

PLEASANT VIEW SCHOOL DISTRICT

14004 ROAD 184 PORTERVILLE, CALIFORNIA 93257

TELEPHONE (559) 784-6769 FAX (559) 784-6819

PLEASANT VIEW ELEMENTARY SCHOOL DISTRICT

MINUTES

REGULAR BOARD MEETING

BOARD OF TRUSTEES

Alexander Garcia

President & Clerk

Thomas Barcellos

Vice President

Davy Gobel

Rusty Gobel

Rachele Alcantar

Mark Odsather

District Superintendent

Kimberly Parrish

Principal

Niguel Baxter

Business Manager

April 12th, 2022

Pleasant View Cafeteria

18900 Ave 145

Porterville, CA

CALL TO ORDER - ROLL CALL: Alex Garcia, called the meeting to order, at 4:39 pm and the following were in attendance:

BOARD:

Tom Barcellos

Davy Gobel

Alex Garcia

ABSENT: Rusty Gobel, Rachele Alcantar

OTHER:

Mark Odsather (Superintendent)

Kim Parrish (Principal)

AGENDA: On a motion by Tom Barcellos and a second by Davy Gobel the board approved the Agenda. (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar)

PUBLIC COMMENT: No Comment

MINUTES: On a motion by Tom Barcellos and second by Davy Gobel the board voted to approve the March 8th & March 18th minutes. (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar)

ATTENDANCE:

1. On a motion by Tom Barcellos and a second by Davy Gobel the board voted to approve Interdistrict Agreements. (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar) (On File)
2. M. Odsather stated that current enrollment was at 452, M. Odsather stated that current ADA is around 408, M. Odsather stated the district has picked up a number of students in the last few months, however the 8th grade class is 54 students and we currently only have 30 registered Kindergartners. M. Odsather stated that the district anticipates a decline in enrollment. (Exhibit A)



PLEASANT VIEW
FALCONS

DISTRICT FINANCE:

1. M. Odsather presented the vendor payments to the board for review and discussion. On a motion by Davy Gobel and a second by Tom Barcellos the board voted to approve Vendor payments; Batch #416 for \$89,592.49; Batch #417 \$46,307.63; Batch #418 \$63,193.41 (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar) (Exhibit B)
2. M. Odsather presented the Budget Comparison report for review and discussion. M. Odsather stated the district is currently has a working budget deficit of \$15k, however currently the district is running a \$386k surplus. M. Odsather stated that for 2nd interim the county made a lot of budget revisions and didn't take into account the large one time expenditures made by the district. M. Odsather stated that the district continues to be in a strong financial position going forward and expects some ADA relief from the current Governors proposal. (Exhibit C)
3. M. Odsather presented the Budget Revisions to the board for review and discussion. On a motion by Tom Barcellos and a second by Davy Gobel the board voted to approve Budget Revisions with control number #40636663 (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar) (Exhibit D)
4. On a motion by Davy Gobel and a second by Tom Barcellos the board voted to approve March payroll. (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar)(Exhibit E)

OLD BUSINESS:

1. M. Odsather presented the DGS Financial Hardship review to the board for review and approval. M. Odasther stated that after a review of the districts finances OPSC determined the districts contribution to the Modernization project would be the \$50,791 that the district had already previously applied to the project. The remaining costs of the project will be covered by the state. On a motion by Tom Barcellos and a second by Davy Gobel the board approved the findings by OPSC. (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar) (Exhibit F)
2. M. Odsather stated that the PVE north fields had been leveled and were anticipating fencing by end of May and the district would begin irrigation work on the fields during the summer and hope to have fields in by the fall of 2022.
3. M. Odsather stated that due to the mask mandate being lifted the district would update the Covid-19 Reopening plan to reflect the masks being optional. On a motion by Tom Barcellos and a second by Davy Gobel the board approved the update to the Covid-19 reopening Plan. (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar) (On File)

NEW BUSINESS:


1. Mrs. Parrish presented the April Calendar to the board for review. M. Odsather stated that 8th grade would be going to Yosemite this week, and 7th grade would be going to Fresno to the Underground Gardens. Mrs. Parrish stated that 6th Grade would be going to SCICON, and SQUAD would be attending the Adventure Park in Visalia. (Exhibit G)
2. Mrs. Parrish stated that student would start MAP testing in the next few weeks and CASP testing would take place in May. Mrs. Parrish stated that the district was hosting a BMX show at the end of the month for students. Mrs. Parrish stated that the district had re-organized dismissal and is using the west side turn around for a drive thru pick up of students. Mr. Odsather stated that it seems to have helped with traffic flow in the afternoons as more parents are using the drive thru pick up option.
3. M. Odsather presented the 2022-2023 school calendar to the board for review and approval. On a motion by Davy Gobel and a second by Tom Barcellos the board voted to approve the 2022-2023 school calendar. (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar) (Exhibit H)
4. M. Odsather presented two proposals to the board for approval for new flooring of the Pleasant View Elementary Cafeteria. On a motion by Davy Gobel and a second by Tom Barcellos the board voted to approve the quote from The Rainbow House of Carpets to resurface the PVE cafeteria floor. (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar) (Exhibit I)
5. M. Odsather presented two proposals to the board for approval for fencing of the Pleasant View Elementary north field. On a motion by Davy Gobel and a second by Tom Barcellos the board voted to approve the quote from Chiapa Welding to fence in the PVE north field (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar) (Exhibit J)
6. On a motion by Davy Gobel and a second by Tom Barcellos the board voted to approve the contract with ERS for library media services. (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar) (Exhibit K)
7. On a motion by Davy Gobel and a second by Tom Barcellos the board voted to approve the 8th Grade field trip to Yosemite. (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar)
8. On a motion by Davy Gobel and a second by Tom Barcellos the board voted to approve the 8th Grade trip to Magic Mountain and the Los Angeles Dodgers Game. (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar)
9. M. Odsather stated to the board that in the past the district has allowed administration to take a leadership retreat for one night to work on District related issues. M. Odsather proposed to the board an overnight retreat for the district leadership team to Cambria before school starts on July 25th. On a motion by Tom Barcellos and a second by Davy Gobel the board voted to approve the Leadership retreat. services. (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar)

10. M. Odsather presented the updates to the following board policies for first read, review and discussion. (Exhibit L)

- i. BP 0420.42 Charter School Renewal
- ii. BP 1312.3 and AR 1312.3 Uniform Complaint Procedures
- iii. AR 3515 Criminal Background Checks for Contractors
- iv. AR 4217 Layoff/ Rehire
- v. AR 5125 Student Records
- vi. AR 5145 Nondiscrimination/Harassment
- viii. BP 5148 and AR 5148 Child Care Development / Before and After School Programs / Pre School Early Childhood Education Programs
- ix. BP 6112 & AR 6112 School Day
- x. BP 6143 & AR 6143 Courses of Study
- xi. BP 6170 & AR 6170 Independent Study
- xii. BB 9150 Student Board Members
- xiii. BB 9320 Meeting and Notices

ADJOURNMENT:

11. On a motion by Davy Gobel and a second by Tom Barcellos the board voted to adjourn. At 5:16pm (3-0) (Ayes; Alex Garcia, Tom Barcellos, Davy Gobel, Absent: Rusty Gobel, Rachele Alcantar)



Alex Garcia, President & Clerk
or Tom Barcellos, Vice President

Respectfully submitted,



Mark Odsather,
Secretary

Pleasant View Elementary

04/04/2022
11:53 AM

2021-2022

Enrollment by Grade and Teacher

Page 1

Teacher	PS		TK		K		1		2		3		4		ALL (Selected GR)		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
001 Alvarado 4-5	3	2	-	-	-	-	-	-	-	-	-	-	-	-	3	2	5	
001 Alvarado 4-5	-	-	9	10	19	-	-	-	-	-	-	-	-	-	9	10	19	
005 Garcia 2-3	-	-	-	-	11	9	20	-	-	-	-	-	-	-	11	9	20	
003 Sidhu 2-3	-	-	-	-	10	8	18	-	-	-	-	-	-	-	10	8	18	
045 Ibarra 12-14	-	-	-	-	-	-	6	9	15	-	-	-	-	-	6	9	15	
014 Irving 12-14	-	-	-	-	-	-	8	7	15	-	-	-	-	-	8	7	15	
046 Valdezlv 12-14	-	-	-	-	-	-	6	8	14	-	-	-	-	-	6	8	14	
013 Calvillo 9-10	-	-	-	-	-	-	-	-	7	6	13	-	-	-	7	6	13	
047 Lopez 9-10	-	-	-	-	-	-	-	-	7	8	15	-	-	-	7	8	15	
008 Vankham 9-10	-	-	-	-	-	-	-	-	9	5	14	-	-	-	9	5	14	
020 Drummond 6-7	-	-	-	-	-	-	-	-	-	-	11	17	28	-	11	17	28	
027 Krenk 6-7	-	-	-	-	-	-	-	-	-	-	12	14	26	-	12	14	26	
012 Moreno 16-18	-	-	-	-	-	-	-	-	-	-	-	-	9	8	17	8	17	
048 Regaspi 16-18	-	-	-	-	-	-	-	-	-	-	-	-	9	7	16	7	16	
043 Toledo 16-18	-	-	-	-	-	-	-	-	-	-	-	-	9	7	16	7	16	
School Total:	3	2	9	10	19	17	38	20	24	44	23	19	42	23	54	22	49	251

* Class total is calculated including Nonbinary gender students

Exhibit A 4-12-22

Teacher	*****5*****		*****6*****		*****7*****		*****8*****		ALL(Selected GR)		Total
	M	F	M	F	M	F	M	F	M	F	
049 Haskins 204-5	10	5	-	-	-	-	-	-	10	5	15
033 Patterson 204-5	10	6	-	-	-	-	-	-	10	6	16
037 Valdez 204-5	10	6	-	-	-	-	-	-	10	6	16
002 Maldonado 103-5	-	-	13	10	23	-	-	-	13	10	23
050 Ulloa 103-5	-	-	13	11	24	-	-	-	13	11	24
040 Camacho 301-4	-	-	-	-	-	9	18	27	9	18	27
041 Ramirez 301-4	-	-	-	-	-	12	14	26	12	14	26
038 Corwin 201-3	-	-	-	-	-	-	-	-	5	13	18
035 Luevano 201-3	-	-	-	-	-	-	-	-	13	6	19
051 ValdezC 201-3	-	-	-	-	-	-	-	-	10	8	18
School Total:	30	17	47	21	47	21	32	53	105	97	202

* Class total is calculated including Nonbinary gender students

Accounts Payable Final PreList - 3/3/2022 1:38:19PM

*** FINAL ***
Batch No 416

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
006003	ARAMARK UNIFORM SERVICES	PV-220876	2/24/2022		258000107756		010-00000-0-00000-82000-55000-0	\$143.69			
	ARAMARK UNIFORM SERVICES	PV-220877	2/24/2022		258000107753		010-00000-0-00000-82000-55000-0	\$60.73			
							Total Check Amount:	\$204.42			
013731	CENTRAL CITIES PIZZA, INC.	PV-220879	3/2/2022		February		130-53100-0-00000-37000-47000-0	\$420.00			
	CENTRAL CITIES PIZZA, INC.		3/2/2022		February		130-53100-0-00000-37000-47000-0	\$420.00			
	CENTRAL CITIES PIZZA, INC.		3/2/2022		February		130-53100-0-00000-37000-47000-0	\$378.00			
	CENTRAL CITIES PIZZA, INC.		3/2/2022		February		130-53100-0-00000-37000-47000-0	\$420.00			
							Total Check Amount:	\$1,638.00			
013751	CENTRAL SANITARY SUPPLY	PV-220880	3/1/2022		1229439		010-00000-0-00000-82000-43000-0	\$467.41			
							Total Check Amount:	\$467.41			
012313	CULLIGAN	PV-220878	2/28/2022		February		010-00000-0-00000-72000-43000-0	\$156.00			22
							Total Check Amount:	\$156.00			
013696	JOSE MIRANDA	PV-220883	3/2/2022		00000		130-53100-0-00000-37000-52000-0	\$60.79			
	JOSE MIRANDA		3/2/2022		00000		130-53100-0-00000-37000-43000-0	\$33.69			
	JOSE MIRANDA		3/2/2022		00000		010-00000-0-00000-72000-52000-0	\$15.16			
							Total Check Amount:	\$109.64			
012998	LINDER EQUIPMENT CO.	PV-220894	1/27/2022		SA22985		010-00000-0-00000-36000-56000-0	\$289.94			
	LINDER EQUIPMENT CO.	PV-220895	1/27/2022		SA22986		010-00000-0-00000-36000-56000-0	\$289.94			
	LINDER EQUIPMENT CO.	PV-220896	1/27/2022		SA22987		010-00000-0-00000-36000-56000-0	\$289.94			H
	LINDER EQUIPMENT CO.	PV-220897	2/3/2022		SA22790		010-00000-0-00000-36000-56000-0	\$289.94			
	LINDER EQUIPMENT CO.	PV-220898	2/3/2022		SA22791		010-00000-0-00000-36000-56000-0	\$289.94			
							Total Check Amount:	\$1,449.70			
013163	MANGINI ASSOCIATES INC	PV-220881	2/28/2022		12209		010-81500-0-00000-85000-58000-0	\$1,336.50			
	MANGINI ASSOCIATES INC	PV-220882	2/28/2022		12186		351-77100-0-00000-85000-58000-0	\$1,332.75			
							Total Check Amount:	\$2,669.25			
013850	R & L CROW DISTRIBUTING	PV-220884	2/24/2022		Feb 24		130-53100-0-00000-37000-47000-0	\$957.60			22
							Total Check Amount:	\$957.60			

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Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013853	SAM'S AIR CONDITIONING & HEAT	PV-220889	2/7/2022		15123		010-81500-0-00000-81100-58000-0	\$1,771.25			
Total Check Amount:								\$1,771.25			
012766	SISC III	PV-220868	3/1/2022		March		010-00000-0-00000-00000-95024-0	\$56,819.10	A		22
	SISC III		3/1/2022		March		010-00000-0-00000-00000-95028-0	\$2,913.80	A		22
	SISC III		3/1/2022		March		010-00000-0-00000-71100-34020-0	\$5,827.60	A		22
Total Check Amount:								\$65,560.50			
012360	SMART & FINAL IRIS	PV-220885	3/1/2022		March Acc:387213		010-00000-0-11100-10000-43000-0	\$201.36			
	SMART & FINAL IRIS		3/1/2022		March Acc:387213		130-53100-0-00000-37000-43000-0	\$896.00			
Total Check Amount:								\$1,097.36			
005387	SOCALGAS	PV-220890	2/24/2022		February		010-00000-0-00000-82000-55000-0	\$1,081.08			
	SOCALGAS		2/24/2022		February		010-00000-0-00000-82000-55000-0	\$818.95			
Total Check Amount:								\$1,900.03			
013211	SOUTHWEST SCHOOL & OFFICE SUPP	PV-220886	2/28/2022		Feb 23-28		010-11000-0-11100-10000-43000-0	\$10.40			
	SOUTHWEST SCHOOL & OFFICE SUPP		2/28/2022		Feb 23-28		010-11000-0-11100-10000-43000-0	\$130.54			
	SOUTHWEST SCHOOL & OFFICE SUPP		2/28/2022		Feb 23-28		010-11000-0-11100-10000-43000-0	\$42.61			
	SOUTHWEST SCHOOL & OFFICE SUPP		2/28/2022		Feb 23-28		010-11000-0-11100-10000-43000-0	\$54.96			
	SOUTHWEST SCHOOL & OFFICE SUPP		2/28/2022		Feb 23-28		010-11000-0-11100-10000-43000-0	\$25.26			
	SOUTHWEST SCHOOL & OFFICE SUPP		2/28/2022		Feb 23-28		010-11000-0-11100-10000-43000-0	\$26.95			
	SOUTHWEST SCHOOL & OFFICE SUPP		2/28/2022		Feb 23-28		010-11000-0-11100-10000-43000-0	\$16.88			
	SOUTHWEST SCHOOL & OFFICE SUPP		2/28/2022		Feb 23-28		010-11000-0-11100-10000-43000-0	\$11.74			
Total Check Amount:								\$319.34			
013114	SYNCB/AMAZON	PV-220869	2/17/2022		Bernie		010-00000-0-11100-10000-43000-0	\$42.50			
	SYNCB/AMAZON	PV-220870	2/17/2022		Cafeteria Toner		130-53100-0-00000-37000-43000-0	\$58.07			
	SYNCB/AMAZON	PV-220871	2/15/2022		768853934533		010-00000-0-11100-10000-43000-0	\$116.28			
	SYNCB/AMAZON	PV-220872	2/23/2022		Office		010-00000-0-00000-72000-43000-0	\$331.80			
	SYNCB/AMAZON	PV-220873	2/2/2022		Mr. Mark		010-11000-0-11100-10000-43000-0	\$566.64			

