardsolutions.com/SU/CwGxm1ff99iHkuOYslshay3TQ==>
- Visual And Performing Arts Education -**
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- Physical Education And Activity -**
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- Comprehensive Health Education -**
- 6142.8 <https://simbli.eboardsolutions.com/SU/OHRUYiblrjQChfUcTrUAQ==>
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- 6142.8 <https://simbli.eboardsolutions.com/SU/EVzplusAHHTP3CiRZF0kwlhQ==>
- Reading/Language Arts Instruction -**
- 6142.91 <https://simbli.eboardsolutions.com/SU/ONplusEAnslshTzPen8m41ZrigplusQ==>
- Mathematics Instruction -**
- 6142.92 <https://simbli.eboardsolutions.com/SU/fTMquy4qCoo00o5vPBAIDA==>
- Science Instruction -**
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- 6142.94 <https://simbli.eboardsolutions.com/SU/8w9q6NcK71lbTU94Rqcm7g==>
- Controversial Issues -**
- 6144 <https://simbli.eboardsolutions.com/SU/irvX9aRIBPzTph8GygfK9w==>
- Extracurricular And Cocurricular Activities -**
- 6145 <https://simbli.eboardsolutions.com/SU/TkiGKzMnAo9vQwZU56wqVw==>
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- Assemblies And Special Events -**
- 6145.8 <https://simbli.eboardsolutions.com/SU/XUQ7c7HCexdvOTwhZOd4ww==>
- High School Graduation Requirements -**
- 6146.1 <https://simbli.eboardsolutions.com/SU/YsBxplusxf217GaPv8zxP4O1Q==>
- Alternative Credits Toward Graduation -**
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- Reciprocity Of Academic Credit -**

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 6146.5 <https://simbli.eboardsolutions.com/SU/flgtoqAekTVOXloLslshuA0qQ==>
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 6164.2 <https://simbli.eboardsolutions.com/SU/QEsZgzQo3AFYxslshFZf9HBrg==>
Concurrent Enrollment In College Classes -
 6172.1 <https://simbli.eboardsolutions.com/SU/pluspoxHuHslshvKZSFL0plusslsh4RvQw==>
Concurrent Enrollment In College Classes -
 6172.1 <https://simbli.eboardsolutions.com/SU/ajpiUq98FhxslshYuijwlZdRg==>
Education For Homeless Children -
 6173 <https://simbli.eboardsolutions.com/SU/SBoNplusBJj6IORBiim4CgVaw==>
Education For Homeless Children -
 6173 <https://simbli.eboardsolutions.com/SU/22plusZOHjy6HwBqK8mxgQgvw==>
Education For Homeless Children -

6173-E(1) <https://simbli.eboardsolutions.com/SU/Mg2VskPwKRiMR5slshcluDuuQ==>

Education For Homeless Children -

6173- E(2)

<https://simbli.eboardsolutions.com/SU/Oziu5plusO24Cwf3qrg2lwW1A==>

Education Of Children Of Military Families -

6173.2 <https://simbli.eboardsolutions.com/SU/tHYVllipusEhWEo0l2RHBMg==>

Education Of Children Of Military Families -

6173.2 <https://simbli.eboardsolutions.com/SU/p9islshffftfiWNXpwsKgKC41A==>

Education For Juvenile Court School Students -

6173.3 <https://simbli.eboardsolutions.com/SU/EKUslsh7IXVvCb4Sf5TG3Y9mQ==>

Summer Learning Programs -

6177 <https://simbli.eboardsolutions.com/SU/teeV5kkJryiahKMzNBplus8Tg==>

Career Technical Education -

6178 <https://simbli.eboardsolutions.com/SU/2rbba1T98IHWiOTkslshUErg==>

Career Technical Education -

6178 <https://simbli.eboardsolutions.com/SU/S4qxTuQvqZW507diDlxw9g==>

Work-Based Learning -

6178.1 <https://simbli.eboardsolutions.com/SU/avQYbt3iAa7wkf1xeEMuA==>

Work-Based Learning -

6178.1 <https://simbli.eboardsolutions.com/SU/wLcNslshgmplusmQlg9zvVgyCIMQ==>

Alternative Schools/Programs Of Choice -

6181 <https://simbli.eboardsolutions.com/SU/Sa5uR0ng884KxBypfmslshFiQ==>

Alternative Schools/Programs Of Choice -

6181 <https://simbli.eboardsolutions.com/SU/2T3JOQ3ETpzAugVUUKL2plusA==>

Continuation Education -

6184 <https://simbli.eboardsolutions.com/SU/3Ht4rBWGbplusXBfB2lhozFRg==>

Continuation Education -

6184 <https://simbli.eboardsolutions.com/SU/KkY8miqdW4plusznm6ryYow7Q==>

Regulation 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 11/01/2014 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

Grades 1-6

Courses of study for grades 1-6 shall include the following:

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)
2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)
3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)

- a. The history, resources, development, and government of California and the United States

Instruction shall include the early history of California and a study of the role and contributions of people of all genders, Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, and members of other ethnic, cultural, religious, and socioeconomic status groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

- b. The development of the American economic system, including the role of the entrepreneur and labor
- c. The relations of persons to their human and natural environments
- d. Eastern and western cultures and civilizations
- e. Contemporary issues
- f. The wise use of natural resources

4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)
5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)
6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)

- a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation (CPR) when appropriate equipment is available
- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of the environment
- d. Venereal disease
- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body
- f. Violence as a public health issue
- g. Mental Health, that provides for reasonably designed instruction on the overarching themes and core principles of mental health, which includes: (Education Code 51925)
 - i. Defining the signs and symptoms of common mental health challenges
 - ii. Explaining evidence-based services and supports that effectively help individuals manage mental health challenges
 - iii. Promoting mental health wellness and protective factors, including positive development, social and cultural connectedness and supportive relationships, resiliency, problem solving skills, coping skills, self-esteem, and a positive school and home environment in which students feel comfortable
 - iv. Identifying warning signs of common mental health problems in order to promote awareness and early intervention so that students know to take action before a situation turns into a crisis, including how to obtain assistance from the district or the community for themselves or others and evidence-based and culturally responsive practices that are proven to help overcome mental health challenges
 - v. Connecting the importance of mental health to overall health and academic success and to cooccurring conditions, such as chronic physical conditions, chemical dependence, and substance abuse
 - vi. Conveying an awareness and appreciation about the prevalence of mental health challenges across all populations, races, ethnicities, and socioeconomic statuses, including the impact of race, ethnicity, and culture on the experience and treatment of mental health challenges
 - vii. Understanding the stigma surrounding mental health challenges and what can be done to overcome stigma, increase awareness, and promote acceptance, including, to the extent possible, classroom presentations of narratives by trained peers and other individuals who have experienced mental health challenges and how they coped with their situations, including how they sought help and acceptance

Mental health instruction offered by the district shall: (Education Code 51926)

- 1. Be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, students with disabilities, and English learners

2. Be accessible to students with disabilities, including, but not limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary aids
3. Not reflect or promote bias against any person on the basis of any category protected by
Education Code 220
4. Be coordinated with any existing on-campus mental health providers including, but not limited to, providers with a pupil personnel services credential, who may be immediately called upon by students for assistance

Students receiving mental health instruction shall not be required to disclose their confidential health or mental health information at any time in the course of receiving the instruction. (Education Code 51927)

7. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind
8. Violence awareness and prevention
9. Career awareness exploration

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

State References	Description
5 CCR 10020	Automobile driver education
5 CCR 10040-10043	Automobile driver training
5 CCR 10060	Criteria for high school physical education programs
5 CCR 430-438	Individual student records
5 CCR 4940	Nondiscrimination; course access
Ed. Code 200	Equal rights and opportunities in state educational institutions - https://simbli.eboardsolutions.com/SU/KWqy0PGOguyslshWQKiF8OQug==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuYOxi20LPENZCvpYu9MBA==
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying - https://simbli.eboardsolutions.com/SU/MRwslWU5kFXiTOiSjZCnkA==
Ed. Code 234.7	Student protections relating to immigration and citizenship status https://simbli.eboardsolutions.com/SU/tYFq7Zw8Ckhuee1bkSS3cQ==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzlx0uHd0XoTnf4uw==
Ed. Code 33319.3	Driver education; CDE materials on road rage - https://simbli.eboardsolutions.com/SU/CClkwi5mJVmOXl0BlpoSg==
Ed. Code 33540	Standards for government and civics instruction - https://simbli.eboardsolutions.com/SU/dWTH5NVxplEw69gxdliZ4Q==
Ed. Code 48980	Parent/Guardian notifications - https://simbli.eboardsolutions.com/SU/cpMsBKX1tOwUiWgEwSKp5g==

Ed. Code 49060-49079	Student records - https://simbli.eboardsolutions.com/SU/48PbpM8vuGlggyF7weQSbw==
Ed. Code 51202	Instruction in personal and public health and safety - https://simbli.eboardsolutions.com/SU/NP7MTrAu9W1fh81YemxoaA==
Ed. Code 51203	Instruction on alcohol, narcotics and dangerous drugs - https://simbli.eboardsolutions.com/SU/iM3H8xPGplusgplus3VRZTS58jvw==
Ed. Code 51204	Course of study designed for student's needs - https://simbli.eboardsolutions.com/SU/fQKOGxNdAjFikIGWF2j8HQ==
Ed. Code 51204.5	History of California; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51210	Course of study for grades 1-6 - https://simbli.eboardsolutions.com/SU/JykgKwplusslshvJND2xzQcl3slshslshw==
Ed. Code 51220	Course of study for grades 7-12 - https://simbli.eboardsolutions.com/SU/MGyuoplus3Nh045sYW3qimjjA==
Ed. Code 51225.3	High school graduation requirements - https://simbli.eboardsolutions.com/SU/WNFAVVgiWv1wBeCknCeQnw==
Ed. Code 51226.7	Model curriculum in ethnic studies - https://simbli.eboardsolutions.com/SU/6rT1YQpdUxi6PslshwK4APAg==
Ed. Code 51241	Temporary two-year or permanent exemption from physical education https://simbli.eboardsolutions.com/SU/qQhs7BeMbhlqnPpQnJ4OYw==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==
Ed. Code 51911-51921	Comprehensive health education - https://simbli.eboardsolutions.com/SU/w3VevX0vIGXxkzxKudLd7Q==
Ed. Code 51925-51929	Mandatory mental health education and in-service training - https://simbli.eboardsolutions.com/SU/gNtpmDFTplust3nVQgIPKSkvg==
Ed. Code 51930-51939	California Healthy Youth Act - https://simbli.eboardsolutions.com/SU/mOrcbdGubVc76lTembQEDQ==
Ed. Code 51940	Curriculum for brain and spinal cord injury prevention - https://simbli.eboardsolutions.com/SU/FZFjD0lz8x0xeDg9wU7Fwg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 66204	Certification of high school courses as meeting university admission criteria - https://simbli.eboardsolutions.com/SU/H8YRKnyVrF2CS4mMK6gKVQ==
Gov. Code 11135	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/PcUFWeMcCJnzBrKAL0EtfQ==
Gov. Code 7282-7282.5	Standards for responding to U.S. Immigration and Customs enforcement holds https://simbli.eboardsolutions.com/SU/lpuc8gplusXFM15fJx6uiuslshOw==
Gov. Code 7283-7283.2	Standards for participation in U.S. Immigration and Customs enforcement programs - https://simbli.eboardsolutions.com/SU/0Qdv7m5v8yvstJXPr26N8g==
Gov. Code 7284-7284.12	Cooperation with immigration authorities - https://simbli.eboardsolutions.com/SU/slsh3uOo7poJx0FeCl4yhliQ==
H&S Code 11032	Definition of dangerous drugs - https://simbli.eboardsolutions.com/SU/eJdJP1f5dCHGplusslshOpluss3V18g==
Pen. Code 422.55	Definition of hate crime - https://simbli.eboardsolutions.com/SU/EXmP7bT1slshj3gOjaM9qTkHA==
Federal References	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.67	Family Educational Rights and Privacy

Management Resources References	Description
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter: Race and School Programming, August 2023 https://simbli.eboardsolutions.com/SU/cplusK5pMWRslshwixY9DsNmPYA==
Website	Instructional Quality Commission - https://simbli.eboardsolutions.com/SU/jNf1lqslshHXoBz7garuHFGw==
Website	American Red Cross, Hands-Only CPR Training - https://simbli.eboardsolutions.com/SU/f7GANM4itCbVNBjOV0VBw==
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsishXk6R5akQ==
Website	Federal Student Aid - https://simbli.eboardsolutions.com/SU/C2B7R1gppJKSCNvVsIVzNA==
Website	American Heart Association - https://simbli.eboardsolutions.com/SU/b3lxYM0IngsIokJIUo8EDA==
Website	California Student Aid Commission - https://simbli.eboardsolutions.com/SU/YTrTIOffizZiZQWhb3fewg==
Website	University of California, A-G Course Submissions - https://simbli.eboardsolutions.com/SU/dl7biMSP81bUfpxMPCFyyA==
Website	University of California, List of Approved A-G Courses - https://simbli.eboardsolutions.com/SU/aSMzVkGKefSjbrpGzGqxDw==
Website	California State University, Admission Requirements - https://simbli.eboardsolutions.com/SU/slshdgyHwGxOLyDs8Ow47K5Cg==
Website	California Career Resource Network - https://simbli.eboardsolutions.com/SU/aiMKC0wIC2eTMogaBMcl9g==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	California Colleges.edu - https://simbli.eboardsolutions.com/SU/Br2HJI1HrO0ihhv4giogOA==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	U.S. Department of Education - https://simbli.eboardsolutions.com/SU/XcSsJimosish3XhJKy4tplus7wplusA==
Cross References	Description
	Nondiscrimination In District Programs And Activities -
0410	https://simbli.eboardsolutions.com/SU/UgFujovyjeytxx680splusvxg==
0415 Equity -	https://simbli.eboardsolutions.com/SU/ZGZh17ATfHJBQP13Jplus7cw==
	Local Control And Accountability Plan -
0460	https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==
	Local Control And Accountability Plan -
0460	https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==
	Complaints Concerning Instructional Materials -
1312.2	https://simbli.eboardsolutions.com/SU/jnWwqS1U4L2n7m4X6Vslshh2A==
	Complaints Concerning Instructional Materials -
1312.2	https://simbli.eboardsolutions.com/SU/u4dt8AGRZs5bpniHvZe5Cw==
	Complaints Concerning Instructional Materials -
1312.2-E(1)	https://simbli.eboardsolutions.com/SU/cc8bqGHylpAqCjuplusMx4Zzg==
	Williams Uniform Complaint Procedures -
1312.4	https://simbli.eboardsolutions.com/SU/rBplus3D6WxR0hqbYtIgGcixQ==
	Williams Uniform Complaint Procedures -

1312.4-E(1) <https://simbli.eboardsolutions.com/SU/hyX2pWnV101vhi5cEa6vZQ==>
Williams Uniform Complaint Procedures -

1312.4-E(2) <https://simbli.eboardsolutions.com/SU/mbgpluskCGfXplusOJoAMJRfkWcw==>
Access To District Records -

1340 <https://simbli.eboardsolutions.com/SU/oaDWMGy525pMUx0slshqqYj8g==>
Access To District Records -

1340 <https://simbli.eboardsolutions.com/SU/3slshDCRNxDsXfzxD7fplwslshtg==>
Sale And Disposal Of Books, Equipment And Supplies -

3270 <https://simbli.eboardsolutions.com/SU/4xVQspytceRtGBj5E9mJGQ==>
Sale And Disposal Of Books, Equipment And Supplies -

3270 <https://simbli.eboardsolutions.com/SU/CPwhCGZXgC6KkTGvmligLw==>
Tobacco-Free Schools -

3513.3 <https://simbli.eboardsolutions.com/SU/YcXDCKQsxwpNcLpvl3ATIA==>
Tobacco-Free Schools -

3513.3 <https://simbli.eboardsolutions.com/SU/PD0MCVslshDCYPHDWjcAvbVoQ==>
Student And Family Privacy Rights -

5022 <https://simbli.eboardsolutions.com/SU/3to8RplnokMSGvb2EJ8Qmg==>
Student And Family Privacy Rights -

5022 <https://simbli.eboardsolutions.com/SU/nplusdgJwa04NhAQWxYfv3GKA==>
Grades/Evaluation Of Student Achievement -

5121 <https://simbli.eboardsolutions.com/SU/nEN5IPbgmplusPXhUNTnXJeuw==>
Grades/Evaluation Of Student Achievement -

5121 <https://simbli.eboardsolutions.com/SU/IKtdZAf0mXslsh9Lp2JINpFAA==>
Student Records -

5125 <https://simbli.eboardsolutions.com/SU/Jw4xw3nB7slshn7ptplustrREa5A==>
Student Records -

5125 <https://simbli.eboardsolutions.com/SU/uVgslshw0u1SygQrOqplus8VkhAQ==>
Awards For Achievement -