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013114	SYNCB/AMAZON	PV-220873	2/2/2022		Mr. Mark		010-11000-0-11100-10000-43000-0	\$420.22			
	SYNCB/AMAZON		2/2/2022		Mr. Mark		010-11000-0-11100-10000-43000-0	\$258.40			
	SYNCB/AMAZON	PV-220874	2/25/2022		PVE Mrs. Parrish		010-11000-0-11100-10000-43000-0	\$114.84			
	SYNCB/AMAZON		2/25/2022		PVE Mrs. Parrish		010-11000-0-11100-10000-43000-0	\$388.61			
	SYNCB/AMAZON		2/25/2022		PVE Mrs. Parrish		010-11000-0-11100-10000-43000-0	\$51.66			
	SYNCB/AMAZON		2/25/2022		PVE Mrs. Parrish		010-11000-0-11100-10000-43000-0	\$172.36			
	SYNCB/AMAZON		2/25/2022		PVE Mrs. Parrish		010-11000-0-11100-10000-43000-0	\$15.88			
	SYNCB/AMAZON	PV-220875	2/25/2022		1st 5th 6th 8th Grad		010-11000-0-11100-10000-43000-0	\$87.12			
	SYNCB/AMAZON		2/25/2022		1st 5th 6th 8th Grad		010-11000-0-11100-10000-43000-0	\$120.56			
	SYNCB/AMAZON		2/25/2022		1st 5th 6th 8th Grad		010-11000-0-11100-10000-43000-0	\$258.56			
	SYNCB/AMAZON		2/25/2022		1st 5th 6th 8th Grad		010-11000-0-11100-10000-43000-0	\$215.44			
	SYNCB/AMAZON		2/25/2022		1st 5th 6th 8th Grad		010-11000-0-11100-10000-43000-0	\$154.01			
	SYNCB/AMAZON		2/25/2022		1st 5th 6th 8th Grad		010-11000-0-11100-10000-43000-0	\$249.92			
	SYNCB/AMAZON		2/25/2022		1st 5th 6th 8th Grad		010-11000-0-11100-10000-43000-0	\$376.90			
	SYNCB/AMAZON		2/25/2022		1st 5th 6th 8th Grad		010-11000-0-11100-10000-43000-0	\$159.97			
							Total Check Amount:	\$4,159.74			
012560	SYSCO OF CENTRAL CALIFORNIA	PV-220887	2/28/2022		384086302		130-53100-0-00000-37000-47000-0	\$1,860.37			
	SYSCO OF CENTRAL CALIFORNIA	PV-220888	2/28/2022		384086303		130-53100-0-00000-37000-43000-0	\$485.89			
							Total Check Amount:	\$2,346.26			
012027	TULARE FIRESTONE INC	PV-220891	3/1/2022		PV-338740		010-81500-0-00000-81100-43000-0	\$169.99			
							Total Check Amount:	\$169.99			
013629	UNION BANK	PV-220899	2/23/2022		February		010-00000-0-00000-72000-52000-0	\$240.25		M	
	UNION BANK		2/23/2022		February		010-00000-0-00000-72000-52000-0	\$240.25		M	
	UNION BANK		2/23/2022		February		010-00000-0-00000-72000-52000-0	\$240.25		M	
	UNION BANK		2/23/2022		February		010-00000-0-00000-72000-52000-0	\$240.25		M	
	UNION BANK		2/23/2022		February		010-00000-0-00000-72000-52000-0	\$240.25		M	
	UNION BANK		2/23/2022		February		010-00000-0-00000-72000-52000-0	\$240.25		M	
	UNION BANK		2/23/2022		February		130-53100-0-00000-37000-47000-0	\$100.53		M	
	UNION BANK		2/23/2022		February		010-00000-0-11100-10000-58000-0	\$25.00		M	
	UNION BANK		2/23/2022		February		010-00000-0-11100-10000-58000-0	\$25.00		M	
	UNION BANK		2/23/2022		February		010-11000-0-11100-10000-43000-0	\$384.45		M	
	UNION BANK		2/23/2022		February		010-11000-0-11100-10000-43000-0	\$29.69		M	

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Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
012657	WASTE MANAGEMENT	PV-220893	3/1/2022		March		010-00000-0-00000-82000-55000-0	\$630.61			
	WASTE MANAGEMENT		3/1/2022		March		130-53100-0-00000-82000-55000-0	\$630.61			
	WASTE MANAGEMENT		3/1/2022		March		010-00000-0-00000-82000-55000-0	\$630.61			
	WASTE MANAGEMENT		3/1/2022		March		130-53100-0-00000-82000-55000-0	\$630.61			
Total Check Amount:								\$2,006.17			
006227	WEISENBERGERS ACE HARDWARE	PV-220892	2/2/2022		B1110943		010-81500-0-00000-81100-43000-0	\$87.39			
Total Check Amount:								\$87.39			

Accounts Payable Final PreList - 3/3/2022 1:38:19PM

*** FINAL ***

Batch No 416

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
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Total District Payment Amount: \$89,592.49

Accounts Payable Final PreList - 3/3/2022 1:38:19PM

*** FINAL ***
Batch No 416

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
Total Accounts Payable: \$89,592.49											

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 89,592.49 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Wayne Baylton 3/3/22
 Authorizing Signature Date

Fund Summary	Total
010	\$80,907.58
130	\$7,352.16
351	\$1,332.75
Total	\$89,592.49

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*** FINAL ***

Batch No 417

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013423	AMERICAN INCORPORATED	PV-220920	2/28/2022		5327797		130-53100-0-00000-82000-58000-0	\$2,443.00			
Total Check Amount:								\$2,443.00			
006003	ARAMARK UNIFORM SERVICES	PV-220900	3/3/2022		258000111251		010-00000-0-00000-82000-55000-0	\$60.73			
Total Check Amount:								\$60.73			
013751	CENTRAL SANITARY SUPPLY	PV-220902	3/3/2022		1230244		010-00000-0-00000-82000-43000-0	\$270.24			
Total Check Amount:								\$270.24			
013314	CENTRAL VALLEY REFRIGRATION IN CENTRAL VALLEY REFRIGRATION IN	PV-220904 PV-220905	2/10/2022 2/22/2022		41907 42086		130-53100-0-00000-82000-58000-0 130-53100-0-00000-82000-58000-0	\$764.47 \$726.02			
Total Check Amount:								\$1,490.49			
013355	CLASSIC CHARTER	PV-220901	2/2/2022		156546		010-07200-0-11100-10000-58000-0	\$2,049.00			
Total Check Amount:								\$2,049.00			
001292	COTTON CENTER AUTO PARTS/F ARM COTTON CENTER AUTO PARTS/F ARM COTTON CENTER AUTO PARTS/F ARM COTTON CENTER AUTO PARTS/F ARM COTTON CENTER AUTO PARTS/F ARM COTTON CENTER AUTO PARTS/F ARM COTTON CENTER AUTO PARTS/F ARM COTTON CENTER AUTO PARTS/F ARM COTTON CENTER AUTO PARTS/F ARM	PV-220903	2/28/2022		February		010-81500-0-00000-81100-43000-0	\$58.87			
Total Check Amount:								\$161.26			
Total Check Amount:								\$35.33			
Total Check Amount:								\$44.18			
Total Check Amount:								\$32.28			
Total Check Amount:								\$7.52			
Total Check Amount:								\$45.99			
Total Check Amount:								\$53.92			
Total Check Amount:								\$439.35			
012736	HOME DEPOT	PV-220906	2/22/2022		4026490		010-81500-0-00000-81100-43000-0	\$256.97			
Total Check Amount:								\$256.97			
013724	KEY EVIDENCE LOCK & SAFE, INC.	PV-220921	2/24/2022		130578		010-81500-0-00000-81100-56000-0	\$1,138.11			D
Total Check Amount:								\$1,138.11			

Accounts Payable Final PreList - 3/10/2022 11:31:46AM

*** FINAL ***
Batch No 417

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
012352	LAWRENCE TRACTOR	PV-220907	3/4/2022		529166		010-81500-0-00000-81100-43000-0	\$293.11			
Total Check Amount:								\$1,138.11			
012998	LINDER EQUIPMENT CO.	PV-220922	1/20/2022		SA22984		010-00000-0-00000-36000-56000-0	\$289.94			
	LINDER EQUIPMENT CO.	PV-220923	1/20/2022		SA22982		010-00000-0-00000-36000-56000-0	\$289.94			
	LINDER EQUIPMENT CO.	PV-220924	1/20/2022		SA22983		010-00000-0-00000-36000-56000-0	\$289.94			
	LINDER EQUIPMENT CO.	PV-220925	1/20/2022		SA22981		010-00000-0-00000-36000-56000-0	\$289.94			
Total Check Amount:								\$1,159.76			
012005	M. GREEN & COMPANY	PV-220908	2/28/2022		20/21 Audit		010-00000-0-00000-71900-58000-0	\$21,400.00			
Total Check Amount:								\$21,400.00			
013877	McDERMONT VENTURE, INC.	PV-220919	3/7/2022		4224		010-07200-0-11100-10000-58000-0	\$1,539.00			
Total Check Amount:								\$1,539.00			
013850	R & L CROW DISTRIBUTING	PV-220910	3/7/2022		March 3 & 7		130-53100-0-00000-37000-47000-0	\$1,117.80			22
	R & L CROW DISTRIBUTING		3/7/2022		March 3 & 7		130-53100-0-00000-37000-47000-0	\$464.40			22
	R & L CROW DISTRIBUTING		3/7/2022		March 3 & 7		010-00000-0-11100-10000-43000-0	\$79.60			22
Total Check Amount:								\$1,661.80			
013166	RAY MORGAN COMPANY INC	PV-220909	3/3/2022		3641685		010-00000-0-00000-27000-56000-0	\$191.33			
Total Check Amount:								\$191.33			
005383	SOUTHERN CALIF EDISON CO	PV-220911	3/2/2022		March		010-00000-0-00000-36000-58000-0	\$643.64			
	SOUTHERN CALIF EDISON CO		3/2/2022		March		010-00000-0-00000-82000-55000-0	\$2,669.39			
	SOUTHERN CALIF EDISON CO		3/2/2022		March		010-00000-0-00000-82000-55000-0	\$1,300.15			
	SOUTHERN CALIF EDISON CO		3/2/2022		March		010-00000-0-00000-82000-55000-0	\$2,183.40			
Total Check Amount:								\$6,796.58			
013211	SOUTHWEST SCHOOL & OFFICE SUPP	PV-220912	3/9/2022		March 4th-9th		010-11000-0-11100-10000-43000-0	\$26.90			
	SOUTHWEST SCHOOL & OFFICE SUPP		3/9/2022		March 4th-9th		010-11000-0-11100-10000-43000-0	\$13.45			
	SOUTHWEST SCHOOL & OFFICE SUPP		3/9/2022		March 4th-9th		010-11000-0-11100-10000-43000-0	\$77.38			

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*** FINAL ***
Batch No 417

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013211	SOUTHWEST SCHOOL & OFFICE SUPP	PV-220912	3/9/2022		March 4th-9th		010-11000-0-11100-10000-43000-0	\$55.08			
	SOUTHWEST SCHOOL & OFFICE SUPP		3/9/2022		March 4th-9th		010-11000-0-11100-10000-43000-0	\$33.65			
	SOUTHWEST SCHOOL & OFFICE SUPP		3/9/2022		March 4th-9th		010-11000-0-11100-10000-43000-0	\$87.77			
	SOUTHWEST SCHOOL & OFFICE SUPP		3/9/2022		March 4th-9th		010-11000-0-11100-10000-43000-0	\$104.81			
	SOUTHWEST SCHOOL & OFFICE SUPP		3/9/2022		March 4th-9th		010-11000-0-11100-10000-43000-0	\$102.74			
	SOUTHWEST SCHOOL & OFFICE SUPP		3/9/2022		March 4th-9th		010-11000-0-11100-10000-43000-0	\$258.47			
	SOUTHWEST SCHOOL & OFFICE SUPP		3/9/2022		March 4th-9th		010-11000-0-11100-10000-43000-0	\$48.39			
	SOUTHWEST SCHOOL & OFFICE SUPP		3/9/2022		March 4th-9th		010-11000-0-11100-10000-43000-0	\$65.62			
							Total Check Amount:	\$874.26			
012726	STATE OF CALIFORNIA	PV-220913	3/2/2022		566058		010-00000-0-00000-27000-58000-0	\$49.00			
							Total Check Amount:	\$49.00			
012560	SYSO OF CENTRAL CALIFORNIA	PV-220914	3/7/2022		384096269		130-53100-0-00000-37000-47000-0	\$1,703.83			H
	SYSO OF CENTRAL CALIFORNIA	PV-220915	3/7/2022		384096270		130-53100-0-00000-37000-43000-0	\$11.90			
							Total Check Amount:	\$1,715.73			
013828	T-Mobile	PV-220916	3/2/2022		March		010-00000-0-11100-10000-59000-0	\$2,020.00			
							Total Check Amount:	\$2,020.00			
013066	VALLEY PACIFIC PETROLEUM SYSTE	PV-220918	2/28/2022		CL22-468033		130-53100-0-00000-82000-43000-0	\$159.17			
							Total Check Amount:	\$159.17			
013764	Valley VoIP	PV-220917	3/1/2022		1151		010-00000-0-00000-72000-59000-0	\$300.00			22
							Total Check Amount:	\$300.00			

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*** FINAL ***

Batch No 417

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
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Total District Payment Amount: \$46,307.63

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*** FINAL ***

Batch No 417

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
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Batch No 417

Total Accounts Payable:

\$46,307.63

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 46,307.63 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Nicole Bayter 3/10/22
 Authorizing Signature Date

Fund Summary	Total
010	\$38,917.04
130	\$7,390.59
Total	\$46,307.63

*** FINAL ***
 Batch No 418

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013742	AALRR	PV-220942	3/31/2022		641467		010-00000-0-00000-76002-58000-0	\$232.31			
								\$232.31			
013761	ADVANCED DATA STORAGE	PV-220965	3/12/2022		0145418		010-00000-0-00000-72000-58000-0	\$35.65			22
	ADVANCED DATA STORAGE	PV-220966	3/12/2022		0145417		010-00000-0-00000-72000-58000-0	\$49.45			22
								\$85.10			
006003	ARAMARK UNIFORM SERVICES	PV-220970	3/10/2022		258000115033		010-00000-0-00000-82000-55000-0	\$143.70			
	ARAMARK UNIFORM SERVICES	PV-220971	3/10/2022		258000115031		010-00000-0-00000-82000-55000-0	\$60.73			
	ARAMARK UNIFORM SERVICES	PV-220972	3/24/2022		258000122231		010-00000-0-00000-82000-55000-0	\$60.73			
	ARAMARK UNIFORM SERVICES	PV-220973	3/24/2022		258000122233		010-00000-0-00000-82000-55000-0	\$143.70			
								\$408.86			
004283	AT&T	PV-220944	3/13/2022		17915599		010-00000-0-00000-72000-59000-0	\$110.31			
								\$110.31			
012498	A-Z BUS SALES, INC	PV-220943	3/24/2022		01P718326		010-00000-0-00000-36000-43000-0	\$104.27			
								\$104.27			
013446	BSN SPORTS, LLC	PV-220967	1/14/2022		915604387		010-00000-0-11100-10000-43000-0	\$36.10			
	BSN SPORTS, LLC	PV-220968	1/19/2022		915655400		010-00000-0-11100-10000-43000-0	\$385.75			
								\$421.85			
013756	BUZZ KILL PEST CONTROL	PV-220963	3/12/2022		45842		010-00000-0-00000-82000-58000-0	\$394.00			
	BUZZ KILL PEST CONTROL	PV-220964	3/15/2022		46025		010-00000-0-00000-82000-58000-0	\$113.00			
								\$507.00			
012565	CALIFORNIA DEPARTMENT OF EDUCA	PV-220941	3/16/2022		22SF-40752		130-53100-0-00000-37000-47000-0	\$379.05			
								\$379.05			
013603	CENTRAL VALLEY BUSINESS FORMS	PV-220945	3/18/2022		238976		010-00000-0-00000-27000-43000-0	\$693.48			
								\$693.48			
013478	DEMCO	PV-220940	3/14/2022		7095355		010-07200-0-11100-24203-43000-0	\$693.48			
								\$693.48			

*** FINAL ***
 Batch No 418

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013719	ECOLAB	PV-220961	3/17/2022	6508437			130-53100-0-00000-82000-58000-0	\$144.33			
	ECOLAB	PV-220962	3/21/2022	6508438			130-53100-0-00000-82000-58000-0	\$127.90			
							Total Check Amount:	\$272.23			
012430	FLORENCE FILTER CORPORATION	PV-220946	3/18/2022	0120688-IN			010-00000-0-00000-82000-55000-0	\$548.40			
013878	FORESTIERE UNDERGROUND GARDENS	PV-220986	3/2/2022	7Th Grade field trip			010-07200-0-11100-10000-58000-0	\$510.00			
							Total Check Amount:	\$548.40			
012998	LINDER EQUIPMENT CO.	PV-220979	3/10/2022	SA23090			010-00000-0-00000-36000-56000-0	\$289.94			
	LINDER EQUIPMENT CO.	PV-220980	3/10/2022	SA23091			010-00000-0-00000-36000-56000-0	\$289.94			
	LINDER EQUIPMENT CO.	PV-220981	3/10/2022	SA23092			010-00000-0-00000-36000-56000-0	\$289.94			
	LINDER EQUIPMENT CO.	PV-220982	3/10/2022	SA23095			010-00000-0-00000-36000-56000-0	\$289.94			
	LINDER EQUIPMENT CO.	PV-220983	3/10/2022	SA23093			010-00000-0-00000-36000-56000-0	\$289.94			
	LINDER EQUIPMENT CO.	PV-220984	3/10/2022	SA23094			010-00000-0-00000-36000-56000-0	\$289.94			
	LINDER EQUIPMENT CO.	PV-220985	3/10/2022	SA23096			010-00000-0-00000-36000-56000-0	\$289.94			
							Total Check Amount:	\$2,029.58			
012822	NAEIR	PV-220939	3/4/2022	G144858			010-00000-0-00000-72000-43000-0	\$200.00			
013370	ORIENTAL TRADING COMPANY INC	PV-220938	3/8/2022	715424420-01			010-11000-0-11100-10000-43000-0	\$585.36			
							Total Check Amount:	\$585.36			
013220	PORTERVILLE LOCK & SAFE	PV-220937	3/22/2022	2499			010-00000-0-00000-82000-58000-0	\$71.92			
							Total Check Amount:	\$71.92			
013850	R & L CROW DISTRIBUTING	PV-220936	3/21/2022	March 21/24/28			130-70270-0-00000-37000-47000-0	\$813.60			22
	R & L CROW DISTRIBUTING		3/21/2022	March 21/24/28			130-70270-0-00000-37000-47000-0	\$1,163.70			22
	R & L CROW DISTRIBUTING		3/21/2022	March 21/24/28			130-70270-0-00000-37000-47000-0	\$394.50			22

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*** FINAL ***

Batch No 418

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
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013166	RAY MORGAN COMPANY INC	PV-220959	2/15/2022		3624602		010-00000-0-00000-27000-56000-0	\$586.06		
	RAY MORGAN COMPANY INC	PV-220960	3/15/2022		3650601		010-00000-0-00000-27000-56000-0	\$438.34		
								\$1,024.40		
013483	SCHOOL NURSE SUPPLIES, INC	PV-220935	3/11/2022		0882363-IN		010-07200-0-11100-31400-43000-0	\$196.92		
								\$196.92		
005387	SOCALGAS	PV-220934	3/25/2022		March		010-00000-0-00000-82000-55000-0	\$1,130.48		
	SOCALGAS		3/25/2022		March		010-00000-0-00000-82000-55000-0	\$1,042.50		
								\$2,172.98		
013211	SOUTHWEST SCHOOL & OFFICE SUPP	PV-220932	2/17/2022		March 14-25		010-11000-0-11100-10000-43000-0	\$271.43		
	SOUTHWEST SCHOOL & OFFICE SUPP		2/17/2022		March 14-25		010-11000-0-11100-10000-43000-0	\$13.81		
	SOUTHWEST SCHOOL & OFFICE SUPP		2/17/2022		March 14-25		010-11000-0-11100-10000-43000-0	\$28.95		
	SOUTHWEST SCHOOL & OFFICE SUPP		2/17/2022		March 14-25		010-11000-0-11100-10000-43000-0	\$22.51		
	SOUTHWEST SCHOOL & OFFICE SUPP		2/17/2022		March 14-25		010-11000-0-11100-10000-43000-0	\$3.32		
	SOUTHWEST SCHOOL & OFFICE SUPP		2/17/2022		March 14-25		010-11000-0-11100-10000-43000-0	\$7.56		
	SOUTHWEST SCHOOL & OFFICE SUPP		2/17/2022		March 14-25		010-11000-0-11100-10000-43000-0	\$62.55		
	SOUTHWEST SCHOOL & OFFICE SUPP		2/17/2022		March 14-25		010-11000-0-11100-10000-43000-0	\$6.77		
	SOUTHWEST SCHOOL & OFFICE SUPP		2/17/2022		March 14-25		010-11000-0-11100-10000-43000-0	\$3.28		
	SOUTHWEST SCHOOL & OFFICE SUPP		2/17/2022		March 14-25		010-11000-0-11100-10000-43000-0	\$108.59		
	SOUTHWEST SCHOOL & OFFICE SUPP		2/17/2022		March 14-25		010-11000-0-11100-10000-43000-0	\$43.48		
								\$572.25		
013568	STACK TECHNOLOGIES	PV-220933	3/18/2022		1247		010-00000-0-11100-10000-58000-0	\$1,914.55		22
								\$1,914.55		
013775	SUNNYSIDE UNION SCHOOL DISTRICT	PV-220969	3/29/2022		20/21SY Comp Tech		010-07200-0-00000-72000-58000-0	\$15,652.03		A

*** FINAL ***
 Batch No 418 Audit Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013114	SYNCB/AMAZON	PV-220947	3/29/2022		Credit Bus T-shirts		010-00000-0-11100-10000-43000-0	(\$19.38)		
	SYNCB/AMAZON	PV-220948	3/29/2022		Credit Bus T-shirts		010-00000-0-11100-10000-43000-0	(\$19.38)		
	SYNCB/AMAZON	PV-220949	3/21/2022		Brenda - STC		010-90271-2-81000-59000-43000-0	\$28.00		
	SYNCB/AMAZON	PV-220950	3/11/2022		PV Tech		010-00000-0-11100-10000-43000-0	\$71.36		
	SYNCB/AMAZON	PV-220951	3/2/2022		Maintenance		010-81500-0-00000-81100-43000-0	\$593.60		
	SYNCB/AMAZON	PV-220952	3/11/2022		SQUAD (Toledo)		010-11000-0-11100-10000-43000-0	\$218.82		
	SYNCB/AMAZON	PV-220953	3/25/2022		P.E. Baseball/Softba		010-11000-0-11100-10000-43000-0	\$1,411.20		
	SYNCB/AMAZON	PV-220954	3/24/2022		Office		010-00000-0-00000-72000-43000-0	\$8.67		
	SYNCB/AMAZON	PV-220954	3/24/2022		Office		010-00000-0-00000-72000-43000-0	\$7.22		
	SYNCB/AMAZON	PV-220955	3/4/2022		PVE Mrs. Parrish		010-00000-0-00000-72000-43000-0	\$142.20		
	SYNCB/AMAZON	PV-220955	3/22/2022		7th Grade & 8th Grad		010-11000-0-11100-10000-43000-0	\$158.75		
	SYNCB/AMAZON	PV-220956	3/22/2022		7th Grade & 8th Grad		010-11000-0-11100-10000-43000-0	\$62.79		
	SYNCB/AMAZON	PV-220956	3/23/2022		Mr. Mark		010-11000-0-11100-10000-43000-0	\$18.31		
	SYNCB/AMAZON	PV-220956	3/23/2022		Mr. Mark		010-81500-0-00000-81100-43000-0	\$173.48		
							Total Check Amount:	\$15,652.03		
012560	SYSCO OF CENTRAL CALIFORNIA	PV-220974	2/22/2022		384079338		130-70270-0-00000-37000-43000-0	\$372.28		
	SYSCO OF CENTRAL CALIFORNIA	PV-220975	3/21/2022		384110494		130-70270-0-00000-37000-47000-0	\$2,491.26		
	SYSCO OF CENTRAL CALIFORNIA	PV-220976	3/21/2022		384110495		130-70270-0-00000-37000-43000-0	\$350.61		
	SYSCO OF CENTRAL CALIFORNIA	PV-220977	3/28/2022		384117924		130-70270-0-00000-37000-47000-0	\$2,152.54		
	SYSCO OF CENTRAL CALIFORNIA	PV-220978	3/28/2022		384117925		130-70270-0-00000-37000-43000-0	\$212.67		
							Total Check Amount:	\$5,579.36		
013009	Tulare County Office of Educat	PV-220957	2/18/2022		221373		010-00000-0-00000-27000-58000-0	\$110.00		H
	Tulare County Office of Educat	PV-220958	2/16/2022		221325		010-00000-0-11100-10000-58000-0	\$18,750.25		
							Total Check Amount:	\$18,860.25		
013435	U.S. BANK	PV-220930	2/25/2022		466334281		010-00000-0-00000-27000-56000-0	\$535.78		
							Total Check Amount:	\$535.78		
013549	ULINE	PV-220931	3/17/2022		146465667		010-07200-0-11100-24203-43000-0	\$706.25		
							Total Check Amount:	\$706.25		

Accounts Payable Final Prelist - 3/31/2022 12:17:08PM

*** FINAL ***

Batch No 418

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013773	unWIRED BROADBAND, INC.	PV-220929	4/1/2022		1298883		010-00000-0-00000-72000-59000-0	\$199.99			
							Total Check Amount:	\$199.99			
013066	VALLEY PACIFIC PETROLEUM SYSTE	PV-220927	3/15/2022		CL22-477225		010-00000-0-00000-82000-43000-0	\$276.19			
							Total Check Amount:	\$276.19			
013004	Verizon Wireless	PV-220928	3/10/2022		9901504497		010-00000-0-11100-10000-59000-0	\$380.10			
							Total Check Amount:	\$380.10			
012657	WASTE MANAGEMENT	PV-220926	4/1/2022		April		010-00000-0-00000-82000-55000-0	\$630.61			
	WASTE MANAGEMENT		4/1/2022		April		130-53100-0-00000-82000-55000-0	\$630.61			
	WASTE MANAGEMENT		4/1/2022		April		010-00000-0-00000-82000-55000-0	\$630.61			H
	WASTE MANAGEMENT		4/1/2022		April		130-53100-0-00000-82000-55000-0	\$630.61			H
							Total Check Amount:	\$2,522.44			

Accounts Payable Final PreList - 3/31/2022 12:17:08PM

*** FINAL ***

Batch No 418

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
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Total District Payment Amount: \$63,193.41

Accounts Payable Final PreList - 3/31/2022 12:17:08PM

*** FINAL ***

Batch No 418

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
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Batch No 418 Total Accounts Payable: \$63,193.41

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 63,193.41 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).


 Authorizing Signature

3/31/22
 Date

Fund Summary	Total
010	\$53,329.75
130	\$9,863.66
Total	\$63,193.41

Budget Comparison Report

by Fund 10:12:38AM

	2021 - 2022 Working Thru 4/6/2022			2021 - 2022 Actual Thru 4/6/2022		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
010 General Fund						
Revenues						
LCFF Sources						
80110 LCFF State Aid - Current Year	\$3,801,572.00	\$0.00	\$3,801,572.00	\$3,165,372.39	\$0.00	\$3,165,372.39
80120 Education Protection Account	\$1,614,662.00	\$0.00	\$1,614,662.00	\$1,068,557.00	\$0.00	\$1,068,557.00
80190 LCFF/Revenue Limit State Aid - Prior Years	\$0.00	\$0.00	\$0.00	(\$106,833.88)	\$0.00	(\$106,833.88)
80210 Homeowners Exemption	\$0.00	\$0.00	\$0.00	\$894.77	\$0.00	\$894.77
80410 Secured Rolls Tax	\$342,713.00	\$0.00	\$342,713.00	\$143,396.41	\$0.00	\$143,396.41
80420 Unsecured Roll Taxes	\$0.00	\$0.00	\$0.00	\$16,627.43	\$0.00	\$16,627.43
80430 Prior Years' Taxes	\$0.00	\$0.00	\$0.00	\$2,482.24	\$0.00	\$2,482.24
80440 Supplemental Taxes	\$0.00	\$0.00	\$0.00	\$5,219.17	\$0.00	\$5,219.17
80470 Community Redevelopment Funds	\$0.00	\$0.00	\$0.00	\$4,748.00	\$0.00	\$4,748.00
80471 Redevelopment PTF Residual Distributions	\$0.00	\$0.00	\$0.00	\$20,225.00	\$0.00	\$20,225.00
Total LCFF Sources	\$5,758,947.00	\$0.00	\$5,758,947.00	\$4,320,688.53	\$0.00	\$4,320,688.53
Federal Revenues						
82900 All Other Federal Revenue	\$0.00	\$1,907,850.84	\$1,907,850.84	\$0.00	\$706,780.34	\$706,780.34
Total Federal Revenues	\$0.00	\$1,907,850.84	\$1,907,850.84	\$0.00	\$706,780.34	\$706,780.34
Other State Revenues						
85500 Mandated Cost Reimbursements	\$14,994.00	\$0.00	\$14,994.00	\$14,994.00	\$0.00	\$14,994.00
85600 State Lottery Revenue	\$68,591.00	\$22,406.00	\$90,997.00	\$54,154.41	\$7,098.14	\$61,252.55
85900 All Other State Revenue	\$3,000.00	\$703,395.26	\$706,395.26	\$176,176.00	\$517,123.46	\$693,299.46
Total Other State Revenues	\$86,585.00	\$725,801.26	\$812,386.26	\$245,324.41	\$524,221.60	\$769,546.01
Other Local Revenues						
86250 Community Redevelopment Funds Not Subject to Revenue Lim	\$0.00	\$0.00	\$0.00	\$0.00	\$6,217.00	\$6,217.00
86600 Interest	\$25,000.00	\$0.00	\$25,000.00	\$15,587.04	\$0.00	\$15,587.04
86620 Net Increase (Decrease) in the Fair Value of Investments	(\$27,778.07)	\$0.00	(\$27,778.07)	(\$27,778.07)	\$0.00	(\$27,778.07)
86990 All Other Local Revenue	\$38,528.62	\$76,917.00	\$115,445.62	\$38,531.20	\$54,018.63	\$92,549.83
Total Other Local Revenues	\$35,750.55	\$76,917.00	\$112,667.55	\$26,340.17	\$60,235.63	\$86,575.80