5126 <https://simbli.eboardsolutions.com/SU/TplusoH8S98CsCgplusZql8kuKplusA==>
Awards For Achievement -

5126 <https://simbli.eboardsolutions.com/SU/3vcVxdI9QTMjNZKGMBvvug==>
Alcohol And Other Drugs -

5131.6 <https://simbli.eboardsolutions.com/SU/WDkn56oiRIRHg1DfVsZyxA==>
Alcohol And Other Drugs -

5131.6 <https://simbli.eboardsolutions.com/SU/7eplus9F20al43StxVcQXvoig==>
Conflict Resolution/Peer Mediation -

5138 <https://simbli.eboardsolutions.com/SU/vYnT58jV6Sc5PaNDJcoXJg==>
Child Abuse Prevention And Reporting -

5141.4 <https://simbli.eboardsolutions.com/SU/bJAiplus4YTzTcWu0VMUkkdiQ==>
Child Abuse Prevention And Reporting -

5141.4 <https://simbli.eboardsolutions.com/SU/6hZWZ4xftaRUybMTurJOcA==>
Response To Immigration Enforcement -

5145.13 <https://simbli.eboardsolutions.com/SU/a0plusNVDz9UuWKnGW6XLW4rA==>
Response To Immigration Enforcement -

5145.13 <https://simbli.eboardsolutions.com/SU/Axq9yVbrlvLTpsYmbr6dNw==>
Nondiscrimination/Harassment -

5145.3 <https://simbli.eboardsolutions.com/SU/BFjYVwdJqmkOY4slshgtvBZGQ==>
Nondiscrimination/Harassment -

- 5145.3 <https://simbli.eboardsolutions.com/SU/UpaUizGK85fw9ORBYgCOPA==>
Parent/Guardian Notifications -
- 5145.6 <https://simbli.eboardsolutions.com/SU/OOJDgERnjwx8GUWBtYOKOw==>
Parent/Guardian Notifications -
- 5145.6-E(1) <https://simbli.eboardsolutions.com/SU/zFBQ1KXq3m3KK90fokgpLw==>
Married/Pregnant/Parenting Students -
- 5146 <https://simbli.eboardsolutions.com/SU/qwa5QZPWvxO1IfGa91eXwQ==>
Concepts And Roles -
- 6000 <https://simbli.eboardsolutions.com/SU/qvPcqbSrShZR2J5Nk8zHSg==>
Academic Standards -
- 6011 <https://simbli.eboardsolutions.com/SU/Tplusl1ybplusF7QGkEsLshLEej7PvA==>
Curriculum Development And Evaluation -
- 6141 <https://simbli.eboardsolutions.com/SU/LdZqO8Pd8m96KAMTQJmplusgA==>
Curriculum Development And Evaluation -
- 6141 <https://simbli.eboardsolutions.com/SU/sJjsFNaej0ooUN9G7aplusvrw==>
Recognition Of Religious Beliefs And Customs -
- 6141.2 <https://simbli.eboardsolutions.com/SU/xmiffKplus2Rlp4T2IYM0eqUQ==>
Recognition Of Religious Beliefs And Customs -
- 6141.2 <https://simbli.eboardsolutions.com/SU/XSgOkVwslsh6n1VgSVdoheJvg==>
International Baccalaureate Program -
- 6141.4 <https://simbli.eboardsolutions.com/SU/3HplusWL7OI2YANMyMpgmHLBQ==>
Advanced Placement -
- 6141.5 <https://simbli.eboardsolutions.com/SU/VKU0plusZC9i4xPUaA9uN30nA==>
Sexual Health And HIV/AIDS Prevention Instruction -
- 6142.1 <https://simbli.eboardsolutions.com/SU/i3XomFLE8x7UPBmv115kHA==>
Sexual Health And HIV/AIDS Prevention Instruction -
- 6142.1 <https://simbli.eboardsolutions.com/SU/FfslshxXARVXI43WIWI13HCQ==>
World Language Instruction -
- 6142.2 <https://simbli.eboardsolutions.com/SU/yOy1VgTRDryIKVQwgWHZvA==>
World Language Instruction -
- 6142.2 <https://simbli.eboardsolutions.com/SU/NxgimHGBISlc2sEYo2DaMQ==>
Civic Education -
- 6142.3 <https://simbli.eboardsolutions.com/SU/dUY6XHItTK05slshFds18pGtA==>
Service Learning/Community Service Classes -
- 6142.4 <https://simbli.eboardsolutions.com/SU/iVnd1RslshrYn5G7DW0f2PmUw==>
Environmental Education -
- 6142.5 <https://simbli.eboardsolutions.com/SU/CwGxm1fF99iHkuOYslshay3TQ==>
Visual And Performing Arts Education -
- 6142.6 <https://simbli.eboardsolutions.com/SU/KYKuDxTaUanplusmRSoSBmoNg==>
Physical Education And Activity -
- 6142.7 <https://simbli.eboardsolutions.com/SU/ZmslshJWRRGIhooOnK0kYcl2w==>
Physical Education And Activity -
- 6142.7 <https://simbli.eboardsolutions.com/SU/7Tuzch26C948slshkHXr3eriw==>
Comprehensive Health Education -
- 6142.8 <https://simbli.eboardsolutions.com/SU/OHRUYiblrjQChfUcTrUAQ==>
Comprehensive Health Education -
- 6142.8 <https://simbli.eboardsolutions.com/SU/EVzplusAHHTP3CIRZFioKwIhQ==>
Reading/Language Arts Instruction -

6142.91 <https://simbli.eboardsolutions.com/SU/ONplusEAnsIshTzPen8m41ZrigplusQ==>

Mathematics Instruction -

6142.92 <https://simbli.eboardsolutions.com/SU/ftMquy4qCooO0o5vPBAIDA==>

Science Instruction -

6142.93 <https://simbli.eboardsolutions.com/SU/TOhfkcNbplussplusFXRgAIBNXiw==>

History-Social Science Instruction -

6142.94 <https://simbli.eboardsolutions.com/SU/8w9q6NcK71lbTU94Rqcm7g==>

Controversial Issues -

6144 <https://simbli.eboardsolutions.com/SU/irvX9aRIBPzTph8GygfK9w==>

Extracurricular And Cocurricular Activities -

6145 <https://simbli.eboardsolutions.com/SU/TkiGKzMnAo9vQwZU56wqVw==>

Extracurricular And Cocurricular Activities -

6145 <https://simbli.eboardsolutions.com/SU/Fr5qETtTn48ak1ITDSX9ig==>

Assemblies And Special Events -

6145.8 <https://simbli.eboardsolutions.com/SU/XUQ7c7HCexdvOTwhZOd4ww==>

High School Graduation Requirements -

6146.1 <https://simbli.eboardsolutions.com/SU/YsBxplusxf217GaPv8zxP4O1Q==>

Alternative Credits Toward Graduation -

6146.11 <https://simbli.eboardsolutions.com/SU/HdoEplusqqACPGdeIVR7rpXvQ==>

Alternative Credits Toward Graduation -

6146.11 <https://simbli.eboardsolutions.com/SU/ZBPxaMqFcdplus8plus1uCxi9Yug==>

Reciprocity Of Academic Credit -

6146.3 <https://simbli.eboardsolutions.com/SU/rdkgdyDZ2KnybslshisIshopFL8Q==>

Reciprocity Of Academic Credit -

6146.3 <https://simbli.eboardsolutions.com/SU/xXvuy2muzpaSVMrtWFWi3A==>

Elementary/Middle School Graduation Requirements -

6146.5 <https://simbli.eboardsolutions.com/SU/flgtogAekTVOXIoLslshuA0qQ==>

Class Size -

6151 <https://simbli.eboardsolutions.com/SU/vYW5X18plusvzq1WlfyVz868A==>

Placement In Mathematics Courses -

6152.1 <https://simbli.eboardsolutions.com/SU/jt6w4Ob9I5Fk3Zp4xZKDSQ==>

Placement In Mathematics Courses -

6152.1 <https://simbli.eboardsolutions.com/SU/oGGI7Kob81ls1e8P3iauiA==>

School-Sponsored Trips -

6153 <https://simbli.eboardsolutions.com/SU/7r4Q2oNQvl8g7LgklI0EVQ==>

School-Sponsored Trips -

6153 <https://simbli.eboardsolutions.com/SU/94iq9ExjQyubmVXbZDVrYg==>

Challenging Courses By Examination -

6155 <https://simbli.eboardsolutions.com/SU/WKvDn9DmbM84AOA22GrqiA==>

Challenging Courses By Examination -

6155 <https://simbli.eboardsolutions.com/SU/AAbO61Z3xNUB8xUeVXBslshYg==>

Independent Study -

6158 <https://simbli.eboardsolutions.com/SU/Rqslsh4Fd5HLPwBBONpjsQGTg==>

Independent Study -

6158 <https://simbli.eboardsolutions.com/SU/2tRYy222MXLXnvV9vrMP4w==>

Individualized Education Program -

6159 <https://simbli.eboardsolutions.com/SU/nRtcKBP3haQcPUiLWOYggA==>

Individualized Education Program -

- 6159 <https://simbli.eboardsolutions.com/SU/IBIWJmfAP00e3xnVhUQNYg==>
Selection And Evaluation Of Instructional Materials -
- 6161.1 <https://simbli.eboardsolutions.com/SU/JHqPQilZ5q5cUDGR0jx9slshA==>
Selection And Evaluation Of Instructional Materials -
- 6161.1 <https://simbli.eboardsolutions.com/SU/RLXU3fzRV2Ht3T6GH7BQsw==>
Selection And Evaluation Of Instructional Materials -
- 6161.1-E(1) <https://simbli.eboardsolutions.com/SU/lplusFG9UqhKo1ulzhX3FE9LA==>
Supplementary Instructional Materials -
- 6161.11 <https://simbli.eboardsolutions.com/SU/N99iCxBzV4YTplusQTplussall1Q==>
Library Media Centers -
- 6163.1 <https://simbli.eboardsolutions.com/SU/qDNmGxsnJAKjil18JIVSw==>
, Guidance/Counseling Services -
- 6164.2 <https://simbli.eboardsolutions.com/SU/QEsZgzQo3AFYxslshFZf9HBrg==>
Concurrent Enrollment In College Classes -
- 6172.1 <https://simbli.eboardsolutions.com/SU/pluspoxHuHslshvKZSFL0plusslsh4RvQw==>
Concurrent Enrollment In College Classes -
- 6172.1 <https://simbli.eboardsolutions.com/SU/ajpiUq98FhxslshYuijwIzdRg==>
Education For Homeless Children -
- 6173 <https://simbli.eboardsolutions.com/SU/SBoNplusBJ6lORBiim4CgVaw==>
Education For Homeless Children -
- 6173 <https://simbli.eboardsolutions.com/SU/22plusZOHjy6HwBgK8mxgQgvw==>
Education For Homeless Children -
- 6173-E(1) <https://simbli.eboardsolutions.com/SU/Mg2VskPwKRiMR5slshcluDuuQ==>
Education For Homeless Children -
- 6173- E(2)
<https://simbli.eboardsolutions.com/SU/Oziu5plusO24Cwf3qrg2lwW1A==>
Education Of Children Of Military Families -
- 6173.2 <https://simbli.eboardsolutions.com/SU/tHYVliplusEhWEoOli2RHBMg==>
Education Of Children Of Military Families -
- 6173.2 <https://simbli.eboardsolutions.com/SU/p9islshffftiWNXpwsKgKC41A==>
Education For Juvenile Court School Students -
- 6173.3 <https://simbli.eboardsolutions.com/SU/EKUslsh7IXVvCb4Sf5TG3Y9mQ==>
Summer Learning Programs -
- 6177 <https://simbli.eboardsolutions.com/SU/teeV5kkJryiahKMzNBplus8Tg==>
Career Technical Education -
- 6178 <https://simbli.eboardsolutions.com/SU/2rbbha1T98IHWiOTkslshUErg==>
Career Technical Education -
- 6178 <https://simbli.eboardsolutions.com/SU/S4qxTuQvqZWs07diDlxw9g==>
Work-Based Learning -
- 6178.1 <https://simbli.eboardsolutions.com/SU/avQYbt3iAAr7wkf1xeEMuA==>
Work-Based Learning -
- 6178.1 <https://simbli.eboardsolutions.com/SU/wLcNslshgmplusmQlg9zvVgyCIMQ==>
Alternative Schools/Programs Of Choice -
- 6181 <https://simbli.eboardsolutions.com/SU/Sa5uROng884KxBYpfmslshFiQ==>
Alternative Schools/Programs Of Choice -
- 6181 <https://simbli.eboardsolutions.com/SU/2T3JOQ3ETpzAugVUUKL2plusA==>
Continuation Education -

6184 <https://simbli.eboardsolutions.com/SU/3Ht4rBWGbplusXBfB2IhozFRg==>

Continuation Education -

6184 <https://simbli.eboardsolutions.com/SU/KkY8miqdW4plusznm6ryYow7Q==>

Policy 6161.1: Selection And Evaluation Of Instructional Materials

Status: ADOPTED

Original Adopted Date: 11/01/2011 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, accurately reflect and value society's diversity, stimulate thought, the exploration of ideas and intellectual exchanges, and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or that have, during the district's review process, been determined to be aligned with the state academic content standards adopted by SBE, which includes instructional materials for mathematics and English language arts that are aligned to Common Core State Standards. (Education Code 60200, 60210)

In selecting or adopting instructional materials, the Board shall consider the recommendation of the Superintendent or designee and/or an advisory committee established to review the materials.

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

Sufficiency of Instructional Materials and Public Hearing

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials, including textbooks, technology-based materials, other educational materials, and tests. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource. (Education Code 60010, 60119)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks and/or other instructional materials that are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE in each of the following subjects: (Education Code 60119)

1. Mathematics

2. Science
3. History-social science
4. English language arts, including the English language development component of an adopted program
5. World language
6. Health

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district, and has the ability to use and access them at home. (Education Code 60119)

If the Board determines that there are insufficient textbooks or other instructional materials, the Board shall, by resolution, provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall submit a copy of the resolution to the County Superintendent of Schools no later than three business days after the hearing. The Board shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

In addition, if the County Superintendent, in accordance with Education Code 1240, makes the district aware of a school that does not have sufficient textbooks or instructional materials, the district shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year.

Prohibition Against Refusal to Approve or Prohibit the Use of Specified Instructional Materials

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Complaints

Complaints concerning instructional materials shall be handled in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials, Board Policy 1312.3 - Uniform Complaint Procedures, or Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures, as applicable.

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

State References	Description
5 CCR 9505-9530	Instructional materials
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character - https://simbli.eboardsolutions.com/SU/fAcJGqFGsvKfW1GDcogDzw==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzlx0uHd0XoTnf4uw==
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==
Ed. Code 33050-33053	General waiver authority - https://simbli.eboardsolutions.com/SU/Z43hmCst0gQT7SnBxRFv6g==
Ed. Code 33126	School accountability report card - https://simbli.eboardsolutions.com/SU/tJs6YslshubwfwjC0ICzCplus6BA==
Ed. Code 35272	Education and athletic materials - https://simbli.eboardsolutions.com/SU/slshdlplusJixcS5rzBSc5plusPkMDQ==
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations - https://simbli.eboardsolutions.com/SU/aspZQpXuVHqirxKV3DzJNw==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations https://simbli.eboardsolutions.com/SU/KDSjnurLB1r2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 49415	Maximum textbook weight standards - https://simbli.eboardsolutions.com/SU/77u8SXug3ezCHHX5w2j5OA==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==
Ed. Code 51511	Religious matters properly included in courses of study - https://simbli.eboardsolutions.com/SU/iTw7dJBjJNReEy9XCHThhg==
Ed. Code 51933	Sexual health education and HIV prevention materials - https://simbli.eboardsolutions.com/SU/lzCkLi03Eyn6g8fhsFib0Q==
Ed. Code 52060-52077	Local control and accountability plan - https://simbli.eboardsolutions.com/SU/kjIplusPzLslshlt7rPOBfXZYJuQ==
Ed. Code 60000-60005	Instructional materials; legislative intent - https://simbli.eboardsolutions.com/SU/OUKX3BpLit7eis8ERdhYqg==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==

Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/K3bNwztYMnIFm5JF2yiqGQ==
Ed. Code 60070-60076	Prohibited acts regarding instructional materials - https://simbli.eboardsolutions.com/SU/3M6c2tplusjBD9idu1aBuHV7g==
Ed. Code 60110-60115	Instructional materials on alcohol and drug education - https://simbli.eboardsolutions.com/SU/66dXEkgOzWSggB2k4ThWcA==
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials https://simbli.eboardsolutions.com/SU/LANplusEILU46oVV1EgNFUoWw==
Ed. Code 60200-60213	Elementary school materials - https://simbli.eboardsolutions.com/SU/5jFbFwrbBUT7yMqHe2X3Bg==
Ed. Code 60226	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/8bqvmpLmM6YiYL21AdslshNdw==
Ed. Code 60400-60411	Instructional materials; high schools - https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofslshg=
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials - https://simbli.eboardsolutions.com/SU/fyTf3BXojSgWwslshDMhlygzg==
Ed. Code 60605	State-adopted content and performance standards in core curricular areas https://simbli.eboardsolutions.com/SU/XmInLXZsBldiiUtrWbslshzJw==
Ed. Code 60605.8	Common Core standards - https://simbli.eboardsolutions.com/SU/jel7UvgqvvmrQYufjIF7mQ==
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana; definitions
Management Resources References	Description
California Department of Education Publication	Instructional Materials, FAQ - https://simbli.eboardsolutions.com/SU/6g5DV5psnbEiqKAP9oXYzg==
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013 https://simbli.eboardsolutions.com/SU/PXAMC00s1hli78ftFNM1JQ==
California Department of Education Publication	Guidelines for Piloting Textbooks and Instructional Materials, Policy # 0105, rev. January 2015
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsishXk6R5akQ==
Website	Association of American Publishers - https://simbli.eboardsolutions.com/SU/OLNs7BgkkFncOfTaR9NYzA==
Website	California Academic Content Standards Commission, Common Core State Standards - https://simbli.eboardsolutions.com/SU/kUpiEw45kJuY7UkiWSDzSA==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q=
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	Description
	Comprehensive Plans -
0400	https://simbli.eboardsolutions.com/SU/UlLsVqPZvBpSMYEMSSpgQ==
	Nondiscrimination In District Programs And Activities -
0410	https://simbli.eboardsolutions.com/SU/UgFujovyjeytxx680splusvvg==
0415	Equity - https://simbli.eboardsolutions.com/SU/ZGZhz17ATfHJBQP13Jplus7cw==
	District Technology Plan -
0440	https://simbli.eboardsolutions.com/SU/c3TEEZEDFLVMDh05wI0TCQ==
	District Technology Plan -
0440	https://simbli.eboardsolutions.com/SU/xvf0pluskxWXJhSWUIB3QBmhA==
	Local Control And Accountability Plan -
0460	https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==
	Local Control And Accountability Plan -
0460	https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==
	Citizen Advisory Committees 1220
	https://simbli.eboardsolutions.com/SU/7wRcaQ9giBXCOuqWB54wfA==
	Citizen Advisory Committees -
1220	https://simbli.eboardsolutions.com/SU/WXKjOn8KOplusMpLzPd3ujpQ==
	Complaints Concerning Instructional Materials -
1312.2	https://simbli.eboardsolutions.com/SU/jnWwqS1U4L2n7m4X6Vslshh2A==
	Complaints Concerning Instructional Materials -
1312.2	https://simbli.eboardsolutions.com/SU/u4dt8AGRZs5bpniHvZe5Cw==
	Complaints Concerning Instructional Materials -
1312.2-E(1)	https://simbli.eboardsolutions.com/SU/cc8bqGHylpAqCjuplusMx4Zzg==
	Uniform Complaint Procedures -
1312.3	https://simbli.eboardsolutions.com/SU/hDRtFsishga5Gr8pNr9UsKuNA==
	Uniform Complaint Procedures -
1312.3	https://simbli.eboardsolutions.com/SU/6xy2cJsplusYAi4etObMmYiQ==
	Uniform Complaint Procedures -
1312.3-E(1)	https://simbli.eboardsolutions.com/SU/vicclxcmjyqgK8RRHm2Nkg==
	Uniform Complaint Procedures -
1312.3-E(2)	https://simbli.eboardsolutions.com/SU/xVUTW3cplusaIR0zsW6DCG1w==
	Williams Uniform Complaint Procedures -
1312.4	https://simbli.eboardsolutions.com/SU/rBplus3D6WxR0hqbYtlgGcixQ==
	Williams Uniform Complaint Procedures -
1312.4-E(1)	https://simbli.eboardsolutions.com/SU/hyX2pWnV101vhi5cEa6vZQ==
	Williams Uniform Complaint Procedures -
1312.4-E(2)	https://simbli.eboardsolutions.com/SU/mbgpluskCGfXplusOJoAMJRfkWcw==
	Advertising And Promotion -
1325	https://simbli.eboardsolutions.com/SU/SQgJeduaBaxuZkvFLwRkcQ==
	Access To District Records -
1340	https://simbli.eboardsolutions.com/SU/oaDWMGy525pMUx0slshqqYj8g==
	Access To District Records -
1340	https://simbli.eboardsolutions.com/SU/3slshDCRNxDsXfzx07fplwslshtg==
	Relations Between Private Industry And The Schools -
1700	https://simbli.eboardsolutions.com/SU/bj3fslsh3cl7eKslshyWTi7plusHVkQ==

Lottery Funds -

3220.1 <https://simbli.eboardsolutions.com/SU/tNTxuxbq4YZJksxnMer9Tg==>

Sale And Disposal Of Books, Equipment And Supplies -

3270 <https://simbli.eboardsolutions.com/SU/4xVQsptyceRtGBj5E9mJGQ==>

Sale And Disposal Of Books, Equipment And Supplies -

3270 <https://simbli.eboardsolutions.com/SU/CPwhCGZXgC6KkTGvmlglw==>

Gifts, Grants And Bequests -

3290 <https://simbli.eboardsolutions.com/SU/v0uP5OYKyNQGAvaslshoK4zOw==>

3311 Bids - <https://simbli.eboardsolutions.com/SU/8Hf0EW5lt9ybr6GdGPvuMg==>

3311 Bids - <https://simbli.eboardsolutions.com/SU/kSmQOh7sW9PDb8PSD17ycQ==>

Nonschool Employment -

4136 <https://simbli.eboardsolutions.com/SU/kG34JHzihlemKdooJNm9g==>

Negotiations/Consultation -

4143 <https://simbli.eboardsolutions.com/SU/plusQw524YQnq7oFZ8zRrV6Pg==>

Nonschool Employment -

4236 <https://simbli.eboardsolutions.com/SU/2EYq4TWTxHfIKGniO4gkGA==>

Negotiations/Consultation -

4243 <https://simbli.eboardsolutions.com/SU/rymBvD6zXpDjldwBE51jfg==>

Staff Development -

4331 <https://simbli.eboardsolutions.com/SU/3BIIBFE9slshf2AlnllsFw7ag==>

Nonschool Employment -

4336 <https://simbli.eboardsolutions.com/SU/qK9cCPXhorJH0YcplusuQVXhQ==>

Parent Rights And Responsibilities -

5020 <https://simbli.eboardsolutions.com/SU/slshzYh5WprycgUzw9TSVnm9Eg==>

Parent Rights And Responsibilities -

5020 <https://simbli.eboardsolutions.com/SU/cj7plusOU0kdEV4mqvejaSgUg==>

Nondiscrimination/Harassment -

5145.3 <https://simbli.eboardsolutions.com/SU/BFjYVwdJqmkOY4slshgtvBZGQ==>

Nondiscrimination/Harassment -

5145.3 <https://simbli.eboardsolutions.com/SU/UpaUizGK85fw9ORBYgCOPA==>

Concepts And Roles -

6000 <https://simbli.eboardsolutions.com/SU/qvPcqbSrShZR2J5Nk8zHSg==>

Academic Standards -

6011 <https://simbli.eboardsolutions.com/SU/Tplusl1ybplusF7QGkEsLshLEej7PvA==>

Parent Involvement -

6020 <https://simbli.eboardsolutions.com/SU/8BBILRHFPN4Ze3IDgijtIg==>

Parent Involvement -

6020 <https://simbli.eboardsolutions.com/SU/Q0ib1gK3KHGsHNlpTjql8A==>

Curriculum Development And Evaluation -

6141 <https://simbli.eboardsolutions.com/SU/LdZqO8PdBm96KAMTQJmplusqA==>

Curriculum Development And Evaluation -

6141 <https://simbli.eboardsolutions.com/SU/sJjsFNaiej0ooUN9G7aplusvrw==>

World Language Instruction -

6142.2 <https://simbli.eboardsolutions.com/SU/yOy1VgTRDryIKVQwgWHZvA==>

World Language Instruction -

6142.2 <https://simbli.eboardsolutions.com/SU/NxgimHGBISlc2sEYo2DaMQ==>

Visual And Performing Arts Education -

6142.6 <https://simbli.eboardsolutions.com/SU/KYKuDXTaUanplusmRSoSBmoNg==>

- Comprehensive Health Education -**
6142.8 <https://simbli.eboardsolutions.com/SU/OHRUYiblrsljQChfUcTrUAQ==>
- Comprehensive Health Education -**
6142.8 <https://simbli.eboardsolutions.com/SU/EVzplusAHHTP3CiRZF0kwlhQ==>
- Reading/Language Arts Instruction -**
6142.91 <https://simbli.eboardsolutions.com/SU/ONplusEAnsIshTzPen8m41ZrigplusQ==>
- Mathematics Instruction -**
6142.92 <https://simbli.eboardsolutions.com/SU/fTMquy4qCooO0o5vPBAIDA==>
- Science Instruction -**
6142.93 <https://simbli.eboardsolutions.com/SU/TOhfkNbplussplusFXRgAIBNXiw==>
- History-Social Science Instruction -**
6142.94 <https://simbli.eboardsolutions.com/SU/8w9q6NcK71lbTU94Rqcm7g==>
- Courses Of Study -**
6143 <https://simbli.eboardsolutions.com/SU/il0VD1ufgBhRI2QA34bZbA==>
- Courses Of Study -**
6143 <https://simbli.eboardsolutions.com/SU/nU8I9JQNpfgxb95NLxm0Ag==>
- Controversial Issues -**
6144 <https://simbli.eboardsolutions.com/SU/irvX9aRIBPzTph8GygfK9w==>
- High School Graduation Requirements -**
6146.1 <https://simbli.eboardsolutions.com/SU/YsBxplusxf217GaPv8zxP4O1Q==>
- Supplementary Instructional Materials -**
6161.11 <https://simbli.eboardsolutions.com/SU/N99iCxZv4YTplusQTplussall1Q==>
- Damaged Or Lost Instructional Materials -**
6161.2 <https://simbli.eboardsolutions.com/SU/pzjgEGaCof7djCAI2snnsQ==>
- Student Assessment -**
6162.5 <https://simbli.eboardsolutions.com/SU/b9KIXbby9XYctijplusnXY84A==>
- Use Of Copyrighted Materials -**
6162.6 <https://simbli.eboardsolutions.com/SU/K58wRXLhiQ7HqkoPGCSxplusw==>
- Use Of Copyrighted Materials -**
6162.6 <https://simbli.eboardsolutions.com/SU/gh5CLLEvMmcAhYPOAhkfIA==>
- Library Media Centers -**
6163.1 <https://simbli.eboardsolutions.com/SU/qDNmGxisnJAKjil18JIVSw==>
- Transitional Kindergarten -**
6170.1 <https://simbli.eboardsolutions.com/SU/8JTQy7DEa01NsIshxDL3O0ktw==>
- Title I Programs -**
6171 <https://simbli.eboardsolutions.com/SU/p4BMACj6yFUh6jSJgfA2gA==>
- Title I Programs -**
6171 <https://simbli.eboardsolutions.com/SU/Dbh9ejHszdfmzm1699QEQQ==>
- Education For English Learners -**
6174 <https://simbli.eboardsolutions.com/SU/QvYBDv5g7Jy72aIVMTz12g==>
- Education For English Learners -**
6174 <https://simbli.eboardsolutions.com/SU/82RXSw2plusDvkWiz1w2DqfLg==>
- Evaluation Of The Instructional Program -**
6190 <https://simbli.eboardsolutions.com/SU/okRYD9py3tHKZr20XkWFZg==>
- Role Of The Board -**
9000 <https://simbli.eboardsolutions.com/SU/8aBslshkYpCeLkOFFduR9FE4g==>
- Conflict Of Interest -**
9270 <https://simbli.eboardsolutions.com/SU/plus5NkpluslVolsIshAyTyplusjwwplus5A==>

Conflict Of Interest -

9270-E(1) <https://simbli.eboardsolutions.com/SU/31zam186Gfhk4oZYYhDZDQ==>

Agenda/Meeting Materials -

9322 <https://simbli.eboardsolutions.com/SU/UZNZ1VccJifG2tzL24yslshFw==>

Regulation 6161.1: Selection And Evaluation Of Instructional Materials

Status: ADOPTED

Original Adopted Date: 11/01/2010 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

Review Process

The district's review process for evaluating instructional materials shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members in accordance with Education Code 60002. The review process may also involve administrators, other staff who have subject-matter expertise, and students as appropriate. The Superintendent or designee shall seek input from stakeholders with diverse backgrounds and perspectives.

If the district is considering the use of instructional materials for grades K-8 that have not been adopted by the State Board of Education (SBE), the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials.
(Education Code 60210)

The Superintendent or designee may establish an advisory committee to conduct the review of instructional materials.

The Superintendent or designee shall present to the Governing Board recommendations for instructional materials and documentation that supports the recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

When possible, the district may pilot instructional materials in a representative sample of classrooms for a specified period of time during a school year, in order to determine the extent to which the materials support the district's curricular goals and academic standards, and accurately reflect and value society's diversity. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Criteria for Selection and Adoption of Instructional Materials

In recommending instructional materials for adoption by the Board, the Superintendent or designee shall ensure that the materials:

1. Are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE

For grades K-8, only instructional materials on the list of materials adopted by SBE and/or other instructional materials that have not been adopted by SBE but are aligned with the state academic content standards or the Common Core State Standards may be recommended for selection. (Education Code 60200, 60210)

2. Do not reflect adversely upon persons because of any characteristic specified in law and Board Policy 0410 Nondiscrimination in District Programs and Activities, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)

3. To the satisfaction of the Board, are accurate, objective, current, and suited to the differing needs and comprehension of district students at their respective grade levels (Education Code 60045)
4. With the exception of literature and tradebooks, use proper grammar and spelling (Education Code 60045)
5. Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)
 - a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by SBE
 - b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration
6. Meet the requirements of Education Code 60040-60043 for specific subject content, including, but not limited to:
 - a. Accurately portraying society's cultural and racial diversity, including:
 - i. The contributions of all genders in all types of roles, including professional, vocational, and executive roles
 - ii. The role and contributions of Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, and members of other ethnic, cultural, religious, and socioeconomic groups to the total development of California and the United States
 - iii. The role and contributions of the entrepreneur and labor in the total development of California and the United States
 - b. Accurately portraying humanities place in ecological systems and the necessity for the protection of the environment
 - c. Accurately portraying the effects on the human system of the use of tobacco, alcohol, and narcotics, and restricted dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances
 - d. Encouraging thrift, fire prevention, and the humane treatment of animals and people
 - e. Requiring, when appropriate to the comprehension of students, that textbooks for social science, history, or civics classes contain the Declaration of Independence and the United States Constitution
7. Support the district's adopted courses of study and curricular goals, including the district's local control and accountability plan
8. Contribute to a comprehensive, balanced curriculum
9. Demonstrate reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date, and well-documented information

- b. Objective presentation of diverse viewpoints
 - c. Clear, concise writing and appropriate vocabulary
 - d. Thorough treatment of subject matter
10. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
 11. Stimulate discussion of contemporary issues, exploration of ideas, and intellectual exchanges, and improve students' thinking and decision-making skills
 12. As appropriate, have corresponding versions available in languages other than English
 13. Include high-quality teacher's guides
 14. When available, include options for lighter weight materials, including materials in digital format, in order to help minimize any injury to students by the combined weight of instructional materials In addition to meeting the above criteria as applicable, technology-based materials shall:
 1. Be both available and comparable to other, equivalent instructional materials (Education Code 60052)
 2. Be accessible to all students, including economically disadvantaged students, students with disabilities, and English learners
 3. Protect the privacy of student data

Conflict of Interest

To ensure integrity in the evaluation and selection of instructional materials, individuals who are participating in the evaluation of instructional materials and are not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that they:

1. Will not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)
- Sample copies of instructional materials are excepted from this prohibition (Education Code 60075)
2. Are not employed by nor receive compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
 3. Do not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