Exhibit C 4-12-22

Budget Comparison Report

by Fund

10:12:38AM

	2021 - 2022 Working Thru 4/6/2022			2021 - 2022 Actual Thru 4/6/2022		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
010 General Fund						
Total Revenues	\$5,881,282.55	\$2,710,569.10	\$8,591,851.65	\$4,592,353.11	\$1,291,237.57	\$5,883,590.68
Expenditures						
Certificated Salaries						
11000 Certificated Teachers' Salaries	\$1,673,512.00	\$577,221.78	\$2,250,733.78	\$1,100,545.27	\$365,538.23	\$1,466,083.50
11002 Substitute Teachers	\$50,000.00	\$0.00	\$50,000.00	\$42,191.00	\$0.00	\$42,191.00
12000 Certificated Pupil Support Salaries	\$105,375.00	\$2,800.00	\$108,175.00	\$80,517.75	\$2,800.00	\$83,317.75
13000 Certificated Supervisors and Administrators Salaries	\$263,575.00	\$7,300.00	\$270,875.00	\$197,698.47	\$7,298.20	\$204,996.67
19000 Other Certificated Salaries	\$6,000.00	\$0.00	\$6,000.00	\$4,500.00	\$0.00	\$4,500.00
Total Certificated Salaries	\$2,098,462.00	\$587,321.78	\$2,685,783.78	\$1,425,452.49	\$375,636.43	\$1,801,088.92
Classified Salaries						
21000 Classified Instructional Salaries	\$174,100.00	\$203,537.43	\$377,637.43	\$111,924.90	\$129,427.79	\$241,352.69
22000 Classified Support Salaries	\$250,481.60	\$81,946.70	\$332,428.30	\$177,120.15	\$76,560.43	\$253,680.58
23000 Classified Supervisors' and Administrators' Salaries	\$53,925.00	\$0.00	\$53,925.00	\$40,427.37	\$0.00	\$40,427.37
24000 Clerical, Technical and Office Staff Salaries	\$190,950.00	\$0.00	\$190,950.00	\$145,617.18	\$0.00	\$145,617.18
29000 Other Classified Salaries	\$0.00	\$138,093.52	\$138,093.52	\$0.00	\$99,342.73	\$99,342.73
Total Classified Salaries	\$669,456.60	\$423,577.65	\$1,093,034.25	\$475,089.60	\$305,330.95	\$780,420.55
Employee Benefits						
31010 State Teachers' Retirement System, certificated positions	\$353,525.00	\$324,662.20	\$678,187.20	\$232,585.89	\$51,354.23	\$283,940.12
31020 State Teachers' Retirement System, classified positions	\$3,000.00	\$2,831.73	\$5,831.73	\$2,223.13	\$2,223.13	\$4,446.26
32010 Public Employees Retirement System, certificated positions	\$1,800.00	\$224.00	\$2,024.00	\$2,324.86	\$0.00	\$2,324.86
32020 Public Employees' Retirement System, classified positions	\$147,269.70	\$93,513.43	\$240,783.13	\$91,155.80	\$58,282.92	\$149,438.72
33012 OASDI, Certificated Positions	\$1,300.00	\$301.00	\$1,601.00	\$1,584.27	\$93.00	\$1,677.27
33013 Medicare, Certificated Positions	\$30,500.00	\$8,262.41	\$38,762.41	\$20,558.84	\$5,446.77	\$26,005.61
33022 OASDI, classified positions	\$41,639.15	\$26,644.75	\$68,283.90	\$27,499.75	\$17,204.87	\$44,704.62
33023 Medicare, classified positions	\$9,859.16	\$6,388.35	\$16,247.51	\$6,827.79	\$4,426.06	\$11,253.85
34010 Health & Welfare Benefits, certificated positions	\$417,750.00	\$110,919.00	\$528,669.00	\$249,584.99	\$67,081.98	\$316,666.97
34020 Health & Welfare Benefits, classified positions	\$191,575.00	\$66,758.71	\$258,333.71	\$134,782.95	\$46,288.76	\$181,071.71
35010 State Unemployment Insurance, certificated positions	\$25,850.00	\$4,897.39	\$30,747.39	\$7,089.07	\$1,878.29	\$8,967.36

Budget Comparison Report

by Fund

10:12:38AM

	2021 - 2022 Working Thru 4/6/2022			2021 - 2022 Actual Thru 4/6/2022		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
010 General Fund						
35020 State Unemployment Insurance, classified positions	\$8,328.16	\$4,599.47	\$12,927.63	\$2,354.27	\$1,526.23	\$3,880.50
36010 Worker's Compensation Insurance, certificated positions	\$47,875.00	\$12,308.14	\$60,183.14	\$27,654.70	\$7,326.64	\$34,981.34
36020 Worker's Compensation Insurance, classified positions	\$15,737.32	\$9,713.15	\$25,450.47	\$9,184.45	\$5,953.82	\$15,138.27
37010 OPEB, Allocated, certificated positions	\$46,875.00	\$10,851.91	\$57,726.91	\$23,007.51	\$6,043.68	\$29,051.19
37020 OPEB, Allocated, classified positions	\$15,535.15	\$9,444.39	\$24,979.54	\$7,643.64	\$4,912.42	\$12,556.06
37510 OPEB, Active Employees, certificated Positions	\$56,362.00	\$8,200.00	\$64,562.00	\$0.00	\$0.00	\$0.00
37520 OPEB, Active Employees, classified positions	\$15,825.00	\$6,625.00	\$22,450.00	\$0.00	\$0.00	\$0.00
39010 Other Benefits, certificated positions	\$133,328.04	\$0.00	\$133,328.04	\$133,328.04	\$0.00	\$133,328.04
Total Employee Benefits	\$1,563,933.68	\$707,145.03	\$2,271,078.71	\$979,389.95	\$280,042.80	\$1,259,432.75
Books and Supplies						
42000 Books and Other Reference Materials	\$0.00	\$40,000.00	\$40,000.00	\$0.00	\$13,717.50	\$13,717.50
43000 Materials and Supplies	\$195,345.92	\$144,582.82	\$339,928.74	\$170,155.79	\$51,243.98	\$221,399.77
44000 Non-Capitalized Equipment	\$82,500.00	\$43,336.69	\$125,836.69	\$47,874.99	\$30,582.09	\$78,457.08
Total Books and Supplies	\$277,845.92	\$227,919.51	\$505,765.43	\$218,030.78	\$95,543.57	\$313,574.35
Services, Other Operating Expenses						
52000 Travel and Conferences	\$9,100.00	\$1,168.00	\$10,268.00	\$6,174.99	\$257.49	\$6,432.48
53000 Dues and Memberships	\$8,200.00	\$0.00	\$8,200.00	\$1,965.26	\$0.00	\$1,965.26
54400 Pupil Insurance	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$0.00
54500 Other Insurance	\$52,000.00	\$0.00	\$52,000.00	\$51,363.00	\$0.00	\$51,363.00
55000 Operation and Housekeeping Services	\$120,000.00	\$0.00	\$120,000.00	\$103,399.04	\$0.00	\$103,399.04
56000 Rentals, Leases, Repairs and Non-Capitalized Improvements	\$54,000.00	\$10,000.00	\$64,000.00	\$44,706.80	\$5,298.25	\$50,005.05
57103 Transfers of Direct Costs - Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
58000 Professional/Consulting Services and Operating Expenditures	\$294,958.59	\$279,114.96	\$574,073.55	\$194,409.99	\$189,278.63	\$383,688.62
58009 Pension Penalties & Interest	\$500.00	\$0.00	\$500.00	\$29.37	\$0.00	\$29.37
59000 Communications	\$57,200.00	\$0.00	\$57,200.00	\$43,717.73	\$0.00	\$43,717.73
Total Services, Other Operating Expenses	\$597,058.59	\$290,282.96	\$887,341.55	\$445,766.18	\$194,834.37	\$640,600.55
Capital Outlay						
62000 Buildings and Improvement of Buildings	\$0.00	\$834,275.00	\$834,275.00	\$0.00	\$427,203.00	\$427,203.00

Budget Comparison Report

10:12:38AM

by Fund

	2021 - 2022 Working Thru 4/6/2022			2021 - 2022 Actual Thru 4/6/2022		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
010 General Fund						
Total Capital Outlay	\$0.00	\$834,275.00	\$834,275.00	\$0.00	\$427,203.00	\$427,203.00
Other Outgo						
71420 Other Tuition, Excess Costs, and/or Deficits Payments to COE	\$2,722.51	\$0.00	\$2,722.51	\$1,633.51	\$0.00	\$1,633.51
74380 Debt Service - Interest	\$109,106.26	\$0.00	\$109,106.26	\$55,178.13	\$0.00	\$55,178.13
74390 Other Debt Service - Principal	\$217,941.00	\$0.00	\$217,941.00	\$217,941.00	\$0.00	\$217,941.00
Total Other Outgo	\$329,769.77	\$0.00	\$329,769.77	\$274,752.64	\$0.00	\$274,752.64
Direct Support/Indirect Costs						
73100 Transfers of Indirect Costs	(\$2,239.00)	\$2,239.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Direct Support/Indirect Costs	(\$2,239.00)	\$2,239.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenditures	\$5,534,287.56	\$3,072,760.93	\$8,607,048.49	\$3,818,481.64	\$1,678,591.12	\$5,497,072.76
Excess (Deficiency) of Revenues	\$346,994.99	(\$362,191.83)	(\$15,196.84)	\$773,871.47	(\$387,353.55)	\$386,517.92
Other Financing Sources/Uses						
Transfers Out						
76160 From General Fund to Cafeteria Fund	\$36,000.00	\$0.00	\$36,000.00	\$0.00	\$0.00	\$0.00
Total Transfers Out	\$36,000.00	\$0.00	\$36,000.00	\$0.00	\$0.00	\$0.00
Contributions						
89800 Contributions from Unrestricted Resources	(\$717,650.00)	\$717,650.00	\$0.00	\$0.00	\$0.00	\$0.00
89900 Contributions from Restricted Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Contributions	(\$717,650.00)	\$717,650.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Financing Sources/Uses	(\$753,650.00)	\$717,650.00	(\$36,000.00)	\$0.00	\$0.00	\$0.00
Net Increase (Decrease) in Fund	(\$406,655.01)	\$355,458.17	(\$51,196.84)	\$773,871.47	(\$387,353.55)	\$386,517.92
Beginning Balance						
Assets						
91100 Cash in County Treasury	\$2,797,607.26	\$410,653.73	\$3,208,260.99	\$2,797,607.26	\$410,653.73	\$3,208,260.99
91110 Fair Value Adjustment to Cash in County Treasury	\$27,778.07	\$0.00	\$27,778.07	\$27,778.07	\$0.00	\$27,778.07

Budget Comparison Report

by Fund

10:12:38AM

	2021 - 2022 Working Thru 4/6/2022			2021 - 2022 Actual Thru 4/6/2022		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
010 General Fund						
92001 Accounts Receivable Clearing	\$17,284.70	\$147,976.22	\$165,260.92	\$17,284.70	\$147,976.22	\$165,260.92
92009 County Wide Receivables - by COE	\$996,848.28	\$0.00	\$996,848.28	\$996,848.28	\$0.00	\$996,848.28
93100 Due From Other Funds	\$168.93	\$0.00	\$168.93	\$168.93	\$0.00	\$168.93
Total Assets	\$3,839,687.24	\$558,629.95	\$4,398,317.19	\$3,839,687.24	\$558,629.95	\$4,398,317.19
Liabilities						
95009 County Wide Liabilities - by COE	\$425,686.52	\$0.00	\$425,686.52	\$425,686.52	\$0.00	\$425,686.52
95010 Accounts Payable Clearing	\$49,180.01	\$94,169.59	\$143,349.60	\$49,180.01	\$94,169.59	\$143,349.60
95013 Deferred Wages Payable	\$138,393.01	\$0.00	\$138,393.01	\$138,393.01	\$0.00	\$138,393.01
95025 State Unemployment Insurance Payable	\$457.16	\$0.00	\$457.16	\$457.16	\$0.00	\$457.16
95051 Outlawed Employee Refunds & Voluntary Deductions	\$3,055.20	\$0.00	\$3,055.20	\$3,055.20	\$0.00	\$3,055.20
95053 STRS Excess Contributions Liability	\$6.40	\$0.00	\$6.40	\$6.40	\$0.00	\$6.40
96100 Due to Other Funds	\$449.97	\$0.00	\$449.97	\$449.97	\$0.00	\$449.97
96500 Unearned Revenue	\$0.00	\$53,021.92	\$53,021.92	\$0.00	\$53,021.92	\$53,021.92
Total Liabilities	\$617,228.27	\$147,191.51	\$764,419.78	\$617,228.27	\$147,191.51	\$764,419.78
Total Beginning Balance	\$3,222,458.97	\$411,438.44	\$3,633,897.41	\$3,222,458.97	\$411,438.44	\$3,633,897.41
Adjusted Beginning Balance	\$3,222,458.97	\$411,438.44	\$3,633,897.41	\$3,222,458.97	\$411,438.44	\$3,633,897.41
Ending Balance						
Assets						
91100 Cash in County Treasury	\$2,815,803.96	\$766,896.61	\$3,582,700.57	\$4,045,125.31	\$24,084.89	\$4,069,210.20
91110 Fair Value Adjustment to Cash in County Treasury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
91400 Cash Collections Awaiting Deposit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
92001 Accounts Receivable Clearing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
92004 Due From Employees - Payroll Corrections	\$0.00	\$0.00	\$0.00	\$99.82	\$0.00	\$99.82
92005 Payroll Corrections - Employer Portion	\$0.00	\$0.00	\$0.00	(\$257.34)	\$0.00	(\$257.34)
92009 County Wide Receivables - by COE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
93100 Due From Other Funds	\$0.00	\$0.00	\$0.00	\$50,168.93	\$0.00	\$50,168.93
Total Assets	\$2,815,803.96	\$766,896.61	\$3,582,700.57	\$4,095,136.72	\$24,084.89	\$4,119,221.61
Liabilities						

Budget Comparison Report

by Fund

10:12:38AM

	2021 - 2022 Working Thru 4/6/2022			2021 - 2022 Actual Thru 4/6/2022		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
010 General Fund						
95009 County Wide Liabilities - by COE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
95010 Accounts Payable Clearing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
95013 Deferred Wages Payable	\$0.00	\$0.00	\$0.00	\$122,451.53	\$0.00	\$122,451.53
95024 Health & Welfare Payable	\$0.00	\$0.00	\$0.00	(\$35,010.73)	\$0.00	(\$35,010.73)
95025 State Unemployment Insurance Payable	\$0.00	\$0.00	\$0.00	\$4,590.56	\$0.00	\$4,590.56
95026 Workers Compensation Payable	\$0.00	\$0.00	\$0.00	\$779.81	\$0.00	\$779.81
95028 Retiree Benefits Payable	\$0.00	\$0.00	\$0.00	\$2,483.54	\$0.00	\$2,483.54
95051 Outlawed Employee Refunds & Voluntary Deductions	\$0.00	\$0.00	\$0.00	\$3,055.20	\$0.00	\$3,055.20
95053 STRS Excess Contributions Liability	\$0.00	\$0.00	\$0.00	\$6.40	\$0.00	\$6.40
96100 Due to Other Funds	\$0.00	\$0.00	\$0.00	\$449.97	\$0.00	\$449.97
96500 Unearned Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Liabilities	\$0.00	\$0.00	\$0.00	\$98,806.28	\$0.00	\$98,806.28
Total Ending Balance	\$2,815,803.96	\$766,896.61	\$3,582,700.57	\$3,996,330.44	\$24,084.89	\$4,020,415.33
Components of Ending Fund Balance						
Fund Balance, Nonspendable						
97200 Reserve for Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Fund Balance, Nonspendable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance, Unassigned						
97890 Reserve for Economic Uncertainties	\$302,872.21	\$0.00	\$302,872.21	\$302,872.21	\$0.00	\$302,872.21
97900 Undesignated/Unappropriated	(\$1,232,623.43)	\$359,446.17	(\$873,177.26)	(\$52,096.95)	(\$383,365.55)	(\$435,462.50)
97910 Beginning Fund Balance	\$3,222,458.97	\$411,438.44	\$3,633,897.41	\$3,222,458.97	\$411,438.44	\$3,633,897.41
Total Fund Balance, Unassigned	\$2,292,707.75	\$770,884.61	\$3,063,592.36	\$3,473,234.23	\$28,072.89	\$3,501,307.12
Budgetary and Other Accounts						
98100 Estimated Revenue	(\$5,193,152.27)	(\$2,860,020.10)	(\$8,053,172.37)	(\$5,193,152.27)	(\$2,860,020.10)	(\$8,053,172.37)
98200 Appropriations	\$5,716,248.48	\$2,856,032.10	\$8,572,280.58	\$5,716,248.48	\$2,856,032.10	\$8,572,280.58
98300 Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Budgetary and Other Accounts	\$523,096.21	(\$3,988.00)	\$519,108.21	\$523,096.21	(\$3,988.00)	\$519,108.21
Total Components of Ending Fund Balance	\$2,815,803.96	\$766,896.61	\$3,582,700.57	\$3,996,330.44	\$24,084.89	\$4,020,415.33

County Fund	District Fund Number	Current Cash 9110	Previous Total Payroll Objects	Percentage (%)
636	36 0100 General Fund	\$4,069,210.20	\$453,538.08	897.21
ASM	36 1300 Cafeteria Special Revenue Fund	\$46,530.57	\$18,346.08	253.63
None	36 2110 Building Fund #1	\$0.00		
None	36 2160 Non-Treasury COP/ Trustee Building Fund #2	\$0.00		
ATQ	36 2510 Developer Fees Fund	\$41,117.46		
ADO	36 3510 County School Facilities Fund - Modernization	\$142,135.47		
None	36 5610 Non-Treasury Debt Service COP/Revenue Bonds	\$0.00		
None	36 5620 Non-Treasury Debt Service COP/Revenue Bonds #2	\$0.00		
		\$4,298,993.70		

Report Total

Budget Revision Report

Bdg Revision Final

Control Number: 40636663

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Fund: 0100 General Fund Expenditures			
Classified Salaries			
010-90271-2-81000-59000-29000-0	\$40,708.85	\$291.15	\$41,000.00
Total:	\$40,708.85	\$291.15	\$41,000.00
Employee Benefits			
010-90271-2-81000-59000-32020-0	\$9,325.00	\$25.00	\$9,350.00
010-90271-2-81000-59000-33022-0	\$2,525.00	\$25.00	\$2,550.00
010-90271-2-81000-59000-35020-0	\$200.00	\$25.00	\$225.00
010-90271-2-81000-59000-36020-0	\$975.00	(\$175.00)	\$800.00
010-90271-2-81000-59000-37020-0	\$950.00	(\$150.00)	\$800.00
Total:	\$13,975.00	(\$250.00)	\$13,725.00
Books and Supplies			
010-00000-0-00000-82000-43000-0	\$30,000.00	\$5,000.00	\$35,000.00
010-07200-0-11100-24203-43000-0	\$2,200.00	\$800.00	\$3,000.00
010-07200-0-11100-31400-43000-0	\$0.00	\$1,000.00	\$1,000.00
010-90271-2-81000-59000-43000-0	\$27,563.35	(\$249.32)	\$27,314.03
Total:	\$59,763.35	\$6,550.68	\$66,314.03
Services, Other Operating Expenses			
010-00000-0-00000-82000-55000-0	\$90,000.00	\$30,000.00	\$120,000.00
010-07200-0-00000-72000-58000-0	\$0.00	\$16,000.00	\$16,000.00
010-07200-0-11100-10000-58000-0	\$0.00	\$20,000.00	\$20,000.00
010-81500-0-00000-85000-58000-0	\$20,000.00	\$5,000.00	\$25,000.00
Total:	\$110,000.00	\$71,000.00	\$181,000.00
Total Expenditures	\$224,447.20	\$77,591.83	\$302,039.03
Budgeted Unappropriated Fund Balance before this adjustment:		\$3,114,789.20	
Total Adjustment to Unappropriated Fund Balance:		(\$77,591.83)	
Budgeted Unappropriated Fund Balance after this adjustment:		\$3,037,197.37	

22-21-16 I 19422

Budget Revision Report

Bdg Revision Final

Control Number: 40636663

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Fund: 1300 Cafeteria Special Revenue Fund Expenditures			
Books and Supplies			
130-53100-0-00000-37000-44000-0	\$2,250.00	(\$0.80)	\$2,249.20
130-70270-0-00000-37000-43000-0	\$0.00	\$10,000.00	\$10,000.00
130-70270-0-00000-37000-47000-0	\$0.00	\$39,035.85	\$39,035.85
Total:	\$2,250.00	\$49,035.05	\$51,285.05
Services, Other Operating Expenses			
130-53100-0-00000-82000-55000-0	\$15,000.00	\$5,000.00	\$20,000.00
Total:	\$15,000.00	\$5,000.00	\$20,000.00
Total Expenditures	\$17,250.00	\$54,035.05	\$71,285.05

Budgeted Unappropriated Fund Balance before this adjustment:

\$69,855.99

Total Adjustment to Unappropriated Fund Balance:

(\$54,035.05)

Budgeted Unappropriated Fund Balance after this adjustment:

\$15,820.94

Budget Revision Report


Control Number: 40636663

Account Classification

Approved / Revised

Change Amount Proposed Budget

At a meeting of the school board on 4/12/22, the board approved the above budget account lines change to those amounts indicated in the proposed budget column.

Authorized by:  _____
(County Office Use Only)
Updated at County Office on ___/___/___ by _____

Tulare County Office of Education Order to Pay/Payroll Transmittal

Form PS04P - Payroll

Month/Day/Year: 3/4/22

Exhibit 12 4-12-22

Instructions

Only Districts that submit payroll to TCOE for input will use this form. This form serves as a transmittal document and an Order from an authorized District employee for payment of payroll. The total amount of Gross Payroll indicated on the form must agree with the Payroll Input Work Sheet submitted with the PS04P Form.

Districts that perform their own payroll input will sign and submit the Order to Pay on the last page of their Payroll Final printout rather than use this form.

TCOE Personnel will input the Personnel Data from the PS01 Form for all Districts that do not have access to the computer system. Districts should check the box at the bottom of Form PS01 indicating if the Personnel Data has already been input.

Document	Certificate Payroll	Classified Payroll
Payroll Input W/S Enclosed	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Form PS01 Employee Personnel Data Sheets	No. Enclosed <u>1</u>	No. Enclosed <u>3</u>
Form PS02 Voluntary Deductions	No. Enclosed <u>0</u>	No. Enclosed <u>0</u>
Form PS03 Employee Distribution Additions	No. Enclosed <u>2</u>	No. Enclosed <u>2</u>
Form W-4 Withholding	No. Enclosed <u>1 & DE4 (1)</u>	No. Enclosed <u>3 & DE4 (3)</u>
Automatic Payroll Deposit Form Authorization	No. Enclosed <u>1</u>	No. Enclosed <u>2</u>
PERS Action Form	No. Enclosed	No. Enclosed <u>1</u>
Total Gross Payroll Must attach Adding Machine Tape	Total Amount \$ <u>8,250.⁰⁰</u>	Total Amount \$ <u>61,865.40</u>

The PLEASANT VIEW ELEMENTARY School District hereby orders that payment be made to each of the employees of the district in the amounts indicated as per the following attached schedules and that County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Nigel Bayler
District Authorized Signature

3/4/22
Date

TCOE Processing

Verify inclusion of number of documents indicated. Verify agreement of adding machine tape to Total Gross Payroll on form. If separate staff members input Certificated and Classified payroll, make copy of this form for other staff member. If any PS01 forms require Personnel Data input, they should be sent to TCOE Personnel for handling. Make copy of form to verify the Final Payroll Register totals before release of Payroll to District.

Date Received by TCOE / /

Received & Processed By _____

Tulare County Office of Education
Order to Pay/Payroll Transmittal

Form PS04P - Payroll

Month/Day/Year: 3/11/22

Instructions

Only Districts that submit payroll to TCOE for input will use this form. This form serves as a transmittal document and an Order from an authorized District employee for payment of payroll. The total amount of Gross Payroll indicated on the form must agree with the Payroll Input Work Sheet submitted with the PS04P Form.

Districts that perform their own payroll input will sign and submit the Order to Pay on the last page of their Payroll Final printout rather than use this form.

TCOE Personnel will input the Personnel Data from the PS01 Form for all Districts that do not have access to the computer system. Districts should check the box at the bottom of Form PS01 indicating if the Personnel Data has already been input.

Document
Payroll Input W/S Enclosed
Form PS01 Employee Personnel Data Sheets
Form PS02 Voluntary Deductions
Form PS03 Employee Distribution Additions
Form W-4 Withholding
Automatic Payroll Deposit Form Authorization
PERS Action Form
Total Gross Payroll Must attach Adding Machine Tape

Certificate Payroll
<input checked="" type="checkbox"/> Yes
No. Enclosed <u>0</u>
No. Enclosed <u>1</u>
No. Enclosed <u>0</u>
No. Enclosed <u>1</u>
No. Enclosed <u>0</u> <u>1</u>
Total Amount \$ <u>193,046.59</u>

Classified Payroll
<input checked="" type="checkbox"/> Yes
No. Enclosed <u>0</u>
No. Enclosed <u>2</u>
No. Enclosed <u>0</u>
No. Enclosed <u>1</u> <u>3 (DE4)</u>
No. Enclosed <u>2</u> <u>1</u>
No. Enclosed <u>0</u>
Total Amount \$ <u>56,262.81</u>

The PLEASANT VIEW ELEMENTARY School District hereby orders that payment be made to each of the employees of the district in the amounts indicated as per the following attached schedules and that County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Nique Boyter
 District Authorized Signature

3/21/22
 Date

TCOE Processing

Verify inclusion of number of documents indicated. Verify agreement of adding machine tape to Total Gross Payroll on form. If separate staff members input Certificated and Classified payroll, make copy of this form for other staff member. If any PS01 forms require Personnel Data input, they should be sent to TCOE Personnel for handling. Make copy of form to verify the Final Payroll Register totals before release of Payroll to District.

Date Received by TCOE / /

Received & Processed By _____

Exhibit E 4-12-22

March 29, 2022

Mr. Mark Odsather
District Representative
Pleasant View Elementary School District
14004 Road 184
Porterville, CA 93257

Dear Mr. Odsather:

The Office of Public School Construction (OPSC) has completed the Pleasant View Elementary School District's Financial Hardship Unfunded Re-Review. Enclosed is a Summary of Findings. Based on our review of the information submitted by the Pleasant View Elementary School District, the OPSC has determined that the District has **\$3,327.00 in additional funds available** to contribute to their projects on the unfunded list and **\$0 in district contribution due to expenditures**. This is in addition to the **\$50,791.00** in available funds previously applied (see table below).

The following application is currently on the unfunded list and competing in the current priority in funding round.

Project Number	Phase	School Name	Unfunded SAB Date	Financial Hardship Unfunded Apportionment	Cash Contribution previously Applied	District contribution due to expenditures
57172058-00-002	Full	Pleasant View Elementary	9/22/2021	\$ 759,783.67	50,791.00	-
Total				\$ 759,783.67	50,791.00	-

Please Note: The District received a Financial Hardship unfunded apportionment at the September 22, 2021 SAB meeting. The Financial Hardship amount listed in that apportionment will be reduced by the **\$3,327.00 and \$50,791.00** above at fund release provided the District concurs with the OPSC findings by submitting the signed Summary of Available Funds Worksheets.

Please indicate the District's conclusion by checking the applicable box below and submitting the applicable document(s) by **April 4, 2022**. **If no response is received by that date, the OPSC will not be able to finalize the Financial Hardship Re Review and the District may be delayed in receiving their apportionment(s).**

Check applicable box:

If the District concurs with the OPSC findings:

Sign and date the Financial Hardship Summary of Available Funds and return it to the OPSC.

If the District disagrees with the OPSC findings:

Submit a written statement to the OPSC with applicable supporting documentation.

If you have any questions, please contact me at Sherry.Johnson@dgs.ca.gov or (279) 946-8478, or my supervisor at Jason.Hernandez@dgs.ca.gov or (279) 946-8449.

Sincerely,

Electronically Signed March 29, 2022

Sherry Johnson, Auditor
Office of Public School Construction

Attachments

cc: Project file – Financial Hardship Section – CDS# 72058

FINANCIAL HARDSHIP FUND WORKSHEET

CURRENT FINANCIAL CONDITION OF DISTRICT TO SUPPORT FINANCIAL HARDSHIP
REQUEST PURSUANT TO CALIFORNIA CODE OF REGULATIONS TITLE 2, SECTION 1859.81


District:	<u>Pleasant View Elementary</u>
County:	<u>Tulare</u>
District Code:	<u>72068</u>
Auditor:	<u>Sherry Johnson</u>
Date:	<u>3/29/2022</u>

CAPITAL PROJECTS FUNDS - SUMMARY OF AVAILABLE FUNDS					
Combining Statement of Revenues, Expenditures and Changes in Fund Balance					
	Col 1	Col 2	Col 3	Col 4	Col 5
	Amounts from	Subsequent	Total	Adjustments	Financial
	the District's	Events	Col 1 + Col 2	Per	Balances
	Audited Financial	as of		OPSC	per
	Statement	February 28, 2022		Review	OPSC
	June 30, 2021			Dr. (Cr)	
REVENUES (Actual):					
Developer Fees	\$2,058	\$2,886	\$4,944	(\$2,058) A	\$2,886
Federal Funds	0	0	0	0	0
Redevelopment Funds	0	0	0	0	0
Surplus Property Sales	0	0	0	0	0
General Obligation Bonds	0	0	0	0	0
Earnings on Investments	(629)	(329)	(958)	958 A	(0)
Other Local Revenues	0	0	0	0	0
Other -	617	209	826	(383)	443
(1) Total Revenues	\$2,046	\$2,766	\$4,812	(\$1,483)	\$3,329
EXPENDITURES (Actual):					
Services & Operating	\$0	\$0	\$0	\$0	\$0
Capital Outlay	0	0	0	0	0
Debt Services	0	0	0	0	0
Construction Costs for Schools	0	0	0	0	0
Other -	12,999	0	12,999	0	12,999
Other -	0	0	0	0	0
(2) Total Expenditures	\$12,999	\$0	\$12,999	\$0	\$12,999
(3) EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES (Line 1 - Line 2)	(\$10,953)	\$2,766	(\$8,187)	(\$1,483)	(\$9,670)
OTHER FINANCING SOURCES (USES)					
Operating Transfers In	\$0	\$0	\$0	\$0	0
Operating Transfers Out	0	0	0	0	0
Other Sources (list out)	0	0	0	0	0
(4) Total Other Financing Sources/(Uses)	\$0	\$0	\$0	\$0	\$0
(5) EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES (Line 3 + Line 4)	(\$10,953)	\$2,766	(\$8,187)	(\$1,483)	(\$9,670)
(6) FUND BALANCE - JULY 1 (Beginning of Year)	\$49,307		49,307		49,307
a. EQUITY TRANSFER	0	0	0	(36,310) B	(36,310)
b. RESERVED FOR ENCUMBRANCES	0	0	0	0	0
(7) ADJUSTED FUND BALANCE - JULY 1 (Beginning year) (Line 6+a+b)	49,307	0	49,307	(36,310)	12,997
(8) FINAL FUND BALANCE - JUNE 30 (End of Year) (Line 5 + Line 7)	38,354	2,766	41,120	(37,793)	3,327
(9) ADJUSTED FUND BALANCE PER REVIEW	\$38,354	\$2,766	\$41,120	(\$37,793)	\$3,327

NOTE: If the District concurs with this analysis, please sign and return this worksheet to our office within 15 calendar days. If the District does not concur, submit a written response with supporting documentation within 15 calendar days.