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

State References	Description
5 CCR 9505-9530	Instructional materials
Ed. Code 1240	County superintendent of schools; duties - https://simbli.eboardsolutions.com/SU/zxiNbLNKXQ1Z3w2H1beZIA==
Ed. Code 18111	Exclusion of books by Governing board that are sectarian, partisan, or denominational character - https://simbli.eboardsolutions.com/SU/fAcJGgFGsvKfW1GDcogDzw==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCypYu9MBA==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzIx0uHd0XoTnf4uw==
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==
Ed. Code 33050-33053	General waiver authority - https://simbli.eboardsolutions.com/SU/Z43hmCst0gQT7SnBxRFv6g==
Ed. Code 33126	School accountability report card - https://simbli.eboardsolutions.com/SU/tJs6YslshubwfWjC0ICzCplus6BA==
Ed. Code 35272	Education and athletic materials - https://simbli.eboardsolutions.com/SU/slshdlplusJixcS5rzBSc5plusPkMDQ==
Ed. Code 44805	Teacher enforcement of course of studies; use of textbooks, rules and regulations - https://simbli.eboardsolutions.com/SU/aspZQpXuVHqirxKV3DzJNw==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPloTFejGslshDadJ4g==
Ed. Code 49415	Maximum textbook weight standards - https://simbli.eboardsolutions.com/SU/77u8SXug3ezCHHX5w2jSOA==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7lFg8Emtw==
Ed. Code 51511	Religious matters properly included in courses of study - https://simbli.eboardsolutions.com/SU/iTw7dJByJNReEy9XCHThhg==
Ed. Code 51933	Sexual health education and HIV prevention materials - https://simbli.eboardsolutions.com/SU/lzCkLi03Eyn6g8fhsFib0Q==
Ed. Code 52060-52077	Local control and accountability plan - https://simbli.eboardsolutions.com/SU/kjlplusPzLslshlt7rP0BfXZYJuQ==
Ed. Code 60000-60005	Instructional materials; legislative intent - https://simbli.eboardsolutions.com/SU/0UKX3BpLit7eis8ERdhYqg==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/K3bNwztYMNlFm5JF2yiqGQ==

Ed. Code 60070-60076	Prohibited acts regarding instructional materials - https://simbli.eboardsolutions.com/SU/3M6c2tplusjBD9idu1aBuHV7g==
Ed. Code 60110-60115	Instructional materials on alcohol and drug education - https://simbli.eboardsolutions.com/SU/66dXEkgOzWSggB2k4ThWcA==
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution https://simbli.eboardsolutions.com/SU/wgpZKRQ3ptU4Chh5FQUMmw==
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials https://simbli.eboardsolutions.com/SU/LANplusELLU46oVV1EgNFUoWw==
Ed. Code 60200-60213	Elementary school materials - https://simbli.eboardsolutions.com/SU/5jFbFwrBUT7yMqHe2X3Bg==
Ed. Code 60226	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/8bqvmpLmM6YiYL21AdslhNdW==
Ed. Code 60400-60411	Instructional materials; high schools - https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofslshg==
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials - https://simbli.eboardsolutions.com/SU/fyTf3BXojSgWwslshDMhlygzg==
Ed. Code 60605	State-adopted content and performance standards in core curricular areas https://simbli.eboardsolutions.com/SU/XmlnLXZsBldiiUtrWbslshzJw==
Ed. Code 60605.8	Common Core standards - https://simbli.eboardsolutions.com/SU/jel7UvgqvvmrQYufjIF7mQ==
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana; definitions

Management Resources References

Description	
Instructional Materials, FAQ - https://simbli.eboardsolutions.com/SU/6g5DV5psnbEiqKAP9oXYzg==	
Standards for Evaluating Instructional Materials for Social Content, 2013 https://simbli.eboardsolutions.com/SU/PXAMC00s1hli78ftFNM1JQ==	California Department of Education Publication
Guidelines for Piloting Textbooks and Instructional Materials, Policy # 0105, rev. January 2015	California Department of Education Publication
CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIsHxk6R5akQ==	Website
Association of American Publishers - https://simbli.eboardsolutions.com/SU/OLNs7BgkkFncOfTaR9NYzA==	Website
California Academic Content Standards Commission, Common Core State Standards - https://simbli.eboardsolutions.com/SU/kUpiEw45kJuY7UkiWSDzSA==	Website
Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==	Website
U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==	Website
California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==	Website
CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==	Website

Cross References

Description	
Comprehensive Plans - https://simbli.eboardsolutions.com/SU/UILsVqPZvBpSMYEMsSpgQ==	0400
Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/UgFujovyjeytxx680splusvvg==	0410
Equity - https://simbli.eboardsolutions.com/SU/ZGZh17ATfHJBpQ13Jplus7cw==	0415

0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/c3TEEZEDFLVMDh05wi0TCQ==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/xvf0pluskxWXJhSWUIB3QBmhA==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfW==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7wRcaQ9gj8XCOuqWB54wfA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/WXKjOn8KOplusMpLzpTd3uipQ==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/jnWwqS1U4L2n7m4X6Vslshh2A==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/u4dt8AGRZs5bpniHvZe5Cw==
1312.2-E(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/cc8bqGHylpAqCjuplusMx4Zzg==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/hDRtFslshga5Gr8pNr9UsKuNA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/6xy2cJsplusYAi4etObMmYiQ== =
1312.3-E(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/vicclxcmvjggK8RRHm2Nkg==
1312.3-E(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/rBplus3D6WxR0hqbYtIgGcixQ==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/hyX2pWnV101vhi5cEa6vZQ==
1312.4-E(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/mbgpluskCGfXplusOJoAMJRfkWcw==
1325	Advertising And Promotion - https://simbli.eboardsolutions.com/SU/SQgJeduaBaxuZkvFLwRkcQ==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/oaDWMGy525pMUx0slshqqYj8g==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/3slshDCRNxDsXfzxD7fplwslshtg==
1700	Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/bj3fslsh3cl7eKslshyWTi7plusHVkQ==
3220.1	Lottery Funds - https://simbli.eboardsolutions.com/SU/tNTxuxbq4YZJksxnMer9Tg==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/4xVQspytceRtGBj5E9mJGQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/CPwhCGZXgC6KkTGvmlIgLw==
3290	Gifts, Grants And Bequests - https://simbli.eboardsolutions.com/SU/v0uP5OYKyNQGAvaslshoK4zOw==
3311 Bids -	https://simbli.eboardsolutions.com/SU/8Hf0EW5It9ybr6GdGPvuMg==

- 3311 Bids - <https://simbli.eboardsolutions.com/SU/kSmQOh7sW9PDb8PSD17ycQ==>
- Nonschool Employment -**
- 4136 <https://simbli.eboardsolutions.com/SU/kG34JHzi7hlemKdooJNm9g==>
- Negotiations/Consultation -**
- 4143 <https://simbli.eboardsolutions.com/SU/plusQw524YQnq7oFZ8zRrV6Pg==>
- Nonschool Employment -**
- 4236 <https://simbli.eboardsolutions.com/SU/2EYq4TWTxHfIKGniO4gkGA==>
- Negotiations/Consultation -**
- 4243 <https://simbli.eboardsolutions.com/SU/rymBvD6zXpDjldwBE51jfg==>
- Staff Development -**
- 4331 <https://simbli.eboardsolutions.com/SU/3BII8FE9slshf2AlnllsFw7ag==>
- Nonschool Employment -**
- 4336 <https://simbli.eboardsolutions.com/SU/qK9cCPXhorJH0YcplusuQVXhQ==>
- Parent Rights And Responsibilities -**
- 5020 <https://simbli.eboardsolutions.com/SU/slshzYh5WprycgUzw9TSVm9Eg==>
- Parent Rights And Responsibilities -**
- 5020 <https://simbli.eboardsolutions.com/SU/cj7plusOU0kdEV4mqyejaSgUg==>
- Nondiscrimination/Harassment -**
- 5145.3 <https://simbli.eboardsolutions.com/SU/BFjYVwdJqmkOY4slshgtvBZGQ==>
- Nondiscrimination/Harassment -**
- 5145.3 <https://simbli.eboardsolutions.com/SU/UpaUizGK85fw9ORBYgCOPA==>
- Concepts And Roles -**
- 6000 <https://simbli.eboardsolutions.com/SU/qvPcqbSrShZR2J5Nk8zHSg==>
- Academic Standards -**
- 6011 <https://simbli.eboardsolutions.com/SU/Tplusl1ybplusF7QGkEsLshLEej7PvA==>
- Parent Involvement -**
- 6020 <https://simbli.eboardsolutions.com/SU/8BBILRHFPN4Ze3lDgijtIg==>
- Parent Involvement -**
- 6020 <https://simbli.eboardsolutions.com/SU/Q0ib1gK3KHGsHNIpTjql8A==>
- Curriculum Development And Evaluation -**
- 6141 <https://simbli.eboardsolutions.com/SU/LdZqO8PdBm96KAMTQJmplusqA==>
- Curriculum Development And Evaluation -**
- 6141 <https://simbli.eboardsolutions.com/SU/sJjsFNaej0ooUN9G7aplusvrw==>
- World Language Instruction -**
- 6142.2 <https://simbli.eboardsolutions.com/SU/yOy1VgTRDrylKVQwgWHZvA==>
- World Language Instruction -**
- 6142.2 <https://simbli.eboardsolutions.com/SU/NxgimHGBISlc2sEYo2DaMQ==>
- Visual And Performing Arts Education -**
- 6142.6 <https://simbli.eboardsolutions.com/SU/KYKuDxTaUanplusmRSoSBmoNg==>
- Comprehensive Health Education -**
- 6142.8 <https://simbli.eboardsolutions.com/SU/OHRUYiblrjQChfUcTrUAQ==>
- Comprehensive Health Education -**
- 6142.8 <https://simbli.eboardsolutions.com/SU/EVzplusAHHTP3CiRZF0kwIhQ==>
- Reading/Language Arts Instruction -**
- 6142.91 <https://simbli.eboardsolutions.com/SU/ONplusEAnsLshTzPen8m41ZrigplusQ==>
- Mathematics Instruction -**
- 6142.92 <https://simbli.eboardsolutions.com/SU/ftMquy4gCooO0o5vPBAlDA==>
- Science Instruction -**

- 6142.93 <https://simbli.eboardsolutions.com/SU/TOhfkNbplussplusFXRgAlBNXiw==>
History-Social Science Instruction -
- 6142.94 <https://simbli.eboardsolutions.com/SU/8w9q6NcK71lbTU94Rqcm7g==>
Courses Of Study -
- 6143 <https://simbli.eboardsolutions.com/SU/iI0VD1ufgBhRI2QA34bZbA==>
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- 6143 <https://simbli.eboardsolutions.com/SU/nU8I9JQNpfgxb95NLxm0Ag==>
Controversial Issues -
- 6144 <https://simbli.eboardsolutions.com/SU/irvX9aRIBPzTph8GygfK9w==>
High School Graduation Requirements -
- 6146.1 <https://simbli.eboardsolutions.com/SU/YsBxplusxf217GaPv8zxP4O1Q==>
Supplementary Instructional Materials -
- 6161.11 <https://simbli.eboardsolutions.com/SU/N99iCx8zV4YTplusQTplussall1Q==>
Damaged Or Lost Instructional Materials -
- 6161.2 <https://simbli.eboardsolutions.com/SU/pzigEGaCof7djCAI2snnsQ==>
Student Assessment -
- 6162.5 <https://simbli.eboardsolutions.com/SU/b9KIXbby9XYctijplusnXY84A==>
Use Of Copyrighted Materials -
- 6162.6 <https://simbli.eboardsolutions.com/SU/K58wRXLhiQ7HqkoPGCSxplusw==>
Use Of Copyrighted Materials -
- 6162.6 <https://simbli.eboardsolutions.com/SU/gh5CLLEvMmcAhYPOAhkfiA==>
Library Media Centers -
- 6163.1 <https://simbli.eboardsolutions.com/SU/qDNmGxisnJAKjil18JIVSw==>
Transitional Kindergarten -
- 6170.1 <https://simbli.eboardsolutions.com/SU/8JTQy7DEa01NsIshxDL3O0ktw==>
Title I Programs -
- 6171 <https://simbli.eboardsolutions.com/SU/p4BMACj6yFUh6jSJgfA2gA==>
Title I Programs -
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Education For English Learners -
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Education For English Learners -
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Evaluation Of The Instructional Program -
- 6190 <https://simbli.eboardsolutions.com/SU/okRYD9py3tHKzr20XkWFZg==>
Role Of The Board -
- 9000 <https://simbli.eboardsolutions.com/SU/8aBslshkYpCeLkOffduR9FE4g==>
Conflict Of Interest -
- 9270 <https://simbli.eboardsolutions.com/SU/plus5NkplusxIVoLslshAyTyplusjwwplus5A==>
Conflict Of Interest -
- 9270-E(1) <https://simbli.eboardsolutions.com/SU/31zam186Gfhk4oZYyhDZDQ==>
Agenda/Meeting Materials -
- 9322 <https://simbli.eboardsolutions.com/SU/UZNZ1VccJifG2tzL24yslshFw==>

Exhibit 6161.1-E(1): Selection And Evaluation Of Instructional Materials

Status: ADOPTED

Original Adopted Date: 11/01/2012 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS

Whereas, the Governing Board of *(name of school district)*, in accordance with the requirements of Education Code 60119, held a public hearing on *(date)*, *(time)*, which is on or before the eighth week of school *(date)*, *(time)* (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately at following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or other instructional materials were provided to all students, including English learners, in the *(name of school district)*, and;

Whereas, the definition of sufficient textbooks or instructional materials means that each student, including each English learner, has standards-aligned textbooks and/or instructional materials to use in class and to take home, which may include materials in a digital format as long as each student, at a minimum, has and can access the same materials in the class and at home as other students in the same class or course in the district, but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards and/or the Common Core State Standards adopted by the State Board of Education.

Finding of Sufficient Textbooks or Instructional Materials

Therefore, be it resolved, for the *(year)* school year, the *(name of school district)*, sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, at the following schools in the following subjects:

- Mathematics: (List adopted textbooks or instructional materials for this subject for each school as well as applicable state adoption cycle.)

- Science: (List adopted textbooks or instructional materials for this subject for each school as well as applicable state adoption cycle.)

- History-social science: (List adopted textbooks or instructional materials for this subject for each school as well as applicable state adoption cycle.)

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- English language arts, including the English language development component of an adopted program: (List adopted textbooks or instructional materials for this subject for each school as well as applicable state adoption cycle.)
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-

- World language: (List adopted textbooks or instructional materials for this subject for each school as well as applicable state adoption cycle.)
-
-

- Health: (List adopted textbooks or instructional materials for this subject for each school as well as applicable state adoption cycle.)
-
-
-
-

Finding of Insufficient Textbooks or Instructional Materials in One or More Subjects

Be it further resolved, for the *(year)* school year, the *(name of school district)*, insufficient standards-aligned textbooks or other instructional materials were provided to students at the following schools in the following subjects:

- Mathematics: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)
-
-

- Science: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)
-
-

- History-social science: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)
-
-

- English language arts, including the English language development component of an adopted program: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)
-
-

- World language: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- Health: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standardsaligned textbooks or other instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made.

(List actions to be taken to resolve insufficiency.)

Finding of Available Science Laboratory Equipment for Grades 9-12

Be it further resolved, laboratory science equipment was available or was not available for science laboratory courses offered in grades 9-12, inclusive, as indicated below:

- Available: (List all science laboratory courses offered in grades 9-12 for which science laboratory equipment was available.)

- Not Available: (List all science laboratory courses offered in grades 9-12 for which science laboratory equipment was not available.)

Be it further resolved, that the Superintendent or designee, on behalf of the Board, shall submit a copy of this resolution to the County Superintendent of Schools within three business days of the hearing.

PASSED AND ADOPTED THIS _____ day of _____, _____ at a meeting,

by the following vote: AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary

President

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

State References

5 CCR 9505-9530

Description

Instructional materials

Ed. Code 1240

County superintendent of schools; duties -

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

Ed. Code 18111

Exclusion of books by Governing board that are sectarian, partisan, or denominational character -

<https://simbli.eboardsolutions.com/SU/fAcJGqFGsvKfW1GDcogDzw==>

Ed. Code 220

Prohibition of discrimination -

<https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==>

Ed. Code 242

Access to information about educational laws and policies regarding right to accurate and inclusive curriculum -

<https://simbli.eboardsolutions.com/SU/qvasflzIx0uHd0XoTnf4uw==>

Ed. Code 243

Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials -

<https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==>

Ed. Code 33050-33053

General waiver authority -

<https://simbli.eboardsolutions.com/SU/Z43hmCst0gQT7SnBxRFv6g==>

Ed. Code 33126

School accountability report card -

<https://simbli.eboardsolutions.com/SU/tJs6YslshubwfwjC0ICzCplus6BA==>

Ed. Code 35272

Education and athletic materials -

<https://simbli.eboardsolutions.com/SU/slshdlplusJixcS5rzBSc5plusPkMDQ==>

Ed. Code 44805

Teacher enforcement of course of studies; use of textbooks, rules and regulations -

<https://simbli.eboardsolutions.com/SU/aspZQpXuVHqirxKV3DzJNw==>

Ed. Code 48907

Exercise of free expression; time, place and manner rules and regulations -

<https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==>

Ed. Code 48950

Speech and other communication -

<https://simbli.eboardsolutions.com/SU/Q5itwgUPloTFejGslshDadJ4g==>

Ed. Code 49415

Maximum textbook weight standards -

<https://simbli.eboardsolutions.com/SU/77u8SXug3ezCHHX5w2j5OA==>

Ed. Code 51204.5

Social sciences instruction; contributions of specified groups

<https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==>

Ed. Code 51501

Nondiscriminatory subject matter -

<https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==>

Ed. Code 51511

Religious matters properly included in courses of study -

<https://simbli.eboardsolutions.com/SU/iTw7dJByJNReEy9XCHThhg==>

Ed. Code 51933

Sexual health education and HIV prevention materials -

<https://simbli.eboardsolutions.com/SU/lzCkLi03Eyn6g8fhsFib0Q==>

Ed. Code 52060-52077

Local control and accountability plan -

<https://simbli.eboardsolutions.com/SU/kjlplusPzLslshlt7rP0BfXZYJuQ==>

Ed. Code 60000-60005

Instructional materials; legislative intent -

<https://simbli.eboardsolutions.com/SU/0UKX3BpLit7eis8ERdhYqg==>

Ed. Code 60010

Instructional materials; definition -

<https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==>

Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Ed. Code 60060-60063.5	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/K3bNwztYMnIFm5JF2yiqGQ==
Ed. Code 60070-60076	Prohibited acts regarding instructional materials - https://simbli.eboardsolutions.com/SU/3M6c2tplusjBD9idu1aBuHV7g==
Ed. Code 60110-60115	Instructional materials on alcohol and drug education - https://simbli.eboardsolutions.com/SU/66dXEkgOzWSggB2k4ThWcA==
Ed. Code 60119	Sufficiency of textbooks and instructional materials; hearing and resolution https://simbli.eboardsolutions.com/SU/wgpZKRO3ptU4Chh5FQUMmw==
Ed. Code 60150	Penalty for insufficiency of textbooks and instructional materials https://simbli.eboardsolutions.com/SU/LANplusEILU46oVV1EgNFUoWw==
Ed. Code 60200-60213	Elementary school materials - https://simbli.eboardsolutions.com/SU/5jFbFwrbBUT7yMqHe2X3Bg==
Ed. Code 60226	Requirements for publishers and manufacturers - https://simbli.eboardsolutions.com/SU/8bqvmplmM6YiYL21AdslshNdw==
Ed. Code 60400-60411	Instructional materials; high schools - https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofslshg==
Ed. Code 60510-60511	Donation or sale of obsolete instructional materials - https://simbli.eboardsolutions.com/SU/fyTF3BXoiSgWwslshDMhYgzg==
Ed. Code 60605	State-adopted content and performance standards in core curricular areas https://simbli.eboardsolutions.com/SU/XmlnLXZsBldiiUtrWbslshzJw==
Ed. Code 60605.8	Common Core standards - https://simbli.eboardsolutions.com/SU/jel7UvgqvvmrQYufjIF7mQ==
H&S Code 11032	Narcotics, restricted dangerous drugs, and marijuana; definitions

Management Resources References	Description
California Department of Education Publication	Instructional Materials, FAQ - https://simbli.eboardsolutions.com/SU/6g5DV5psnbEiqKAP9oXYzg==
California Department of Education Publication	Standards for Evaluating Instructional Materials for Social Content, 2013 - https://simbli.eboardsolutions.com/SU/PXAMC00s1hli78ftFNM1JQ==
California Department of Education Publication	Guidelines for Piloting Textbooks and Instructional Materials, Policy # 01-05, rev. January 2015 CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==
Website	Association of American Publishers - https://simbli.eboardsolutions.com/SU/OLNs7BgkkFncOfTaR9NYzA==
Website	California Academic Content Standards Commission, Common Core State Standards - https://simbli.eboardsolutions.com/SU/kUpiEw45kJuY7UkiWSDzSA==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==
Website	California Department of Education - https://simbli.eboardsolutions.com/SU/os2iq5DcA2RawmY2VZ5FZQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References**Description**

0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/UILsVqPZvBpSMYEMSSpQ==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/UgFujovyjeytxx680splusvvg==
0415	Equity - https://simbli.eboardsolutions.com/SU/ZGZh17ATfHJBQ13Jplus7cw==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/c3TEEZEDFLVMDh05wI0TCQ==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/xvf0pluskxWXJhSWUIB3QBmHA==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/PbLTuOplus1cucax34urDgEfw==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7wRcaQ9gjBXC0uqWB54wfA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/WXKjOn8KOplusMpLzpTd3ujpQ==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/jnWwqS1U4L2n7m4X6Vslshh2A==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/u4dt8AGRZs5bpniHvZe5Cw==
1312.2-E(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/cc8bqGHylpAqCjuplusMx4Zzg==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/hDRtFsIshga5Gr8pNr9UsKuNA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/6xy2cJsuplusYAi4etObMmYiQ==
1312.3-E(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/vicclxcmyjgqK8RRHm2Nkg==
1312.3-E(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/xVUTW3cplusaalR0zsW6DCG1w==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/rBplus3D6WxR0hqbYtIgGcjxQ==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/hyX2pWnV101vhi5cEa6vZQ==
1312.4-E(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/mbgpluskCGfXplusOJoAMJRfkWcw==
1325	Advertising And Promotion - https://simbli.eboardsolutions.com/SU/SQgJeduaBaxuZkvFLwRkcQ==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/oaDWMGy525pMUx0slshqqYj8g==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/3slshDCRNxDsXfzxD7fplwslshtg==
1700	Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/bj3fslsh3cl7eKslshyWTi7plusHVkQ==
3220.1	Lottery Funds - https://simbli.eboardsolutions.com/SU/tNTxuxbq4YZJksxnMer9Tg==
	Sale And Disposal Of Books, Equipment And Supplies -

- 3270 <https://simbli.eboardsolutions.com/SU/4xVQspytceRtGBj5E9mJGQ==>
Sale And Disposal Of Books, Equipment And Supplies -
- 3270 <https://simbli.eboardsolutions.com/SU/CPwhCGZXgC6KkTGvmlgLw==>
Gifts, Grants And Bequests -
- 3290 <https://simbli.eboardsolutions.com/SU/v0uP5OYKyNQGAvaslshoK4zOw==>
- 3311 Bids - <https://simbli.eboardsolutions.com/SU/8Hf0EW5lt9ybr6GdGPvuMg==>
- 3311 Bids - <https://simbli.eboardsolutions.com/SU/kSmQOh7sW9PDb8PSD17ycQ==>
Nonschool Employment -
- 4136 <https://simbli.eboardsolutions.com/SU/kG34JHzI7hlemKdooJNm9g==>
Negotiations/Consultation -
- 4143 <https://simbli.eboardsolutions.com/SU/plusQw524YQnq7oFZ8zRrV6Pg==>
Nonschool Employment -
- 4236 <https://simbli.eboardsolutions.com/SU/2EYq4TWTxHfIKGniO4gkGA==>
Negotiations/Consultation -
- 4243 <https://simbli.eboardsolutions.com/SU/rymBvD6zXpDjldwBE51jfg==>
Staff Development -
- 4331 <https://simbli.eboardsolutions.com/SU/3BIIBFE9slshf2AlnllsFw7ag==>
Nonschool Employment -
- 4336 <https://simbli.eboardsolutions.com/SU/qK9cCPXhorJH0YcplusuQVXhQ==>
Parent Rights And Responsibilities -
- 5020 <https://simbli.eboardsolutions.com/SU/slshzYh5WprycgUzw9TSVm9Eg==>
Parent Rights And Responsibilities -
- 5020 <https://simbli.eboardsolutions.com/SU/cj7plusOU0kdEV4mqyejaSgUg==>
Nondiscrimination/Harassment -
- 5145.3 <https://simbli.eboardsolutions.com/SU/BFjYVwdJqmkOY4slshgtvBZGQ==>
Nondiscrimination/Harassment -
- 5145.3 <https://simbli.eboardsolutions.com/SU/UpaUizGK85fw9ORBYgC0PA==>
Concepts And Roles -
- 6000 <https://simbli.eboardsolutions.com/SU/qvPcqbSrShZR2J5Nk8zHSg==>
Academic Standards -
- 6011 <https://simbli.eboardsolutions.com/SU/Tplusl1ybplusF7QGkEsIshLEej7PvA==>
Parent Involvement -
- 6020 <https://simbli.eboardsolutions.com/SU/8BBILRHFPN4Ze3IDgijtIg==>
Parent Involvement -
- 6020 <https://simbli.eboardsolutions.com/SU/Q0ib1gK3KHGsHNlpTjqI8A==>
Curriculum Development And Evaluation -
- 6141 <https://simbli.eboardsolutions.com/SU/LdZqQ8PdBm96KAMTQJmplusqA==>
Curriculum Development And Evaluation -
- 6141 <https://simbli.eboardsolutions.com/SU/sJjsFNaej0ooUN9G7aplusvrw==>
World Language Instruction -
- 6142.2 <https://simbli.eboardsolutions.com/SU/yOy1VgTRDryIKVQwgWHZvA==>
World Language Instruction -
- 6142.2 <https://simbli.eboardsolutions.com/SU/NxgimHGBISlc2sEYo2DaMQ==>
Visual And Performing Arts Education -
- 6142.6 <https://simbli.eboardsolutions.com/SU/KYKuDXTaUanplusmRSoSBmoNg==>
Comprehensive Health Education -
- 6142.8 <https://simbli.eboardsolutions.com/SU/OHRUYiblrjQChfUcTrUAQ==>

- Comprehensive Health Education -**
6142.8 <https://simbli.eboardsolutions.com/SU/EVzplusAHHTP3CiRZFIOkwIhQ==>
- Reading/Language Arts Instruction -**
6142.91 <https://simbli.eboardsolutions.com/SU/ONplusEAnsIshTzPen8m41ZrigplusQ==>
- Mathematics Instruction -**
6142.92 <https://simbli.eboardsolutions.com/SU/FTMquy4qCooO0o5vPBAIDA==>
- Science Instruction -**
6142.93 <https://simbli.eboardsolutions.com/SU/TOhfkNbplussplusFXRgAIBNXiw==>
- History-Social Science Instruction -**
6142.94 <https://simbli.eboardsolutions.com/SU/8w9q6NcK71IbTU94Rqcm7g==>
- Courses Of Study -**
6143 <https://simbli.eboardsolutions.com/SU/iI0VD1ufgBhRI2QA34bZbA==>
- Courses Of Study -**
6143 <https://simbli.eboardsolutions.com/SU/nU8I9JQNpfgxb95NLxm0Ag==>
- Controversial Issues -**
6144 <https://simbli.eboardsolutions.com/SU/irvX9aRIBPzTph8GygfK9w==>
- High School Graduation Requirements -**
6146.1 <https://simbli.eboardsolutions.com/SU/YsBxplusxf217GaPv8zxP4O1Q==>
- Supplementary Instructional Materials -**
6161.11 <https://simbli.eboardsolutions.com/SU/N99iCx8zV4YTplusQTplussall1Q==>
- Damaged Or Lost Instructional Materials -**
6161.2 <https://simbli.eboardsolutions.com/SU/pzjgEGaCof7djCAI2snnsQ==>
- Student Assessment -**
6162.5 <https://simbli.eboardsolutions.com/SU/b9KIXbby9XYctijplusnXY84A==>
- Use Of Copyrighted Materials -**
6162.6 <https://simbli.eboardsolutions.com/SU/K58wRXLhiQ7HqkoPGCSxplusw==>
- Use Of Copyrighted Materials -**
6162.6 <https://simbli.eboardsolutions.com/SU/gh5CLLEvMmcAhYPOAhkfiA==>
- Library Media Centers -**
6163.1 <https://simbli.eboardsolutions.com/SU/qDNmGxisnJAKjil18JIVSw==>
- Transitional Kindergarten -**
6170.1 <https://simbli.eboardsolutions.com/SU/8JTQy7DEa01NsIshxDL3O0ktw==>
- Title I Programs -**
6171 <https://simbli.eboardsolutions.com/SU/p4BMACj6yFUH6jSJgfA2gA==>
- Title I Programs -**
6171 <https://simbli.eboardsolutions.com/SU/Dbh9ejHszdfmzm1699QEEQ==>
- Education For English Learners -**
6174 <https://simbli.eboardsolutions.com/SU/QvYBDv5g7Jy72aIVMTz12g==>
- Education For English Learners -**
6174 <https://simbli.eboardsolutions.com/SU/82RXSw2plusDvkWiz1w2DqfLg==>
- Evaluation Of The Instructional Program -**
6190 <https://simbli.eboardsolutions.com/SU/okRYD9py3tHKzr20XkWFZg==>
- Role Of The Board -**
9000 <https://simbli.eboardsolutions.com/SU/8aBslshkYpCeLkOFduR9FE4g==>
- Conflict Of Interest -**
9270 <https://simbli.eboardsolutions.com/SU/plus5NkplusxIVoLslshAyTyplusjwwplus5A==>
- Conflict Of Interest -**
9270-E(1) <https://simbli.eboardsolutions.com/SU/31zam186Gfhk4oZYyhDZDQ==>

Agenda/Meeting Materials -

9322 <https://simbli.eboardsolutions.com/SU/UZNZ1VccJifG2tzL24yslshFw==>

Policy 6161.11: Supplementary Instructional Materials

Status: ADOPTED

Original Adopted Date: 12/01/1990 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

The Governing Board encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with district goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources.

Supplementary instructional materials include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

1. To provide more complete coverage of one or more subjects included in a given course
2. To meet the various learning ability levels of students in a given age group or grade level
3. To meet the diverse educational needs of students with a language disability in a given age group or grade level
4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism
5. To use current, relevant technology that further engages interactive learning in the classroom and beyond

Supplementary instructional materials may be selected by the Superintendent or designee, school administrators, or teachers, as applicable, and obtained through donations to the district and/or available funding sources designated for these purposes.

The use of any supplemental instructional material shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044.
(Education Code 243)

As appropriate, supplementary instructional materials shall meet the criteria developed for the selection and evaluation of basic instructional materials as described in AR 6161.1 - Selection and Evaluation of Instructional Materials.

Supplementary instructional materials shall be directly related to the course of study in which they are being used and shall be appropriate for the age and maturity level of the students.

The use or reproduction of supplementary instructional materials shall be in accordance with federal copyright law.

Appropriateness of Materials

Whenever a district employee proposes to use a supplementary resource which is not included in the approved learning resources of the district, the employee shall preview the material to determine whether, in the employee's professional judgment, it is appropriate for the grade level taught and is consistent with district criteria for the selection of supplementary instructional materials.

The employee shall confer with the Superintendent or designee as necessary to determine the compliance of the material with district criteria. The primary considerations should be the educational value, factual accuracy, appropriateness, including whether the material contains pervasive vulgarity or profanity, and relevance of the materials, as well as the ages and maturity of the students.

The Superintendent or designee may provide training to administrators and teachers in the selection and evaluation of supplementary instructional materials, including the criteria to be utilized and applicable legal considerations.

Complaints

Complaints concerning supplemental instructional materials shall be handled in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials and Board Policy 1312.3 - Uniform Complaint Procedures, as applicable.