- A - To adjust for activity in FY 2020/2021 captured in prior review.
- B - Adjustment for Fund 26 to reflect the additional fund balance for the re-review period.

I certify, as the District Representative, that this information reported, figures represented above, and all supporting documentation, are true and correct. The District has \$3,327 available to contribute toward its projects.

SIGNATURE OF DISTRICT REPRESENTATIVE 	DATE <u>3/29/22</u>
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FINANCIAL HARDSHIP FUND WORKSHEET

CURRENT FINANCIAL CONDITION OF DISTRICT TO SUPPORT FINANCIAL HARDSHIP
REQUEST PURSUANT TO CALIFORNIA CODE OF REGULATIONS TITLE 2, SECTION 1859.81

District: Pleasant View Elementary
 County: Tulare
 District Code: 72068
 Auditor: Sherry Johnson
 Date: 3/29/2022

CAPITAL PROJECTS FUNDS - FUND 21 (211) - Building Fund					
Combining Statement of Revenues, Expenditures and Changes in Fund Balance					
	Col 1	Col 2	Col 3	Col 4	Col 5
	Amounts from	Subsequent	Total	Adjustments	Financial
	the District's	Events	Col 1 + Col 2	Per	Balances
	Audited Financial	as of		OPSC	per
	Statement	February 28, 2022		Review	OPSC
	June 30, 2021			Dr. (Cr)	
REVENUES (Actual):					
Developer Fees	\$0	\$0	\$0	\$0	\$0
Federal Funds	0	0	0	0	0
Redevelopment Funds	0	0	0	0	0
Surplus Property Sales	0	0	0	0	0
General Obligation Bonds	0	0	0	0	0
Earnings on Investments	0	0	0	0	0
Other Local Revenues	0	0	0	0	0
Other - Interest	4	0	4	0	4
(1) Total Revenues	\$4	\$0	\$4	\$0	\$4
EXPENDITURES (Actual):					
Services & Operating	0	0	\$0	\$0	\$0
Capital Outlay	0	0	0	0	0
Debt Services - Principal	0	0	0	0	0
Construction Costs for Schools	0	0	0	0	0
Other - Debt Service - Interest	12,999	0	12,999	0	12,999
Other - Other Restatements	0	0	0	0	0
(2) Total Expenditures	\$12,999	\$0	\$12,999	\$0	\$12,999
(3) EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES (Line 1 - Line 2)	(\$12,995)	\$0	(\$12,995)	\$0	(\$12,995)
OTHER FINANCING SOURCES (USES)					
Operating Transfers In	\$0	\$0	\$0	0	0
Operating Transfers Out	0	0	0	0	0
Other Sources (list out)	0	0	0	0	0
(4) Total Other Financing Sources/(Uses)	\$0	\$0	\$0	\$0	\$0
(5) EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES (Line 3 + Lin	(\$12,995)	\$0	(\$12,995)	\$0	(\$12,995)
(6) FUND BALANCE - JULY 1 (Beginning of Year)	12,997		12,997		12,997
a. EQUITY TRANSFER	\$0	\$0	0	0	0
b. RESERVED FOR ENCUMBRANCES	\$0	\$0	0	0	0
(7) ADJUSTED FUND BALANCE - JULY 1 (Beginning year) (Line 6+a+b)	12,997	0	12,997	0	12,997
(8) FINAL FUND BALANCE - JUNE 30 (End of Year) (Line 5 + Line 7)	2	0	2	0	2
(9) ADJUSTED FUND BALANCE PER REVIEW	\$2	\$0	\$2	\$0	\$2

NOTE: If the District concurs with this analysis, please sign and return this worksheet to our office within 15 calendar days.
If the District does not concur, submit a written response with supporting documentation within 15 calendar days.

I certify, as the District Representative, that this information reported, figures represented above, and all supporting documentation, are true and correct.
The District has \$2 available in this fund to contribute toward its projects.

SIGNATURE OF DISTRICT REPRESENTATIVE:  DATE: 3/29/22

FINANCIAL HARDSHIP FUND WORKSHEET

CURRENT FINANCIAL CONDITION OF DISTRICT TO SUPPORT FINANCIAL HARDSHIP
REQUEST PURSUANT TO CALIFORNIA CODE OF REGULATIONS TITLE 2, SECTION 1859.81

District:	Pleasant View Elementary
County:	Tulare
District Code:	72068
Auditor:	Sherry Johnson
Date:	3/29/2022

CAPITAL PROJECTS FUNDS - FUND 25 (251) - CAPITAL FACILITIES FUND					
Combining Statement of Revenues, Expenditures and Changes in Fund Balance					
	Col 1	Col 2	Col 3	Col 4	Col 5
	Amounts from	Subsequent	Total	Adjustments	Financial
	the District's	Events	Col 1 + Col 2	Per	Balances
	Audited Financial	as of		OPSC	per
	Statement	February 28, 2022		Review	OPSC
	June 30, 2021			Dr. (Cr)	
REVENUES (Actual):					
Developer Fees	\$2,058	\$2,886	\$4,944	(\$2,058) A	\$2,886
Federal Funds	0	0	0	0	0
Redevelopment Funds	0	0	0	0	0
Surplus Property Sales	0	0	0	0	0
General Obligation Bonds	0	0	0	0	0
Earnings on Investments	(629)	(329)	(958)	958 A	(0)
Other Local Revenues	0	0	0	0	0
Other - Interest	613	209	822	(383) A	439
(1) Total Revenues	\$2,042	\$2,766	\$4,808	(\$1,483)	\$3,325
EXPENDITURES (Actual):					
Services & Operating	0	0	\$0	\$0	\$0
Capital Outlay	0	0	0	0	0
Debt Services	0	0	0	0	0
Construction Costs for Schools	0	0	0	0	0
Other -	0	0	0	0	0
Other -	0	0	0	0	0
(2) Total Expenditures	\$0	\$0	\$0	\$0	\$0
(3) EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES (Line 1 - Line 2)	\$2,042	\$2,766	\$4,808	(\$1,483)	\$3,325
OTHER FINANCING SOURCES (USES)					
Operating Transfers In	\$0	\$0	\$0	0	0
Operating Transfers Out	0	0	0	0	0
Other Sources (list out)	0	0	0	0	0
(4) Total Other Financing Sources/(Uses)	\$0	\$0	\$0	\$0	\$0
(5) EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES (Line 3 + Line 4)	\$2,042	\$2,766	\$4,808	(\$1,483)	\$3,325
(6) FUND BALANCE - JULY 1 (Beginning of Year)	\$36,310		36,310		36,310
a. EQUITY TRANSFER	\$0	\$0	0	(36,310) B	(36,310)
b. RESERVED FOR ENCUMBRANCES	\$0	\$0	0	0	0
(7) ADJUSTED FUND BALANCE - JULY 1 (Beginning year) (Line 6+a+b)	36,310	0	36,310	(36,310)	0
(8) FINAL FUND BALANCE - JUNE 30 (End of Year) (Line 5 + Line 7)	38,352	2,766	41,118	(37,793)	3,325
(9) ADJUSTED FUND BALANCE PER REVIEW	\$38,352	\$2,766	\$41,118	(\$37,793)	\$3,325

NOTE: If the District concurs with this analysis, please sign and return this worksheet to our office within 15 calendar days.
If the District does not concur, submit a written response with supporting documentation within 15 calendar days.

A - To adjust for activity in FY 2020/2021 captured in prior review.
B - Adjustment for Fund 25 to reflect the fund balance for only the re-review period.

I certify, as the District Representative, that this information reported, figures represented above, and all supporting documentation, are true and correct.
The District has \$3,325 available in this fund to contribute toward its projects.

SIGNATURE OF DISTRICT REPRESENTATIVE 	DATE 3/29/22
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FINANCIAL HARDSHIP FUND WORKSHEET

CURRENT FINANCIAL CONDITION OF DISTRICT TO SUPPORT FINANCIAL HARDSHIP
REQUEST PURSUANT TO CALIFORNIA CODE OF REGULATIONS TITLE 2, SECTION 1859.81

District:
County:
District Code:
Auditor:
Date:

Pleasant View Elementary
Tulare
72058
Sherry Johnson
3/29/2022

CAPITAL PROJECTS FUNDS - FUND 40 (400) - Special Reserve Fund for Capital Outlay Projects					
Combining Statement of Revenues, Expenditures and Changes in Fund Balance					
	Col 1	Col 2	Col 3	Col 4	Col 5
	Amounts from	Subsequent	Total	Adjustments	Financial
	the District's	Events	Col 1 + Col 2	Per	Balances
	Audited Financial	as of		OPSC	per
	Statement	February 28, 2022		Review	OPSC
	June 30, 2021			Dr. (Cr)	
REVENUES (Actual):					
Developer Fees	\$0	\$0	\$0	\$0	\$0
Federal Funds	0	0	0	0	0
Redevelopment Funds	0	0	0	0	0
Surplus Property Sales	0	0	0	0	0
General Obligation Bonds	0	0	0	0	0
Earnings on Investments	0	0	0	0	0
Other Local Revenues	0	0	0	0	0
Other -	0	0	0	0	0
(1) Total Revenues	\$0	\$0	\$0	\$0	\$0
EXPENDITURES (Actual):					
Services & Operating	0	0	0	0	0
Capital Outlay	0	0	\$0	\$0	\$0
Debt Services	0	0	0	0	0
Construction Costs for Schools	0	0	0	0	0
Other -	0	0	0	0	0
Other -	0	0	0	0	0
(2) Total Expenditures	\$0	\$0	\$0	\$0	\$0
(3) EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES (Line 1 - Line 2)	\$0	\$0	\$0	\$0	\$0
OTHER FINANCING SOURCES (USES)					
Operating Transfers In	\$0	\$0	\$0	0	0
Operating Transfers Out	0	0	0	0	0
Other Sources (list out)	0	0	0	0	0
(4) Total Other Financing Sources/(Uses)	\$0	\$0	\$0	\$0	\$0
(5) EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES (Line 3 + Lin	\$0	\$0	\$0	\$0	\$0
(6) FUND BALANCE - JULY 1 (Beginning of Year)	\$0		0	\$0	\$0
a. EQUITY TRANSFER	\$0				0
b. RESERVED FOR ENCUMBRANCES	\$0	\$0	0	0	0
(7) ADJUSTED FUND BALANCE - JULY 1 (Beginning year) (Line 6+a+b)	0	0	0	0	0
(8) FINAL FUND BALANCE - JUNE 30 (End of Year) (Line 5 + Line 7)	0	0	0	0	0
(9) ADJUSTED FUND BALANCE PER REVIEW	\$0	\$0	\$0	\$0	\$0

NOTE: If the District concurs with this analysis, please sign and return this worksheet to our office within 15 calendar days.
If the District does not concur, submit a written response with supporting documentation within 15 calendar days.

I certify, as the District Representative, that this information reported, figures represented above, and all supporting documentation, are true and correct.
The District has \$0,000 available in this fund to contribute toward its projects.

SIGNATURE OF DISTRICT REPRESENTATIVE



DATE

3/28/22

Pleasant View Elementary School District

APRIL 2022



Fri 4/1 – PVE Track Meet 2pm.
**5-8th students will be bused to PVE at 1:55pm*
Baseball/Softball: PVW @ Terra Bella

Mon 4/4 – NO SCHOOL: Professional Development Day
Tue 4/5 – PVW 2nd Trimester Awards: 5/6th @ 9:30am, 7/8th @ 10:15am *(7/8 recess 11-11:15am)*
Guest Speakers (Monache Counselors): 8th Grade Room at 11:15am

Thu 4/7 – PVE 2nd Trimester Awards PK-K @ 9:45am 3&4th @ 10:05am 1&2nd @ 10:35am
FHCN Mobile Health @ PVE from 1-5pm

Fri 4/8 – Baseball/Softball: PVW @ Woodville

Tue 4/12 – BOARD MEETING
**National Library Workers Day*

Wed 4/13 – Field Trip: 8th to Yosemite from 6am-7:30pm (Charter bus)
Field Trip: 7th to Fresno Forestiere Underground Gardens from 8:40am-2:30pm

Thu 4/14 – Field Trip: SQUAD to Adventure Park in Visalia from 9:15am-2:30pm

Fri 4/15 – NO SCHOOL: Easter Holiday

Mon 4/18 – NO SCHOOL: Easter Holiday

Tue 4/19 – 6th Grade departs to SCICON
**All 6th grade students will be COVID Tested before getting on the bus*

Wed 4/20 – 5th Grade Family Life PARENT PREVIEW

Thu 4/21 – Firdrill

Fri 4/22 – 6th Grade returns from SCICON
Game: Strathmore @ PVW

Mon 4/25 – 5th Grade Family Life Presentation (Boys: 9:30-10:15am, Girls: 10:45-11:45am)
3rd Trimester progress report cards go out

Wed 4/27 – Walk-in Farmer's Market @ PVW from 3:30 – 5pm
**Administrative Professionals Day*

Thu 4/28 – Field Trip: 6th to Pathway Presentation from 9am-12pm

Fri 4/29 – Game: Rockford @ PVW
****Tentative BMX Event at PV**

STAFF BIRTHDAYS



Exhibits 3 4-12-22



Pleasant View Elementary School District

Traditional School Calendar

2022-2023

180 DAYS

Exhibit H 9-12-22

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9A	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27B	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25B	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15C	16C	17LC	18	19
20	21	22A	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16A	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31B				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8C	9C	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28B	29	30	31	

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25B	26	27	28	29
30						

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
S	M	T	W	T	F	S
				1	2A	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- School In Session
- A Minimum Day 1:50pm Dismissal
- C/LC Conferences/ Late Conference
- Holiday
- P.D. Required Certificated ONLY

Holidays	
September 5th	Labor Day Holiday
November 11th	Veteran's Day Holiday
November 24-25	Thanksgiving Holiday
Dec 19-Jan 9	Christmas Holiday
January 16	Martin Luther King
February 13	Lincoln's Birthday
February 20	President's Day
March 13-17	Spring Break
April 7 & 10	Easter Break
May 29	Memorial Day

End of Trimester Dates
Trimester 1: November 4th, 2022 62 days <i>Progress Reports 9/23 - Report Cards 11/14</i>
Trimester 2: February 24th, 2023 57 days <i>Progress Reports 1/20 - Report Cards 3/7</i>
Trimester 3: June 2nd, 2023 61 days <i>Progress Reports 4/21 - Report Cards 6/2</i>

Special Dates	
August 9	First Day
TBD	Back to School Night
October 28	Halloween Carnival
November 17	Late Night Conference
May 4	Open House
TBD	SBAC Testing Window
June 1	Graduation
June 2	Last Day

Home of the Falcons!



1139 West Olive Ave
Porterville CA 93257
559-784-7372
Contractor's Lic.#1026431

Bid- Good for 7 days
Good for 30 days
 Invoice

Exhibit I 4-12-22

Customer Name: Pleasant View Ele. School Date: March 24th, 2022

Billing Address: kstewart@pleasant-view.k12.ca.us Home Phone: 559-784-6769

Install At: 18900 Ave. 145 Porterville CA Work Phone: _____

Sales Person: <u>Josiah Martinez</u>	<input checked="" type="checkbox"/> BALANCE DUE DATE OF INSTALL <input type="checkbox"/> FINANCING PREVIOUSLY ARRANGED	I ACKNOWLEDGE "WHAT TO EXPECT ON INSTALLATION DAY" ON THE BACK OF THIS PAGE _____
--------------------------------------	---	---

QUANTITY	PRICE	STYLE	
104 ctns.	92.35	Armstrong / Imperial Texture / VCT 12"x12"	9604.40
6 bkts.	96.01	Dyna-Stix VCT Adhesive 4 Gal Buckets	576.06
289 LF.	1.52	Roppe / 193 BlackBrown / 4" RubberBase	439.28
12 bgs.	68.46	Webcrete 98 Bostick Floor Patch	821.52
7 tubes.	7.05	Cove Base Adhesive 595	49.35
5 sheets.	86.91	15/32" Sheathing Plywood Underlayment	434.55
1 rental.	110.00	VCT Demo Machine Rental	110.00

CA Carpet Stewardship Assessment

LABOR									SUBTOTAL	12,035	16
Install Carpet		Install Wood		Stairs		LR	DINING	PORCH	TAX	1,113	25
Install Vinyl		Install Rubber Base	✓	Move Furniture		DEN	BR	HALL	SUBTOTAL	13,148	41
Install VCT	✓	Floor Preparation	✓	Move Appliances		MBR	BR	LAUND	LABOR	17,111	36
Install Laminate		Coving <input type="checkbox"/> Vinyl <input type="checkbox"/> Cpt		Trip Charge		M BTH	BR	ENTRY	TOTAL	\$30,259	77
Install WPC		Toilets		Closets		OFFICE	BATH	C <input checked="" type="checkbox"/> W	DOWN PAYMENT		
Install LVT		Underlayment	✓	Other		KIT	BATH		BALANCE DUE		

NOTE: All Wall Base is very fragile once installed and removal subject to breakage. We do not replace with new material or paint for this reason. Carpet has a rough action back and may put marks on base board areas. We do not replace or paint for this reason. Latex backed or non-slip rugs are not recommended for use over vinyl floors as yellow discoloration will occur.

Special Instructions:

TERMS: Cash on completion of installation unless other financing arrangements have been made. I also agree to pay you for any additional charges which shall be added to the above amounts for extra material or work required due to warped or faulty floors or other conditions not apparent at time of estimate. Installation shall be in accordance with the latest recognized standard specifications. Delays for any cause beyond seller's control excuses performance during period of delay. I understand that should I accept this estimate, I am responsible for the payment thereof. Past due accounts shall bear a service charge of 1% per month of the balance due commencing on the date of default. I agree to pay all cost of collection, Lien, and Court, including reasonable attorney's fees. Title to the above materials shall remain in Sellers possession until paid for, I hereby relieve The Rainbow House of Carpets of responsibility for imperfect results if vinyl is laid over concrete floors where a condition of moisture prevails. Areas to be covered shall be free of debris and broom clean. **NOTICE-WE DO NOT CUT DOORS OR SHORTEN DRAPES THAT ARE TOO LONG DUE TO CARPET INSTALLATION.**

NOTICE TO OWNER

Under the Mechanic' Lien Law, any contractor, subcontractor, laborer, materialman or other person who helps to improve your property and is not paid for his labor, services or material, has a right to enforce his claim against your property. Under the law, you may protect yourself such claims by filing, before commencing such work of improvement, an original contract for the work or a modification thereof, in the office of the county recorder of the county where the property is situated and requiring that a contractor's payment bond be recorder in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in said contract.

Acceptance of Proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. I UNDERSTAND THERE WILL BE A 25% RESTOCK CHARGE ON ANY CUSTOM ORDER SHOULD I DECIDE TO CANCEL ONCE I HAVE SIGNED THIS AGREEMENT.	SIGNATURE: DATE OF ACCEPTANCE: <u>4/12/2022</u>
--	--

WHAT TO EXPECT ON INSTALLATION DAY

- Most arrival times for installation are between 8:30 AM and 9:30 AM. Due to unforeseen circumstances, arrival time is not guaranteed, but we will contact you with any changes.
- Our installers do not move furniture items unless noted on your invoice and discussed with your salesperson. If included on your invoice, please have those items ready to move. We will not move valuables, knick knacks, or loose items in or on the furniture.
- Installers do not move pianos, large clocks, waterbeds, treadmills, aquariums/terrariums, electronics and/or any other furniture weighing over 200lbs.
- All closet floors should be clean, and the bottom rack of clothing removed. The installer will need about 4ft of clearance.
- Sometimes doors will need to be trimmed after new flooring is installed; this is the customer's responsibility. We do not trim doors or shorten drapes due to installation of new flooring.
- Installing and removing hard surface flooring will cause dust. Sometimes this can be considerable. Please remove and cover anything you do not wish to be affected (even in other rooms). Opening windows and/or running your house fan can help filter the dust during and after installation. Rainbow House of Carpets will not be held responsible for any damage resulting from the dust or be responsible for cleanup of such dust.
- During installation there can be a strong odor. New flooring will often times have an odor, which usually decreases over time. Opening windows and/or running your house fan will help.
- Potential exists for minor scuffing of baseboards and walls. Repairs to these areas are the responsibility of the customer.
- Newly installed baseboards or trim will need to be painted by the customer unless noted on the estimate.
- The customer should advise Rainbow House of Carpets of any previous floor issues such as water leaks, noisy/squeaky areas, damaged subfloors, etc., before the job so these problems can be addressed prior to installation day. Otherwise, delays are inevitable.
- Although we strive to foresee all aspects of the job beforehand, occasionally unforeseen circumstances are discovered once installation begins, such as damaged subfloor, wet subfloor, pet urine soaked carpet, un-level or uneven subfloors, excessive floor prep, etc. Changes in the order may result in additional cost for material and/or labor, and all such charges must be approved by the customer before proceeding with installation.
- Seam placement must be discussed during the measurement or prior to order approval. Seams are not invisible, though some carpet seams may become less visible in time. The customer is able to directly affect the number, type and placement of seams by the amount and width of carpet/vinyl they elect to purchase. Typically, having fewer seams requires purchasing more material resulting in more waste.
- You should expect most carpets to continue to release fibers for about 2-4 vacuums, and some styles will continue to release fibers for the life of the carpet.
- It is the customer's responsibility to make sure you have the appropriate vacuum for the type of carpet purchased. Visit www.carpet-rug.org for information on approved vacuums. Dyson® vacuums will void most carpet warranties.
- Carpet will typically “blossom” over the first few weeks after it has been installed - do not be alarmed if the carpet does not seem fluffy upon installation.
- Wood is a natural product that can vary in color, size, grain, etc. Rainbow House of Carpets does not warranty against these natural variations from piece to piece or from piece to sample.
- Caulking around toilets, bathtubs, showers, etc., will need to be changed periodically and is considered standard maintenance to be performed by customer.
- The area to receive new flooring must have appropriate climate control, power, and adequate lighting a minimum of 48 hours before during and after installation. **Flooring is not warranted if installed outside of the guideline temperature of 65-85 degrees.** Hardwood products require the home to remain controlled by HVAC, and the use of a humidifier is highly recommended.
- Hardwood, laminate, and all floating floors may squeak, pop, have hollow spots or make other noises.
- **Window coverings are required if the sun shines directly onto floor covering before and after installation.**
- Rainbow House of Carpets is not responsible for damage due to lack of maintenance or improper cleaning. It is the customer's responsibility to follow manufacturer's guidelines for cleaning and maintaining your floor. Please ask us if you do not know what that is.

We look forward to serving you and strive to exceed your expectations!

121 North Encina Street Visalia, CA 93291
 BEHIND THE FOX THEATRE
 Phone (559) 733-9990
 Fax (559) 733-7951



FLOOR • WALL • WINDOW • COVERINGS
 DESIGNER SERVICES

Date March 15, 2022

Contractor Keith – 559-756-1346

Address _____

Owner Pleasant View School

Address 18900 Avenue 145

Job Location Porterville, CA 93257

We hereby agree to furnish and install the following items, subject to the terms and conditions specified below.

Furnish and install Armstrong VCT in school cafeteria. Price includes new 4" rubber cove base.		
Total Price Including Tax		\$31,517.00
Price does not include any replacement of damaged wood subfloor. If wood subfloor requires		
Repairs or complete replacement that work will be performed on a time and material basis.		\$4.00 per sq. ft.
MATERIAL WIDTH	****Note: This price for wood subfloor repairs is subject to change based	
FINANCING	On the cost of plywood at the time of purchase. *****	
DOORS		
PAD		
FURNITURE		
SUB-FLOOR OR DAMAGE		
SEAMS		
PLUMBER		
OLD FLOORING		
C = CONCRETE		
W = WOOD		
CAP METAL COLOR	PLEASE SIGN & RETURN TOP COPY WITH DEPOSIT.	

TERMS: Net Cash on Completion of Job
 A FINANCE CHARGE OF 1½ % PER MONTH, WHICH
 IS 18% PER ANNUM, WILL BE CHARGED ON ACCOUNTS
 30 DAYS PAST DUE. MINIMUM CHARGE .75¢.

Submitted By Collin Franey

FRANEY FLOOR COVERING, INC.

NOTE: THIS ESTIMATE SUBJECT TO APPROVAL OF OUR OFFICE
 This Estimate Void After 30 Days

PLEASE DELIVER good and make installations described above, for which I agree to pay you on above named terms. I also agree to pay you any additional charges which shall be added to above amounts for extra materials or work not described above; including cleaning floor, removing old linoleum, moving tubs, stoves, heaters and refrigerators. I also agree to pay reasonable collection charges in event I fail to pay this bill as herein promised and in event of legal action to pay all costs including attorney's fees. I hereby relieve FRANEY FLOOR COVERING of all responsibility for warped or faulty floors or when condition of moisture or alkali prevails. It is understood that in rooms where there are tubs, heaters, stoves, or fresh paint. Linoleum laying is difficult and FRANEY FLOOR COVERING is not responsible for damage to said items unless such damage is caused by undue negligence on the part of their workmen.

OFFICE APPROVAL _____
 FRANEY FLOOR COVERING, INC.

ACCEPTED _____
 CONTRACTOR-OWNER OR AUTHORIZED AGENT

NOTICE TO OWNER – The Representations made in this contract, are made under penalty of perjury. The law requires that, before a licensed contractor can enter into a contract with you for work of Improvement on your property, he must give you a copy of this notice. (See over)

Chiapa Welding, Inc.

276 E Grand Avenue Porterville CA 93257
559-781-2055 559-784-3400 or 661-324-5404
Fax 559-781-1150 Cell 559-359-3156
Contractor's License #523004 www.chiapawelding.com
E-mail: chiapawelding@hotmail.com
Since 1978

To : Pleasant View School
Phone: 756-1346
E-mail: kstewart@pleasant-view.k12.ca.us

Date: 4/8/22
From: Art Chiapa

ESTIMATE FOR CHAIN LINK FENCE AT 18900 AVE. 145 PORTERVILLE, CA

Bid includes:

- The installation of 1,287' of 6' high chain link fencing.
- Fencing to be installed on west and north sides.
- Fencing will be 9 gauge fabric, 2 7/8" end posts, 1 7/8" line posts & 1 5/8" top rail.
- Posts & top rail to be all schedule 20 material.
- The fabrication & installation of 1 set of double gates for a 20' area.
- The fabrication & installation of 1 - 48" wide walk gate.
- Bid at prevailing wage rate.

Total estimate \$42,664.00

By signing this authorization you have read and checked the sketches and specifications of this proposal. You have also agreed to pay a deposit if required, and to pay the remaining balance upon completion of the project, or to pay how it is outlined in the proposal. In the event of legal action to enforce this agreement or to collect on the account, the prevailing party will be entitled to attorney's fees. The maximum interest allowed by law will be added to accounts not paid in 30 days. All material and parts used in project will remain property of Chiapa Welding Inc. until full payment for such project is received. If we damage any water, electrical or gas lines during installation, there will be an extra charge to repair them.

Name: Marc Oostrom
Signature: [Signature] Date: 4/12/2022

All bids are good for thirty days from the above date

We accept Visa, Master Card, American Express & Discover

Exhibit: D 4-12-22

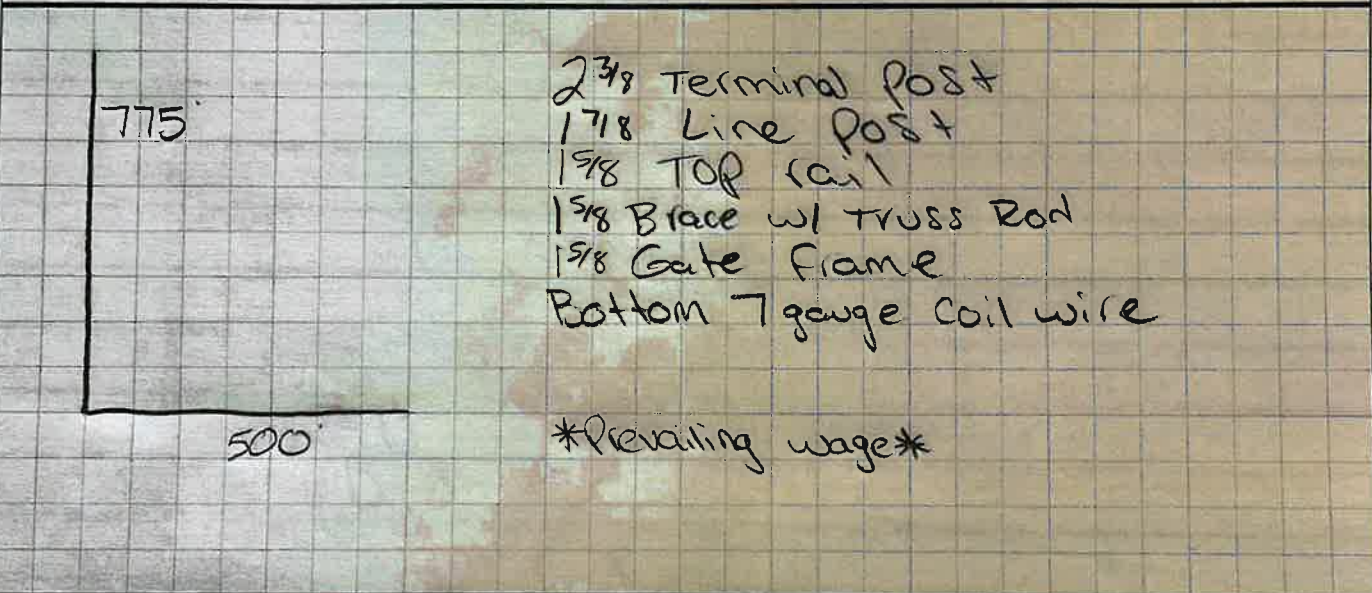
PROPOSAL AND CONTRACT

SPENCE FENCE COMPANY ENTERPRISES

1145 NORTH MILLER PARK COURT
 VISALIA, CA 93291
 (559) 651-2889 • FAX #(559) 651-2890
 Contractor's License #987483

Pleasant view school

Name <u>Keith</u>	Billing Address
Job Address <u>18900 Ave 145</u>	City
City <u>Porterville</u>	Phone: <u>756-1346</u> Cell
Directions:	<u>784-6769</u>



Fence Style 9 gauge w/k Height 6 Posts at _____ centers
 Total estimated footage 1,275' Gates ① 22 DID ① 4 w/g

NOTICE TO OWNER

"Under the Mechanic's Lien Law, any contractor, subcontractor, laborer, materialman or other person who helps to improve your property and is not paid for his labor services or material, has a right to enforce his claim against your property."