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

State References	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 18111	Exclusion of books by the Governing board that are sectarian, partisan, or denominational character - https://simbli.eboardsolutions.com/SU/fAcJGqFGsvKfW1GDcogDzw==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 233.5	Teaching of principles - https://simbli.eboardsolutions.com/SU/XB7plusegaKAKfLTBOz9NQjvg==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzlx0uHd0XoTnf4uw==
Ed. Code 243	Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials - https://simbli.eboardsolutions.com/SU/1BiVCh1vc8qbgObiAPSFnw==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPloTFejGslshDadJ4g==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Emtw==
Ed. Code 51510	Prohibited study or supplemental materials - https://simbli.eboardsolutions.com/SU/XrUt9CSk2qGR71x0wHqrqg==
Ed. Code 51511	Religious matters properly included in courses of study - https://simbli.eboardsolutions.com/SU/iTw7dJBjJNReEy9XCHThhg==
Ed. Code 51933	Sexual health education and HIV prevention materials - https://simbli.eboardsolutions.com/SU/lzCkLi03Eyn6g8fhsFib0Q==
Ed. Code 60000-60005	Instructional materials; legislative intent - https://simbli.eboardsolutions.com/SU/0UKX3BpLit7eis8ERdhYgg==
Ed. Code 60010	Instructional materials; definition - https://simbli.eboardsolutions.com/SU/GjXRejOBcJgfje5LOpBxYg==

Ed. Code 60040-60052	<p>Requirements for instructional materials -</p> <p>https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==</p>
Ed. Code 60060-60063.5	<p>Requirements for publishers and manufacturers -</p> <p>https://simbli.eboardsolutions.com/SU/K3bNwztYMnIFm5IF2yiqGQ==</p>
Ed. Code 60200-60213	<p>Elementary school materials -</p> <p>https://simbli.eboardsolutions.com/SU/5jFbFwrbBUT7yMqHe2X3Bg==</p>
Ed. Code 60226	<p>Requirements for publishers and manufacturers -</p> <p>https://simbli.eboardsolutions.com/SU/8bqvmpLmM6YiYL21AdslshNdw==</p>
Ed. Code 60400-60411	<p>Instructional materials; high schools -</p> <p>https://simbli.eboardsolutions.com/SU/0SOZiU7DE6w54kslshsplusKofslshg==</p>
Ed. Code 60605	<p>State-adopted content and performance standards in core curricular areas -</p> <p>https://simbli.eboardsolutions.com/SU/XmlnLXZsBldiiUtrWbslshzJw==</p>
Ed. Code 60605.8	<p>Common Core standards -</p> <p>https://simbli.eboardsolutions.com/SU/jeL7UvgqvvmrQYufjIF7mQ==</p>
Ed. Code 60811.3	<p>English language development standards</p>

Management Resources References	Description
	Standards for Evaluating Instructional Materials for Social Content, 2013 -
California Department of Education Publication	https://simbli.eboardsolutions.com/SU/PXAMC00s1hli78ftFNM1JQ==
Court Decision	Fowler v. Board of Education of Lincoln County (1987) 819 F.2d 657 Court Decision McCarthy v. Fletcher (1989) 207 Cal. App. 3d 130
	CSBA District and County Office of Education Legal Services -
Website	https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==
	Department of Justice -
Website	https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
	U.S. Department of Education, Office for Civil Rights -
Website	https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==
	California Department of Education -
Website	https://simbli.eboardsolutions.com/SU/os2iq5DcA2RawmY2VZ5FZQ==
	CSBA -
Website	https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	Description
0000	Vision - https://simbli.eboardsolutions.com/SU/KljZfslsh88rWzvIh7AJ98iog==
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/9j90oJApXGvO9isl1lyD8g==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/UgFujovyjeytxx680splusvxxg==
1260	Educational Foundation - https://simbli.eboardsolutions.com/SU/gslshplusY8fjfyjslshYAA4NaTsJbQ==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/jnWwqS1U4L2n7m4X6Vslshh2A==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/u4dt8AGRZs5bpniHvZe5CW==
1312.2-E(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/cc8bqGHylpAqCjuplusMx4Zzg==

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1312.3 <https://simbli.eboardsolutions.com/SU/hDRtFslshga5Gr8pNr9UsKuNA==>
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- Williams Uniform Complaint Procedures -**
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- Advertising And Promotion -**
1325 <https://simbli.eboardsolutions.com/SU/SQJeduaBaxuZkvFLwRkcQ==>
- Sale And Disposal Of Books, Equipment And Supplies -**
3270 <https://simbli.eboardsolutions.com/SU/4xVQspytceRtGBj5E9mJGQ==>
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3270 <https://simbli.eboardsolutions.com/SU/CPwhCGZXgC6KkTGvmlgLw==>
- Gifts, Grants And Bequests -**
3290 <https://simbli.eboardsolutions.com/SU/v0uP5OYKyNQGAvaslshoK4zOw==>
3311 Bids - <https://simbli.eboardsolutions.com/SU/8Hf0EW5lt9ybr6GdGPvuMg==>
- Bids -**
3311 <https://simbli.eboardsolutions.com/SU/k5mQOh7sW9PDb8PSD17ycQ==>
- Publication Or Creation Of Materials -**
4132 <https://simbli.eboardsolutions.com/SU/A6lhj3LSheVqArWU9OaXjA==>
- Publication Or Creation Of Materials -**
4232 <https://simbli.eboardsolutions.com/SU/sOOi3RNQ8O2UrE6Qdbsubg==>
- Publication Or Creation Of Materials -**
4332 <https://simbli.eboardsolutions.com/SU/GlslshGwQt15nlsUrEfg1bgaA==>
- Nondiscrimination/Harassment -**
5145.3 <https://simbli.eboardsolutions.com/SU/BFjYVwdJqmkQY4slshgtvBZGQ==>
- Nondiscrimination/Harassment -**
5145.3 <https://simbli.eboardsolutions.com/SU/UpaUizGK85fw9ORBYgCOPA==>
- Concepts And Roles -**
6000 <https://simbli.eboardsolutions.com/SU/qvPcqbSrShZR2J5Nk8zHSg==>
- Academic Standards -**
6011 <https://simbli.eboardsolutions.com/SU/Tplusl1ybplusF7QGkEslshLEej7PvA==>
- Curriculum Development And Evaluation -**
6141 <https://simbli.eboardsolutions.com/SU/LdZqO8Pd8m96KAMTQJmplusqA==>
- Curriculum Development And Evaluation -**
6141 <https://simbli.eboardsolutions.com/SU/sJjsFNaej0ooUN9G7aplusvrw==>
- Recognition Of Religious Beliefs And Customs -**
6141.2 <https://simbli.eboardsolutions.com/SU/xmiffKplus2Rlp4T2IYM0eqUQ==>
- Recognition Of Religious Beliefs And Customs -**
6141.2 <https://simbli.eboardsolutions.com/SU/XSgOkVwslsh6n1VgSVdoheJvg==>
- Sexual Health And HIV/AIDS Prevention Instruction -**

- 6142.1 <https://simbli.eboardsolutions.com/SU/i3XomFLE8x7UPBmv115kHA==>
Sexual Health And HIV/AIDS Prevention Instruction -
 6142.1 <https://simbli.eboardsolutions.com/SU/FfslshxXARVXI43WIWI13HCQ==>
World Language Instruction -
 6142.2 <https://simbli.eboardsolutions.com/SU/yOy1VgTRDrylKVQwgWHZvA==>
World Language Instruction -
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Visual And Performing Arts Education -
 6142.6 <https://simbli.eboardsolutions.com/SU/KYKuDxTaUanplusmRS0SBmoNg==>
Reading/Language Arts Instruction -
 6142.91 <https://simbli.eboardsolutions.com/SU/ONplusEAnsIshTzPen8m41ZrigplusQ==>
Mathematics Instruction -
 6142.92 <https://simbli.eboardsolutions.com/SU/fTMquy4qCoo00o5vPBAIDA==>
Science Instruction -
 6142.93 <https://simbli.eboardsolutions.com/SU/TOhfkcNbplussplusFXRgAIBNXiw==>
History-Social Science Instruction -
 6142.94 <https://simbli.eboardsolutions.com/SU/8w9q6NcK71lbTU94Rqcm7g==> **Courses Of Study -**
 6143 <https://simbli.eboardsolutions.com/SU/il0VD1ufgBhRI2QA34bZbA==>
Courses Of Study -
 6143 <https://simbli.eboardsolutions.com/SU/nU8I9JQNpfgxb95NLxm0Ag==>
Controversial Issues -
 6144 <https://simbli.eboardsolutions.com/SU/irvX9aRIBPzTph8GygfK9w==>
Selection And Evaluation Of Instructional Materials -
 6161.1 <https://simbli.eboardsolutions.com/SU/JHqPQilZ5q5cUDGR0jx9sIshA==>
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 6161.1 <https://simbli.eboardsolutions.com/SU/RLXU3fzRV2Ht3T6GH7BQsw==>
Selection And Evaluation Of Instructional Materials -
 6161.1-E(1) <https://simbli.eboardsolutions.com/SU/lplusFG9UqhKo1ulzhX3FE9LA==>
Use Of Copyrighted Materials -
 6162.6 <https://simbli.eboardsolutions.com/SU/K58wRXLhiQ7HqkoPGCSxplusw==>
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Library Media Centers -
 6163.1 <https://simbli.eboardsolutions.com/SU/qDNmGxisnJAKjil18JIVSw==>
Education For English Learners -
 6174 <https://simbli.eboardsolutions.com/SU/QvYBDv5g7Jy72aIVMTz12g==>
Education For English Learners -
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Policy 6163.1: Library Media Centers

Status: ADOPTED

Original Adopted Date: 03/01/2011 | Last Revised Date: 10/01/2023 | Last Reviewed Date: 10/01/2023

The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can inspire a love of reading, stimulate thought, the exploration of ideas and intellectual exchanges, and contribute to the academic achievement of all students. The Board desires that school libraries be stocked with up-to-date books, reference materials, and electronic resources that promote literacy, support academic standards, contain a broad spectrum of knowledge and viewpoints, accurately reflect and value society's diversity, and prepare students to become lifelong learners.

The Superintendent or designee may, in consultation with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate, develop and regularly update a plan for school libraries that describes the district's goals for school libraries and the distribution of funds to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, the development and maintenance of classroom libraries, prevention of loss or damage of library materials, prioritization of needs, and other related matters. The Superintendent or designee shall ensure that the library plan is aligned with the district's local control and accountability plan and other district and school plans.

Staffing

To staff school libraries, the district may employ one or more teacher librarians who possess appropriate credentials issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868; 5 CCR 80024.6, 80053)

The Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential: (5 CCR 80053, 80053.1)

1. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship
2. Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers
3. Select materials for school and district libraries
4. Develop and deliver staff development programs for school library services
5. Coordinate or supervise library programs at the school or district level
6. Plan and conduct a course of instruction for students who assist in the operation of school libraries
7. Supervise classified personnel assigned school library duties
8. Develop procedures for and management of the school and district libraries

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

Hours of Operation

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and Saturdays. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103)

Selection and Evaluation of School Library Materials

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive and/or language needs.

Library materials shall be selected and evaluated through a process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

The use of any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Library materials shall be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed.

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

Complaints regarding the appropriateness of library materials shall be addressed in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials and Board Policy 1312.3 - Uniform Complaint Procedures, as applicable.

Fees

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

OPTION 1: (No late fees)

Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed for the late return of materials.

OPTION 1 ENDS HERE

OPTION 2: (Late fees charged)

To encourage students to return materials in a timely manner, a nominal fee shall be charged for the late return of materials.

OPTION 2 ENDS HERE

Library Instruction

Teacher librarians and/or classroom teachers shall provide library instruction to support the development of students' information literacy skills. Such instruction shall be aligned with the state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Teacher librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

Program Evaluation

The Superintendent or designee shall annually assess and report to the Board regarding the condition and use of school libraries. The assessment shall evaluate, at a minimum:

1. Access of students and staff to school libraries during school hours and, as appropriate, access outside the school day
2. The process and frequency by which students are allowed to check out library materials
3. Staffing levels, qualifications, and number of hours worked
4. The quality of the collection at each library, including, but not limited to, the total number of books in the collection, number of books per student, types of materials (fiction, non-fiction, newspapers, magazines, encyclopedias, materials in other languages, and reference materials), alignment with curriculum, provision of a broad spectrum of knowledge and viewpoints, amount expended during the year for the purchase of new resources, and the number of resources discarded and added during the year
5. Any special programs offered at the school to encourage reading and/or library use
6. The adequacy of the facility space and equipment designated for the school library
7. The source(s) and adequacy of funding for school libraries
8. Knowledge by principals, teachers, and library personnel of the process to follow when a library material(s) is challenged

The district shall, on or before August 31 each year, report to the California Department of Education on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

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

State References	Description
5 CCR 16040-16043	School libraries
5 CCR 80023-80023.2	Emergency permits; general requirements
5 CCR 80024.6	Emergency teacher librarian services permit
5 CCR 80026-80026.6	Emergency permits; Declaration of Need
5 CCR 80053-80053.1	Teacher librarian services credential
	Coordination of district library services by county superintendent
Ed. Code 1703	https://simbli.eboardsolutions.com/SU/gqFAuVm0McLwcD6Kjplus6c6g== Provision of library services by county superintendent -
Ed. Code 1770-1775	https://simbli.eboardsolutions.com/SU/poJMiGj2X7503XbrxaEeeg== School libraries -
Ed. Code 18100-18203	https://simbli.eboardsolutions.com/SU/gEKFVCshY2uysLTMWE06ug== Union high school district/unified school district library district -
Ed. Code 18300-18571	https://simbli.eboardsolutions.com/SU/gqzBaNIEZd2AhLH3fcM5nQ== Reading Initiative Program; recommended books -
Ed. Code 19335-19336	https://simbli.eboardsolutions.com/SU/2gs8mplusJvKJDysplus52tPsdnQ== Prohibition of discrimination -
Ed. Code 220	https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCypYu9MBA== Access to information about educational laws and policies regarding right to accurate and inclusive curriculum -
Ed. Code 242	https://simbli.eboardsolutions.com/SU/qvasflzlx0uHd0XoTnf4uw== Volunteer aides -
Ed. Code 35021	https://simbli.eboardsolutions.com/SU/phHEuKyz5zHWFslshD0UPLofg== Qualifications and employment of library media teachers -
Ed. Code 44868-44869	https://simbli.eboardsolutions.com/SU/ExuslshqmeslshmrL9IPMkfplus3Kbw== Instructional aides -
Ed. Code 45340-45349	https://simbli.eboardsolutions.com/SU/ZewEnmUlwNuv3WapgPmX5Q== Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48907	https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ== Speech and other communication -
Ed. Code 48950	https://simbli.eboardsolutions.com/SU/Q5itwgUPloTFejGslshDadJ4g== Social sciences instruction; contributions of specified groups
Ed. Code 51204.5	https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg== Nondiscriminatory subject matter -
Ed. Code 51501	https://simbli.eboardsolutions.com/SU/txGfKL89VkvW7IFg8Emtw== Requirements for instructional materials -
Ed. Code 60040-60052	https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==
Management Resources References	Description
California Department of Education Publication	Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012 - https://simbli.eboardsolutions.com/SU/RFRprwIPw1XebcpuCdetBA==

California Department of Education Publication	Looking at the School Library: An Evaluation Tool, 2003
California Department of Education Publication	Model School Library Standards for California Public Schools: K - 12, 2010 https://simbli.eboardsolutions.com/SU/GrblQxblihyCEKVSabT2A==
California Department of Education Publication	Recommended Literature: Kindergarten Through Grade Twelve
California School Library Association Publication	Standards and Guidelines for Strong School Libraries, 2004
Website	CSBA District and County Office of Education Legal Services https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	American Association of School Libraries - https://simbli.eboardsolutions.com/SU/fcbluXyJ1dU1kIZBCaJ3SA==
Website	California Department of Education, School Libraries - https://simbli.eboardsolutions.com/SU/8trDslshQrplusqxjKOfgWAjUCbQ==
Website	California School Library Association - https://simbli.eboardsolutions.com/SU/9FsuFcveK90e6rKzsEEW6A==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	California Department of Education, Curriculum and Instruction Resources https://simbli.eboardsolutions.com/SU/rse1wvWcofD1nr0Z7Xplus7vw==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==

Cross References

Description

	Goals For The School District -
0200	https://simbli.eboardsolutions.com/SU/9j90oJApXGvO9isl1lyD8g==
	Comprehensive Plans -
0400	https://simbli.eboardsolutions.com/SU/UllsVqPZvBpSMYEMsSpqQ==
	Nondiscrimination In District Programs And Activities -
0410	https://simbli.eboardsolutions.com/SU/UgFujovyjeytxx680splusvvg==
	School Plans/Site Councils -
0420	https://simbli.eboardsolutions.com/SU/sblVsLKslsh5w2LSplusZQekYNgQ==
	School Plans/Site Councils -
0420	https://simbli.eboardsolutions.com/SU/U9OQXvYz5b4Tplusjru34pnqw==
	District Technology Plan -
0440	https://simbli.eboardsolutions.com/SU/c3TEEZEDFLVMDh05wIOTCQ==
	District Technology Plan -
0440	https://simbli.eboardsolutions.com/SU/xvf0pluskxWXJhSWUIB3QBmhA==
	Local Control And Accountability Plan -
0460	https://simbli.eboardsolutions.com/SU/veDrWch4MmETypmNplusWpl4A==
	Local Control And Accountability Plan -
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	Volunteer Assistance -
1240	https://simbli.eboardsolutions.com/SU/c3bzU5HxDAULaslshm6slshY5CfG==
	Volunteer Assistance -
1240	https://simbli.eboardsolutions.com/SU/ROv5x6plusDgBotyKnO8gWH3A==
	Educational Foundation -
1260	https://simbli.eboardsolutions.com/SU/gslshplusY8fjYjslshYAA4NaTsJbQ==
	Complaints Concerning Instructional Materials -
1312.2	https://simbli.eboardsolutions.com/SU/jnWwqS1U4L2n7m4X6Vslshh2A==

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1312.2-E(1) <https://simbli.eboardsolutions.com/SU/cc8bqGHylpAqCjuplusMx4Zzg==>
- Uniform Complaint Procedures -**
1312.3 <https://simbli.eboardsolutions.com/SU/hDRtFslshga5Gr8pNr9UsKuNA==>
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- Williams Uniform Complaint Procedures -**
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- Williams Uniform Complaint Procedures -**
1312.4-E(2) <https://simbli.eboardsolutions.com/SU/mbgpluskCGfXplusOJoAMJRfkWcw==>
- Joint Use Agreements -**
1330.1 <https://simbli.eboardsolutions.com/SU/ICknfKG9C2OPUHECZeBFuw==>
- Access To District Records -**
1340 <https://simbli.eboardsolutions.com/SU/oaDWMGy525pMUx0slshqqYj8g==>
- Access To District Records -**
1340 <https://simbli.eboardsolutions.com/SU/3slshDCRNxDsXfzxD7fplwslshtg==>
- Fees And Charges -**
3260 <https://simbli.eboardsolutions.com/SU/LQXLI6xDhZNdYY6QxTclJw==>
- Fees And Charges -**
3260 <https://simbli.eboardsolutions.com/SU/8Q8jlqxlo00V6T6aNXVplus3A==>
- Sale And Disposal Of Books, Equipment And Supplies -**
3270 <https://simbli.eboardsolutions.com/SU/4xVQsptytceRtGBj5E9mJGQ==>
- Sale And Disposal Of Books, Equipment And Supplies -**
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- Bids -**
3311 <https://simbli.eboardsolutions.com/SU/8Hf0EW5lt9ybr6GdGPvuMg==>
- Bids -**
3311 <https://simbli.eboardsolutions.com/SU/kSmQOh7sW9PD8PSD17ycQ==>
- Certification -**
4112.2 <https://simbli.eboardsolutions.com/SU/m4xfmCLKtzKdslsh9J312fwkQ==>
- Certification -**
4112.2 <https://simbli.eboardsolutions.com/SU/IPISslshfSt0bbNvlqGhNyLYQ==>
- Assignment -**
4113 <https://simbli.eboardsolutions.com/SU/BhXFYknfTIZslshK6TX1rcPNw==>
- Assignment -**
4113 <https://simbli.eboardsolutions.com/SU/BHJLvt0UWpluspJ20aXCvNAPQ==>
- Staff Development -**
4131 <https://simbli.eboardsolutions.com/SU/IYMIYPYXEiEMhaRz6slshWJQ==>
- Publication Or Creation Of Materials -**

- 4132 <https://simbli.eboardsolutions.com/SU/A6lhj3LSheVqArWU9OaXjA==>
Teacher Aides/Paraprofessionals -
- 4222 <https://simbli.eboardsolutions.com/SU/711NKzpluscCSc9QZsJCydyEA==>
Teacher Aides/Paraprofessionals -
- 4222 <https://simbli.eboardsolutions.com/SU/jKXUUGTR98mNmDdapRslshHplusw==>
Staff Development -
- 4231 <https://simbli.eboardsolutions.com/SU/FAuFrJnlbcVy3kgsTslshNU6g==>
Publication Or Creation Of Materials -
- 4232 <https://simbli.eboardsolutions.com/SU/sOOi3RNQ8O2UrE6Qdbsubg==>
Staff Development -
- 4331 <https://simbli.eboardsolutions.com/SU/3BIIbFE9slshf2AInllsFw7ag==>
Publication Or Creation Of Materials -
- 4332 <https://simbli.eboardsolutions.com/SU/GislshGwQt15nlsUrEfg1bgaA==>
Withholding Grades, Diploma Or Transcripts -
- 5125.2 <https://simbli.eboardsolutions.com/SU/NJ9Z2gAgJ2ETo56oMd09lg==>
Nondiscrimination/Harassment -
- 5145.3 <https://simbli.eboardsolutions.com/SU/BFjYVwdJqmkQY4slshgtvBZGQ==>
Nondiscrimination/Harassment -
- 5145.3 <https://simbli.eboardsolutions.com/SU/UpaUizGK85fw9ORBYgC0PA==>
Academic Standards -
- 6011 <https://simbli.eboardsolutions.com/SU/Tplusl1yplusF7QGkEsLshLEej7PvA==>
Curriculum Development And Evaluation -
- 6141 <https://simbli.eboardsolutions.com/SU/LdZqO8PdBm96KAMTQJmplusgA==>
Curriculum Development And Evaluation -
- 6141 <https://simbli.eboardsolutions.com/SU/sJjsFNaej0ooUN9G7aplusvrw==>
World Language Instruction -
- 6142.2 <https://simbli.eboardsolutions.com/SU/yOy1VgTRDrylKVQwgWHZvA==>
World Language Instruction -
- 6142.2 <https://simbli.eboardsolutions.com/SU/NxgimHGBISlc2sEYo2DaMQ==>
Visual And Performing Arts Education -
- 6142.6 <https://simbli.eboardsolutions.com/SU/KYKuDxTaUanplusmRSoSBmoNg==>
Reading/Language Arts Instruction -
- 6142.91 <https://simbli.eboardsolutions.com/SU/ONplusEAnsLshTzPen8m41ZrigplusQ==>
Mathematics Instruction -
- 6142.92 <https://simbli.eboardsolutions.com/SU/ftMquy4qCooO0o5vPBAIDA==>
History-Social Science Instruction -
- 6142.94 <https://simbli.eboardsolutions.com/SU/8w9q6NcK71lbTU94Rqcm7g==>
Courses Of Study -
- 6143 <https://simbli.eboardsolutions.com/SU/iI0VD1ufgBhRI2QA34bZbA==>
Courses Of Study -
- 6143 <https://simbli.eboardsolutions.com/SU/nU8I9JQNpfgxb95NLxm0Ag==>
Controversial Issues -
- 6144 <https://simbli.eboardsolutions.com/SU/irvX9aRIBPzTph8GygfK9w==>
Homework/Makeup Work -
- 6154 <https://simbli.eboardsolutions.com/SU/H7cKmjltNpagWtMLgVRK7A==>
Selection And Evaluation Of Instructional Materials -
- 6161.1 <https://simbli.eboardsolutions.com/SU/JHqPQiIz5q5cUDGR0jx9slshA==>

Selection And Evaluation Of Instructional Materials -

6161.1 <https://simbli.eboardsolutions.com/SU/RLXU3fzRV2Ht3T6GH7BQsw==>

Selection And Evaluation Of Instructional Materials -

6161.1-E(1) <https://simbli.eboardsolutions.com/SU/lplusFG9UqhKo1ulzhX3FE9LA==>

Supplementary Instructional Materials -

6161.11 <https://simbli.eboardsolutions.com/SU/N99iCx8zV4YTplusQTplussall1Q==>

Damaged Or Lost Instructional Materials -

6161.2 <https://simbli.eboardsolutions.com/SU/pzigEGaCof7djCAI2snnsQ==>

Use Of Copyrighted Materials -

6162.6 <https://simbli.eboardsolutions.com/SU/K58wRXLhiQ7HqkoPGCSxplusw==>

Use Of Copyrighted Materials -

6162.6 <https://simbli.eboardsolutions.com/SU/gh5CLLEvMmcAhYPOAhkfIA==>

Student Use Of Technology -

6163.4 <https://simbli.eboardsolutions.com/SU/JYZqEAGgHSQ8NKf76jFTkw==>

Student Use Of Technology -

6163.4-E(1) <https://simbli.eboardsolutions.com/SU/xL8Kskyraw6PieC8rplusJpYg==>

Facilities Master Plan -

7110 <https://simbli.eboardsolutions.com/SU/CTyHH1bl8WMYv7LT883UOw==>



October 10, 2023

To the Governing Board
Happy Valley Elementary School District
3125 Branciforte Dr
Santa Cruz, CA 95065

We are pleased to confirm our understanding of the services we are to provide Happy Valley Elementary School District (the "District") for the years ended June 30, 2024 through June 30, 2026

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosure, which collectively comprise the basic financial statements, of the District as of and for the years ended June 30, 2024 through June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules - General Fund.
- 3) Schedule of the District's Proportionate Share of Net Pension Liability.
- 4) Schedule of Changes in the Net OPEB Liability and Related Ratios.
- 5) Schedule of Contributions - Pension and OPEB.

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Combining Balance Sheet, and Statement of Revenues, Expenditures, and Changes in Fund Balances.
- 2) Supplementary Schedule as required by State.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, and will include tests of your accounting records of District's and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements.

However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements, proposed adjusting journal entries and related notes of the District in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, proposed adjusting journal entries and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, proposed adjusting journal entries and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, proposed adjusting journal entries and related notes and that you have reviewed and approved the financial statements, proposed adjusting journal entries and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations, rules, and the provisions of contracts and grant agreements. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

As per Federal and State Laws, we don't require, nor do we request, demand, collect, or desire any Personal Identifying Information ("PII"). PII includes but is not limited to individual's first name (or first initial) and last name combined with other types of personal information, such as Social Security Number; home addresses; online identifiers; passport numbers; bank or credit card numbers; clearances; biometrics; date of birth; birth place; age; mother's maiden name; medical, criminal, and financial records; educational transcripts; email addresses, phone numbers; birth marks, professional designation, employment history, social media account information; driver's license numbers, any other similar and unique personal identifiers, etc. As such, do not provide our firm, staff, employees, consultants, contractors, managers, admin staff, third-party service providers with any of the aforementioned PII as we will not be perusing the records provided to us to identify and purge such records.

By your signature below, you acknowledge and agree that Harshwal & Company, LLP is not responsible for "sanitizing" or "scrubbing" its workpapers in an attempt to identify and delete PII, and as such is not liable were such information to be retained by us or inadvertently accessed by third parties.

Limitation on Liability

IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH OR OTHERWISE ARISING OUT OF THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR EXEMPLARY OR PUNITIVE DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers within and outside of the United States in serving your account. As required by Section 54.1(b) of the California Code of Regulations, Title 16, confidential information provided by you to our firm, may be disclosed to persons, outside of the United States in connection with the services provided. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers. We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection. Our report on the financial statements must be associated only with the financial statements that were the subject of our engagement. You may make copies of our report, but only if the entire financial statements (including related footnotes and supplementary information, as appropriate) are reproduced and distributed with our report. You agree not to reproduce or associate our report with any other financial statements, or portions thereof, that are not the subject of this engagement.

The audit documentation for this engagement is the property of Harshwal & Company, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Cognizant or Oversight Agency for Audit or its designee, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Harshwal & Company, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Your records are the primary records for your operations and comprise the backup and support for the results of this engagement. Our records and files, including our engagement documentation whether kept on paper or electronic media, are our property and are not a substitute for your own records. Our firm policy calls for us to destroy our engagement files and all pertinent engagement documentation after a retention period of seven years (or longer, if required by law or regulation), after which time these items will no longer be available. We are under no obligation to notify you regarding the destruction of our records. We reserve the right to modify the retention period without notifying you. Catastrophic events or physical deterioration may result in our firm's records being unavailable before the expiration of the above retention period.

Except as set forth above, you agree that Harshwal & Company, LLP may destroy paper originals and copies of any documents, including, without limitation, correspondence, agreements, and representation letters, and retain only digital images thereof.

Mr. Sanwar Harshwal is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Fieldwork for audit will be determined with the District's management based on the availability of accounting records and supporting documentation. Our scheduling depends on your completion of the year end closing and adjusting process prior to our arrival to begin the fieldwork. We may experience delays in completing our services due to your staff's unavailability or delays in your closing and adjusting process. You understand our fees are subject to adjustment if we experience these delays in completing our services.

Certain engagement personnel who are not licensed as certified public accountants may provide services during this engagement.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will be as follows:

<u>Audit Area - Description</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>
Financial Statement Audit	\$ 15,200	\$ 15,960	\$ 16,758

If there were significant changes to the District's operations or the scope of work related to the financial statements, we will discuss with you additional time and fees that may be incurred.

Our ability to provide services in accordance with our estimated fees depends on the quality, timeliness and accuracy of the District's records, and, for example, the number of general ledger adjustments required as a result of our work. We will also need your accounting staff to be readily available during the engagement to respond in a timely manner to our requests. Lack of preparation, poor records, general ledger adjustments and/or untimely assistance will result in an increase of our fees.

To keep fees at a minimum and provide the reports to you on a timely basis, we are planning on significant assistance from your personnel. In this regard, we will furnish you with a list of schedules and data to facilitate our work. We understand that all records, documentation, and information we request in connection with our audit will be made available to us.

Your preparation of schedules and providing supporting evidence requested timely is imperative for us to perform our audit procedures in the most efficient manner possible. If audit related accounting assistance is required to reconcile accounts, these fees will be billed separately at our standard hourly rates. We will obtain your concurrence before we begin such services significantly beyond the scope of the audit.

In the future, you may decide that you need the services of one or more full-time employee. At that time, we could assist you in identifying individuals, our fees for which would then be agreed upon in a separate engagement letter. However, because of the knowledge that our staff have or will obtain of your District, you may wish to hire one or more of them. If this should occur, please notify us immediately so that we may avoid any potential independence issues. Also if this should occur, we will charge you a recurring fee of one hundred percent (100%) of the annual gross salary or wages (on an annualized basis) offered to our employee to compensate us for the loss of our valued and extensively trained employee(s). Such amount shall be paid within thirty (30) days following the date of such notification.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

The District acknowledges that the following unexpected circumstances will result in an increase of our fees:

- Failure to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Failure to complete the audit preparation work by the applicable due dates; Significant unanticipated transactions, audit issues, or other such circumstances;
- Delays causing scheduling changes or disruption of fieldwork;
- After audit or post fieldwork circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the audit; and
- An excessive number of audit adjustments.

Unexpected circumstances are also defined as fire, destruction or disappearance of records, discovery of fraud, or similar situations beyond our control or knowledge.

We will endeavor to advise you in the event these circumstances occur, however we may be unable to determine the impact on the estimated fee until the conclusion of the engagement.

Our Standard billings for the services set forth in this Engagement Letter, rendered on an estimated basis in accordance with the enclosed Schedule of Standard Billings:

<u>Standard Descriptions/Events</u>	<u>Applicable Percentage</u>
Meeting/Fieldwork/Testwork	60 Percent
Draft report	40 Percent

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. Any invoices left unpaid beyond 30 days will be charged a 1.5% late fee per month, added to the then outstanding balance. If we elect to terminate our services for non-payment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

This engagement letter may be terminated by either party, with or without cause, upon ten (10) days' written notice. In such event, we will stop providing services hereunder except on work, mutually agreed upon in writing, necessary to carry out such termination. In the event of termination, (a) you shall pay us for services provided and expenses incurred through the effective date of termination, (b) we will provide you with all finished reports that we have prepared pursuant to this engagement, and (c) neither party shall be liable to the other for any damages that occur as a result of our ceasing to render services.

In the interest of facilitating our services to you, we may communicate by facsimile transmission or send electronic mail over the Internet. Such communications may include information that is confidential. We employ measures in the use of electronic communications designed to provide reasonable assurance that data security is maintained. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, we will assume you consent to our use of electronic communications to your representatives and other use of these electronic devices during the term of this engagement letter as we deem appropriate.

The proposed fee estimate is contingent upon the District having performed the following functions and sending us copies to review at least two weeks prior to us performing the audit fieldwork:

1. Submitting trial balances and general ledger to us in an electronic format.
2. Completing all steps and sending us copies of the requested information on the audit preparation guide, which we will provide.
3. All material balance sheet accounts need to be reconciled and scheduled. Prepare reconciliations of all checking (payroll and accounts payable, etc.) accounts, savings accounts and investment accounts on a monthly basis and send us copies of the year end reconciliations.
5. Copies of contracts effect during the audit period need to be made for us along with any modifications, budgets, financial and narrative reports and drawdown requests.
6. Providing us electronic copies of your payroll and accounts payable check registers for the fiscal year under audit.

Reporting

We will issue written reports upon completion of our Audit. Our reports will be addressed to the Governing Board of Happy Valley Elementary School District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Happy Valley Elementary School District

Page 10 of 10

Very truly yours,

Harshwal & Company, LLP



Sanwar Harshwal
(Managing Partner)

RESPONSE:

This letter correctly sets forth the understanding of Happy Valley Elementary School District.

Management signature: _____

Title: Superintendent/Principal

Date: _____

Governance signature: _____

Title: _____

Date: _____

Happy Valley Field Trip Authorization

Teacher: _____ Grade/s: _____ Date of Request: _____

I would like to take my class on a field trip on _____ (date of field trip)

Location: _____

The class will leave at approximately _____(time) and return at approximately _____(time)

Educational Objectives: _____

Are you requesting funding? If so, include Art and Music standards if requesting funding:

Total number of persons needing transportation: _____(students) _____(adults)

Students requiring medication: _____

Is this a water related trip? ☐ Yes ☐ No (All swimming activities require a lifeguard and if conducted at a private home a certificate of insurance by the homeowner for not less than \$1,000,000 liability.)

Cost of trip: \$_____ per student \$_____ per adult \$_____ total

(If you will need a Purchase Order and require a check prior to the date of the field trip, please provide as much information as possible.)

☐ I have informed other teachers who will be affected by this trip i.e. Spanish, garden, art, music, intervention, resource, speech, counseling, library

Teacher Signature _____

☐ Approved ☐ Not Approved

Administrator's Signature _____

_____ Date

Comments: _____

Approval by board required for overnight trip (Date approved) _____

Field Trip Procedure

- 1) The teacher will complete the form and give it to the site administrator at least two weeks prior to the field trip, and 5 weeks prior if Board Approval is required.
- 2) It is the teacher's responsibility to check that Drivers are cleared through the school office. List of cleared drivers are due to Donna in the office at least 3 days before the field trip.
- 3) Teachers will collect permission slips and turn in copies to the school office by the morning of the field trip.
- 4) Each driver will be given a sealed envelope with each group of students to be opened in the case of emergency.



Superintendent/Principal
Michelle Stewart
mstewart@hvesd.com

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



Administrative Assistant
Paige Lynd
plynd@hvesd.com

Field Trip Notification: Parents

_____ (Teacher/room) will be taking the class on a field trip to _____ on _____ (date). We will leave at _____ and plan to return by _____.

Chaperones ☐ will ☐ will not be needed for this trip. (Some trips may have limited chaperones.)

There are costs incurred by this trip in the amount of \$_____ per student/adult. Please contribute this amount if you are able. No student will be excluded for inability to pay.

Students ☐ will ☐ will not need to bring a sack lunch.

Siblings of students may not attend.

Please return both sides of the attached permission slip to the teacher.



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mstewart@hvesd.com

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Administrative Assistant
Paige Lynd
plynd@hvesd.com

Field Trip Permission Slip: Students

Name of Student: _____ Teacher: _____
Field Trip: _____ Date: _____

Please fill out and sign this entire form.

- ☐ I grant permission for my child to accompany the class to the described field trip.
- ☐ I do not desire my child to participate in the described field trip. I understand my child will stay at school with a staff member.
- ☐ I am interested in chaperoning on this trip. I can drive and have appropriate restraints for _____ number of students. I have completed the necessary paperwork in the office. I will follow the volunteer and field trip protocols.

**** Please do not forget to label and leave your child's booster seat if they are still required to use them. California state law requires that children must be seated in the rear seat of a vehicle in an appropriate car seat or booster seat until they are 8 years old or 4'9" tall.**

Signature of Parent/Guardian

Date

☐ _____ By checking this box and entering your initials you are attesting that you have read and fully understand the following:

- I understand that all students participating in this trip will be responsible for their conduct to the driver and to the teachers or adult sponsors at all times. I further understand that students are required to go immediately to and return from this event by the transportation provided unless prior arrangements have been made and a signed waiver is on file with the administrator's approval.
- My child has no known medical conditions which may pose a risk to the health and safety of my child or others by participating in the above described activity. I agree to advise the Happy Valley Elementary School District in writing of any medical, physical, or health condition which may be affected or in any way jeopardized by participating in said activity.
- **AUTHORIZATION TO TREAT A MINOR:** In the event that I cannot be reached in an emergency, illness, or injury, I hereby consent to whatever x-ray, examination, aesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician and/ or surgeon as deemed necessary for my child's safety and welfare. I understand that the resulting expenses will be the responsibility of the participant.
- I understand that, pursuant to California Education Code section 35330, by participating in the field trip described above, I am deemed by law to have waived any and all liability or claims against the Happy Valley Elementary School District, its agents, and employees that may arise out of or in connection with my or my child's participation in this activity. This release of potential claims and waiver of rights is governed under California law, which shall be solely applicable to the interpretation and application of this field trip authorization.



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mstewart@hvesd.com

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plynd@hvesd.com

FIELD TRIP – TRANSPORTATION EXEMPTION

Please complete a waiver for each field trip

Student Name: _____

Teacher: _____ Grade: _____

Field Trip Date: _____

Destination: _____

I, the parent/guardian of the above-named student, accept full responsibility for transporting my child to and from the above field trip on the above date. I understand that the Happy Valley Elementary School District is in no way responsible, nor does the Happy Valley Elementary School District assume liability for any injuries or losses resulting from this non-district-sponsored transportation.

Driving students separately does not guarantee that the parent is a chaperone. Students are expected to participate with the class and will be assigned to a group. Parents who are not chaperoning need to wait for the field trip to end and must be available to pick the child up from the field trip at any time.

Parent/Guardian Signature

Date

Superintendent/Principal

Date

ReqPay12d

Board Report

Checks Dated 10/01/2023 through 10/31/2023

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMM	Comment	Expensed Amount	Check Amount
1044054	10/02/2023	AT&T	01-0000-0-0000-2700-5900-200-2801	INTERNET		185.66
1044055	10/02/2023	BOWIE, CRAIG	01-0084-0-1110-1000-5800-200-0000	GARDEN COORDINATOR	40.00	
1044056	10/02/2023	COAST PAPER & SUPPLY, INC	01-9009-0-1110-1000-5800-200-0000	GARDEN COORDINATOR	1,400.00	1,440.00
1044057	10/02/2023	Lynd, Paige L	01-1100-0-0000-8100-4350-200-3000	JANITORIAL SUPPLIES FOR STUDENTS	179.96	
1044058	10/02/2023	PACIFIC GAS & ELECTRIC	01-2600-0-0000-8100-4350-200-0000	JANITORIAL SUPPLIES FOR STUDENTS	59.99	239.95
1044059	10/02/2023	ROBERTSON & ASSOC CPAS	01-0000-0-0000-7200-5200-200-2801	REIMBURSE MILEAGE		104.80
1044060	10/02/2023	Royer, Kate	01-0000-0-0000-8100-5511-200-2801	ELECTRIC	228.95	
1044061	10/02/2023	SAN LORENZO LUMBER	01-2600-0-0000-8100-5511-200-0000	ELECTRIC	76.31	305.26
1044062	10/02/2023	SANTA CRUZ MUNICIPAL UTILITIES	01-0000-0-0000-7191-5809-200-2801	AUDITORS		1,314.00
1044698	10/09/2023	AT&T	01-9009-0-1110-1000-4300-200-RM01	REIMBURSE ROOM 1 TPT		30.14
1044699	10/09/2023	COAST PAPER & SUPPLY, INC	01-0000-0-0000-8100-4350-200-2801	BEE TRAPS		244.65
1044700	10/09/2023	Doolan, Lindsey A	01-0000-0-0000-8100-5514-200-2801	WATER		521.52
1044701	10/09/2023	ESTRADA HERRERA, CARLOS	01-0000-0-0000-2700-5900-200-2801	INTERNET	110.84	
1044702	10/09/2023	HUNDEMER, KATHRYN	01-0000-0-0000-7200-5900-200-2801	INTERNET	36.95	147.79
1044703	10/09/2023	K&D LANDSCAPING INC	01-1100-0-0000-8100-4350-200-3000	JANITORIAL SUPPLIES FOR STUDENTS	121.81	
			01-2600-0-0000-8100-4350-200-0000	JANITORIAL SUPPLIES FOR STUDENTS	40.60	162.41
			01-2600-0-1110-1000-4300-200-0000	AFTER SCHOOL COOKING MATERIALS AND SUPPLIES		29.17
			01-0000-0-0000-8100-5800-200-2801	YARD MAINTENANCE		1,025.00
			01-0000-0-1110-3140-5800-200-2801	HEARING AND VISION TESTING		450.00
			01-0000-0-0000-8100-5800-200-2801	IRRIGATION ASSESSMENT		450.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

002 - Happy Valley Elementary School District

Generated for Paige Lynd (PLYND), Oct 30 2023 12:41PM

ReqPay12d

Board Report

Checks Dated 10/01/2023 through 10/31/2023					
Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-Q000-SSS-MMM	Comment	Expensed Amount
1044704	10/09/2023	MATTERHACKERS, INC	01-2600-0-1110-1000-4300-200-0000	AFTER SCHOOL 3D PRINTING MATERIALS AND SUPPLIES	97.73
1044705	10/09/2023	MRC SMART TECHNOLOGY SOLUTIONS	01-1100-0-0000-7100-5600-200-3000	COPIER USAGE	24.92
			01-1100-0-0000-7200-5600-200-3000	COPIER USAGE	99.68
1044706	10/09/2023	PALACE BUSINESS SOLUTIONS C/O TROWBRIDGE ENTERPRISES	01-1100-0-1110-1000-5600-200-3000	COPIER USAGE	373.82
					498.42
1044707	10/09/2023	Royer, Kate	01-9009-0-1110-1000-4300-200-MURT	ART MATERIALS AND SUPPLIES	326.88
			01-9009-0-1110-1000-4300-200-RM05	ROOM 5 MATERIALS AND SUPPLIES	62.60
1044708	10/09/2023	SISC 3	01-9009-0-1110-1000-4300-200-RM01	ROOM 1 MATERIALS AND SUPPLIES	177.28
			01- - - - -9514- - OCTOBER MEDICAL		13,771.00
1044709	10/09/2023	SPROUTS SC	01-0000-0- - -9524- - OCTOBER MEDICAL		3,175.00
1044710	10/09/2023	STAPLES	01-2600-0-1110-1000-5800-200-0000	AFTER SCHOOL ELOP	1,455.00
			01-1100-0-0000-2700-4350-200-3000	OFFICE SUPPLIES	195.97
1044711	10/09/2023	STAPLES	01-1100-0-0000-7200-4350-200-3000	OFFICE SUPPLIES	65.32
1044712	10/09/2023	US BANK	01-1100-0-0000-8100-4350-200-3000	JANITORIAL SUPPLIES	39.33
			01-0000-0-0000-2700-5900-200-2801	OPLL LIBR PARCEL MAINT LUNCH OFFIC E	287.88
			01-0000-0-0000-3700-4300-200-3007	OPLL LIBR PARCEL MAINT LUNCH OFFIC E	542.36
			01-0000-0-0000-8100-4350-200-2801	OPLL LIBR PARCEL MAINT LUNCH OFFIC E	162.22
			01-0084-0-1110-1000-4300-200-0000	OPLL LIBR PARCEL MAINT LUNCH OFFIC E	52.29
			01-1100-0-0000-2700-4350-200-3000	OPLL LIBR PARCEL MAINT LUNCH OFFIC E	109.86
			01-9009-0-1110-1000-4300-200-LIBR	OPLL LIBR PARCEL MAINT LUNCH OFFIC E	347.90
			01-9009-0-1110-1000-4300-200-OPLL	OPLL LIBR PARCEL MAINT LUNCH OFFIC E	48.45
					1,550.96

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002 - Happy Valley Elementary School District

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Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMM	Comment	Expensed Amount	Check Amount
1045416	10/16/2023	CARLY PERLMAN	01-0700-0-1110-1000-5800-200-2801 COUNSELING		877.50	
1045417	10/16/2023	COOL EARTH LANDSCAPES LLC	01-6546-0-5760-3120-5800-200-0000 COUNSELING		325.00	1,202.50
1045418	10/16/2023	Doolan, Lindsey A	01-0000-0-0000-8100-5800-200-2801 FRENCH DRAIN			5,950.00
1045419	10/16/2023	EMPLOYMENT DEVELOPMENT DEPT	01-2600-0-0000-8100-4350-200-0000 ELOP COOKING CLASS SUPPLIES		63.47	
1045420	10/16/2023	ESSENTIAL OPERATIONS INC	01-9009-0-1110-1000-4300-200-RM03 ROOM 3 MATERIALS AND SUPPLIES		25.06	88.53
1045421	10/16/2023	GREENWASTE RECOVERY INC	01-0000-0- - -9515- -3RD QUARTER SUI			118.40
1045422	10/16/2023	OHLSEN FOODS	01-0000-0-0000-8100-5800-200-2801 SEMI ANNUAL SERVICE			425.00
1045423	10/16/2023	PROJECT SUPPORT SERVICES, INC	01-0000-0-0000-8100-5523-200-2801 GARBAGE SERVICE			571.08
1045424	10/16/2023	RODONI FARM FRESH PRODUCE, LLC	01-0000-0-0000-3700-5800-200-3007 SEPT LUNCHES			2,928.00
1045425	10/16/2023	SEYMOUR CENTER/UC REGENTS	01-0000-0-0000-8100-5800-200-2801 DSA CLOSEOUT PROJECT			3,260.16
1045426	10/16/2023	SIMPLY CPR/FIRST AID	01-9009-0-1110-1000-5808-200-RM02 ROOM 2 AND ROOM 4 FIELD TRIP		130.00	
1045427	10/16/2023	STAPLES	01-9009-0-1110-1000-5808-200-RM04 ROOM 2 AND ROOM 4 FIELD TRIP		85.00	215.00
1045428	10/16/2023	US BANK EQUIPMENT FINANCE	01-9009-0-1110-1000-5808-200-RM03 ROOM 3 FIELD TRIP			175.00
1045429	10/16/2023	WILDMIND	01-0000-0-0000-2140-5800-200-2801 CPR TRAINING			224.00
1046161	10/23/2023	Bewleys Cleaning, Inc.	01-1100-0-0000-2700-4350-200-3000 OFFICE AND YARD SUPPLIES		12.15	
			01-1100-0-0000-8100-4350-200-3000 OFFICE AND YARD SUPPLIES		30.80	42.95
			01-1100-0-0000-7100-5600-200-3000 COPIER LEASE		33.13	
			01-1100-0-0000-7200-5600-200-3000 COPIER LEASE		132.54	
			01-1100-0-1110-1000-5600-200-3000 COPIER LEASE		497.03	662.70
			01-0000-0-1110-1000-5800-200-2801 ANIMAL ASSEMBLY			550.00
			01-0000-0-0000-8100-5524-200-2801 AUGUST JANITORIAL SERVICE		750.00	
			SEPTEMBER JANITORIAL		3,255.00	

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Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMM	Comment	Expensed Amount	Check Amount
1046161			01-2600-0-0000-8100-5524-200-0000	AUGUST JANITORIAL SERVICE SEPTEMBER JANITORIAL	250.00	5,340.00
1046162	10/23/2023	BLOOM PEDIATRIC OT	01-6500-0-5760-3140-5800-200-1304	SPED OT	1,085.00	
1046163	10/23/2023	Doolan, Lindsey A	01-2600-0-1110-1000-4300-200-0000	ELOP COOKING CLASS MATERIALS AND SUPPLIES		688.35
1046164	10/23/2023	Keenan, Kelly A	01-9009-0-1110-1000-4300-200-RM06	ROOM 6 TPT		77.81
1046165	10/23/2023	ROBERTSON & ASSOC CPAS	01-0000-0-0000-7191-5809-200-2801	AUDIT RETENTION BILLING		54.20
1046166	10/23/2023	SAN LORENZO LUMBER	01-0000-0-0000-8100-4350-200-2801	YARD MATERIALS AND SUPPLIES		1,050.00
1046167	10/23/2023	STAPLES	01-6500-0-5760-1120-4300-200-1304	SPED MATERIALS AND SUPPLIES		10.79
1046168	10/23/2023	STAPLES	01-9009-0-1110-1000-4300-200-RM01	ROOM 1 MATERIALS AND SUPPLIES		45.58
1046169	10/23/2023	Stewart, Michelle A	01-0000-0-0000-2700-4350-200-2801	PROF DEV MATERIALS AND SUPPLIES GF		104.91
1046991	10/30/2023	ABRITE	01-6500-0-5760-1190-5800-200-1304	SPED AIDE		37.42
1046992	10/30/2023	B&H FOTO & ELECTRONICS CORP	01-2600-0-1110-1000-4300-200-0000	ELOP SPEAKER FOR AFTER SCHOOL PROGRAM		5,213.45
1046993	10/30/2023	Bewleys Cleaning, Inc.	01-0000-0-0000-8100-5524-200-2801	JANITORIAL SERVICES	3,255.00	138.16
1046994	10/30/2023	Doolan, Lindsey A	01-2600-0-0000-8100-5524-200-0000	JANITORIAL SERVICES	1,085.00	
1046995	10/30/2023	KT MECHANICAL INC	01-2600-0-1110-1000-4300-200-0000	ELOP AFTER SCHOOL COOKING MATERIALS AND SUPPLIES		4,340.00
1046996	10/30/2023	PACIFIC GAS & ELECTRIC	01-0000-0-0000-8100-5600-200-2801	SERVICE COMP LAB HVAC SERVICE TO ROOM 2 HVAC	319.00	88.55
			01-0000-0-0000-8100-5511-200-2801	ELECTRIC STREET LIGHT	295.00	614.00
			01-2600-0-0000-8100-5511-200-0000	ELECTRIC	1,909.19	
					9.49	
					636.40	2,555.08

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Checks Dated 10/01/2023 through 10/31/2023

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMM	Comment	Expensed Amount	Check Amount
1046997	10/30/2023	SANTA CRUZ MUNICIPAL UTILITIES				
			01-0000-0-0000-8100-5514-200-2801 WATER			535.98
1046998	10/30/2023	SANTA CRUZ PIPEFITTERS				
			01-0000-0-0000-8100-5600-200-2801 WATER LEAK DETECTION			1,465.00
1046999	10/30/2023	SC SYSTEMS INC				
			01-0000-0-0000-8100-5800-200-2801 COMPLETED FIRE ALARM MONITORING - PART OF DSA CLOSEOUT	1,170.00		
1047000	10/30/2023	SEYMOUR CENTER/UC REGENTS		COMPLETED REPAIRS OF FIRE SYSTEM	875.00	2,045.00
1047001	10/30/2023	STAPLES				
			01-9009-0-1110-1000-5808-200-RM02 ROOM 2 FIELD TRIP			175.00
			01-2600-0-1110-1000-4300-200-0000 ELOP 3D PRINTING SUPPLIES			3.56
Total Number of Checks					58	69,062.00

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	58	69,062.00
Total Number of Checks		58	69,062.00
Less Unpaid Tax Liability			.00
Net (Check Amount)			69,062.00

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