"Under the law, you may protect yourself against such claims by filing, before commencing such work or improvement, an original contract for the work of improvement or a modification thereof, in the office of the

county recorder of county where the property is situated and requiring that a contractor's payment bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in said contract."

SPENCE FENCE IS NOT RESPONSIBLE FOR ANY UNDERGROUND LOCATES OR PERMITS.

Initial _____

Estimated price includes material and labor to complete job as stated above unless otherwise noted. Price may be adjusted to actual measured footage completed. Due to varying material costs, this estimate is valid 20 days from date.

PAYMENT DUE IN FULL DAY OF INSTALLATION

Initial _____

TOTAL ESTIMATED PRICE \$ 61,587⁵⁰

The above proposal is hereby accepted according to terms thereof and the owner agrees to pay the amounts mentioned in said proposal and according to the terms thereof. **PLEASE PAY LAST INSTALLER ON JOB.**

DATED: _____

Tulare County Office of Education

Committed to Students, Support & Service

Fish 8/11 LC 4-12-22

Tim A. Hire
County
Superintendent
of Schools

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

(559) 733-6300
tcoe.org

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

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

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

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

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

Main Locations

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

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**

Ave. 264
Visalia

March 22, 2022

Pleasant View School District
Attn: Mark Odsather
E-mail: marko@pleasant-view.k12.ca.us
14004 Rd. 184
Porterville, Ca 93257

Mr. Mark Odsather:

Attached is your Agency Agreement from the program: Educational Resource Services - Library.

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

E-mail: abigailh@tcoe.org

OR

Mail: Tulare County Office of Education
Attn: Jody Arriaga, Director of Internal Business Services
P.O. Box 5091
Visalia, Ca 93278-5091

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

Sincerely,



Abigail D. Hernandez

Internal Business Fiscal Secretary | 559-733-6214 | abigailh@tcoe.org

REQUEST FOR AGENCY AGREEMENT

Request For Agency Agreement

Contract # 230020
Accountant Megan Motsenbocker

Initiator Info

Type of Agreement TCOE/Superintendent receiving funds
Brief description of request 2022-23 ERS Library Media Services Agreement
TO : Tim A. Hire, Superintendent of Schools
FROM : Sara Torabi
Department Educational Resource Services (ERS)
Date 3/8/2022

Agency or District Information

Does the Entity allow electronic signatures? Yes
No
Name Pleasant View School District
Type DISTRICT
Address 14004 Road 184
City Porterville
State CA
Postal / Zip Code 93257
Authorized Signer Mark Odsather, Superintendent

Authorized Telephone (559) 788-2002

Authorized Fax

Authorized Email marko@pleasant-view.k12.ca.us

Contract information

Contract Amount: \$9.25 x 445 ADA

Other Conditions:

Total not to exceed: \$ 4,116.25

Department/Program: *Educational Resource Services (ERS)

Budget Category:

										%
010	00242	0	0	242000	86890	0	22	9888	100	

Percent 100

Initiator

Contact Person Sara Torabi

Telephone 5596513031

AGENCY AGREEMENT

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

ACCORDINGLY, IT IS AGREED:

1. TERM: This Agreement shall become

effective as

7/1/2022

and shall expire on .

6/30/2023

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

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

sum of 4,116.25

4. METHOD OF PAYMENT:

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

5. INDEMNIFICATION: SUPERINTENDENT and DISTRICT shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or DISTRICT or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

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

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

DISTRICT

Mark Odsather, Superintendent
Pleasant View School District
14004 Road 184
Porterville, CA 93257

SUPERINTENDENT

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

SUPERINTENDENT

Signature**Date**

3/16/2022

DISTRICT

Signature

Sign

**Date**

4/12/2022

TCOE Program Information

Contact Person:

Sara Torabi

Telephone:

5596513031

Department/Program: Educational Resource Services (ERS)**Please return an original copy to:**

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

SCOPE OF SERVICES - EXHIBIT A

1. RESPONSIBILITIES OF DISTRICT:

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

Sites Covered: Pleasant View Elementary School (TK-4), Pleasant View West School (5-8).

DISTRICT agrees to:

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

2. RESPONSIBILITIES OF SUPERINTENDENT:

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

SUPERINTENDENT agrees to:

- 1) Provide online access to the Educational Resource Services Multimedia Portal. Digital resources, with correlations to the California Standards, include licensed video streaming, research and reference sources for students, digital books (many with audio and/or visual enhancement), curriculum builder and differentiation tools.
 - a) SUPERINTENDENT will provide each teacher and administrator with a username and password to the ERS Portal for access to online subscription content and to reserve materials. Each school will be provided a generic student login, allowing students access to resources at school and at home; parents have access to the ERS Portal via their student's login. Login credentials are site/program specific and should only be shared with staff and students at the sites listed in this contract.
 - b) Annual on-site ERS Portal Presentations, digital citizenship, and information literacy training are available for DISTRICT staff upon request.
- 2) Provide circulating access to educational resource materials including print media, STEM kits, robotics, primary document reproductions, art prints, realia, and DVDs.
 - a) Print media includes core and extended literature in English and Spanish, fiction, informational text, Big Books, and professional development titles.

b) Small group and classroom book/multimedia kits are available, with the option of requesting a customized book/multimedia bundle.

c) In-person access to media at the ERS Library and Multimedia Center is available year-round: Monday – Friday, 8:00am – 5:00pm (closed TCOE observed holidays).

d) SUPERINTENDENT staff will deliver and pick up circulating materials when materials have been reserved or a pickup has been requested.

e) DISTRICT staff will reserve materials online, by phone, or in person prior to the scheduled delivery day.

f) DISTRICT staff will renew their checkouts or return circulating items to a centralized location and submit a pickup request by the due date.

3) Provide the services of the ERS Library Media Supervisor, a credentialed librarian and holder of the Library Media Teacher Services Credential, as "Librarian of Record" for any DISTRICT that does not employ a credentialed librarian. Ed Code 44868 allows a DISTRICT to employ non-credentialed personnel to assist in the provision of school library services, however these individuals do not supersede the Ed Code requirement that a credentialed librarian provide oversight of school library services. This agreement further fulfills the DISTRICT's obligation under Education Code, sections 18100 and 18120. A DISTRICT is in compliance with the law when it contracts for library services with SUPERINTENDENT for the services of a credentialed librarian.

4) Provide consultant services relative to the development of library programs, including library facility planning and training of library personnel in provision of library services. These include the use of digital resources, library management software training, and collection development.

(a) DISTRICT will be invited to send library personnel from each contracting site to participate in the ERS Library & Multimedia Center's bi-monthly Library Multimedia Network meetings dedicated to developing Future Ready school library programs, exploring new technologies, and discovering how to promote and use the ERS Portal digital resources.

5) Provide technology consultation supporting DISTRICT needs.

(a) A maximum of one, free, on-site technology support day per contracting site (see Section 2c) may be used for training DISTRICT personnel, for technology-focused professional development on a variety of technology tools (e.g., G Suite, Microsoft Office Applications, Robotics/Coding Applications, etc.), and/or for consulting with DISTRICT administration to assist with planning technology implementation by our Instructional Technology Specialists. As an alternative to the on-site technology day, the ERS Library is offering Tech Tools learning sessions via Zoom at no charge throughout the 2022-2023 school year. These sessions are led by our Educational Technology Specialists. Contracting site staff are welcome to attend as many sessions as their schedule allows.

6) The Library and Multimedia Center's Teacher Resource Center (TRC) is open extended hours beyond the classroom day to accommodate teaching schedules. Contracting DISTRICT staff may bring their own supplies and use TRC equipment. Equipment includes color and B&W photocopiers, a poster printer, 27" and 42" laminators, 1.25" and 3" button makers, as well as Ellison and AccuCut die-cut shapes. Contracting sites pay a reduced fee for copying, printing, laminating, and button making.

(a) The TRC sells pre-designed posters and ready-to-go packs of classroom support materials.

(b) The TRC can print posters designed by teachers or the TRC staff can design posters and other materials to teacher specifications (at an additional fee for SUPERINTENDENT staff time).

(c) TRC-made materials including posters, ready-to-go packs, and other classroom support materials can be delivered after completion on the next scheduled delivery day or by mail (postal shipping fee will apply).

FEE SCHEDULE

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

\$4,116.25

including travel or other expenses.

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

Exhibit (A)

Exhibit (B)

Exhibit (C)

Exhibit (D)

Exhibit L 4-12-22

CHARTER SCHOOL RENEWAL

The Governing Board believes that the ongoing operation of a charter school should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner, consistent with the timelines set out in the Education Code. The Board shall consider renewal petitions only of charters originally authorized by the Board itself or by the State Board of Education (SBE) on appeal after initial denial by the Board.

(cf. 0420.4 - Charter School Authorization)
(cf. 0420.41 - Charter School Oversight)
(cf. 0420.43 - Charter School Revocation)
(cf. 0500 - Accountability)

The Board shall deny the renewal petition of any charter school operated as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Education Code 47604)

When a charter school, concurrently with its renewal petition, proposes to expand operations to one or more additional sites or grade levels, the charter school shall request a material revision to its charter. The material revision may be made only with the approval of the Board and in accordance with the standards and criteria in Education Code 47605 for material revisions. (Education Code 47607)

The Board recommends that a charter school submit its petition for renewal to the Board sufficiently early before the expiration of the term of the charter to allow the Board's deliberations and decision on the renewal petition to be completed with minimal disruption to the charter school's educational program in the renewal year.

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. (Education Code 47607; 5 CCR 11966.4)

Criteria for Granting or Denying Renewal

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. However, a charter renewal shall not be denied based on the fiscal impact of the charter school on the district or a finding that the charter school is demonstrably unlikely to serve the interests of the entire community in which the school is located, as described in Education Code 47605. (Education Code 47607)

The signature requirement for charter authorization petitions is not applicable to petitions for renewal. (Education Code 47607; 5 CCR 11966.4)

CHARTER SCHOOL RENEWAL (continued)

In determining whether to grant a charter renewal, the Board shall review both schoolwide performance and the performance of numerically significant student subgroups on the state and local indicators included in the California School Dashboard, giving greater weight to performance on measurements of academic performance. If the Dashboard indicators are not yet available for the most recently completed academic year before renewal, the Board shall consider verifiable data provided by the charter school related to the Dashboard indicators, such as data from the California Assessment of Student Performance and Progress, or any successor system, for the most recent academic year. The Board shall only consider data from sources adopted by SBE. (Education Code 47607, 47607.2)

Following the Board's review, a renewal of the charter petition may be granted in accordance with a three-tiered system based on school performance, as follows:

1. Renewal of Five to Seven Years
 - a. A charter school that is not eligible for technical assistance pursuant to Education Code 47607.3 shall be granted renewal for a period of five to seven years when, for two consecutive years immediately preceding the renewal, or for two of the most recent years for which state data is available preceding the renewal if the two consecutive years immediately preceding the renewal decision include the 2019-20 or 2020-21 school year, the charter school achieved either of the following: (Education Code 47607)
 - (1) Received the two highest performance levels schoolwide on all the state indicators included in the Dashboard for which the charter school receives performance levels, provided the charter school has schoolwide performance levels on at least two measurements of academic performance per year in each of the two years
 - (2) For all measurements of academic performance, received performance levels schoolwide that are the same or higher than the state average and, for a majority of numerically significant student subgroups performing statewide below the state average in each respective year, received performance levels that are higher than the state average, provided that the charter school has performance levels on at least two measurements of academic performance for at least two subgroups
 - b. If the charter school satisfies the above criteria, it shall only be required to update the renewal petition to include a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed and, as necessary, to reflect the current program offered by the charter school. (Education Code 47607)

CHARTER SCHOOL RENEWAL (continued)

2. Renewal of Five Years

- a. A renewal shall be granted for five years if clear and convincing evidence, demonstrated by verified data, shows either of the following: (Education Code 47607.2)
 - (1) Measurable increases in academic achievement, as defined by at least one year's progress for each year in school
 - (2) Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers
- b. For any such charter school, the Board may deny the renewal petition only upon making written factual findings that the charter school failed to meet or make sufficient progress toward meeting standards that provide a benefit to students at the school, that the closure of the charter school is in the best interest of students, and that the Board's decision provided greater weight to performance on measurements of academic performance. (Education Code 47607.2)

3. Denial/Two-Year Renewal

- a. The Board shall generally not renew a charter if, for two consecutive years immediately preceding the renewal decision, or for two of the most recent years for which state data is available immediately preceding the renewal if the two consecutive years immediately preceding the renewal decision include the 2019-20 or 2020-21 school year, either of the following applies: (Education Code 47607.2)
 - (1) The charter school has received the two lowest performance levels schoolwide on all the state indicators included in the Dashboard for which it receives performance levels, provided the charter school has schoolwide performance levels on at least two measurements of academic performance per year in each of the two years
 - (2) For all measurements of academic performance, the charter school has received performance levels schoolwide that are the same or lower than the state average and, for a majority of numerically significant student subgroups performing statewide below the state average in each respective year, received performance levels that are lower than the state average, provided that the charter school has performance levels on at least two measurements of academic performance for at least two subgroups

CHARTER SCHOOL RENEWAL (continued)

- b. However, the Board may grant a two-year renewal to any such charter school if the Board makes written factual findings, setting forth specific facts to support the findings, that: (Education Code 47607.2)
- (1) The charter school is taking meaningful steps to address the underlying cause(s) of low performance, and those steps are reflected, or will be reflected, in a written plan adopted by the governing body of the charter school.
 - (2) There is clear and convincing evidence, demonstrated by verified data, showing achievement of the criteria specified in item #2a above

In addition to all the grounds stated above for denial of a charter renewal, the Board may deny renewal of a charter upon a finding that the school is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial fiscal or governance factors or a finding that the school is not serving all students who wish to attend. When denying a charter renewal for either of these reasons, the Board shall provide the charter school at least 30 days' notice of the alleged violation and a reasonable opportunity to cure the violation, including the submission of a proposed corrective action plan. The Board may deny the renewal for these reasons only upon a finding that either the corrective action proposed by the charter school has been unsuccessful or that the violations are sufficiently severe and pervasive as to render a corrective action plan unviable. Any finding that a school is not serving all students who wish to attend shall specifically identify the evidence supporting the finding. (Education Code 47607)

A charter school that qualifies for the state's Dashboard Alternative School Status shall not be subject to any of the above criteria. Instead, in determining whether to grant a charter renewal for such a charter school, the Board shall consider, in addition to the charter school's performance on the state and local indicators included in the Dashboard, the charter school's performance on alternative metrics applicable to the charter school based on the student population served. The Board shall meet with the charter school during the first year of the charter school's term to mutually agree to discuss alternative metrics to be considered and shall notify the charter school of the alternative metrics to be used within 30 days of this meeting. The Board may deny a charter renewal only upon making written findings, setting forth specific facts to support the findings, that the closure of the charter school is in the best interest of students. (Education Code 47607)

Timelines for Board Action

Within 60 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school, determine the level of support for the

CHARTER SCHOOL RENEWAL (continued)

petition, and obtain public input. A petition is deemed received on the day the petitioner submits a petition to the district office, along with a signed certification that the petitioner deems the petition to be complete. (Education Code 47605)

The Board shall either grant or deny the charter renewal within 90 days of receiving the petition. The date may be extended by an additional 30 days if both the petitioner and the Board agree to the extension. (Education Code 47605)

At least 15 days before the public hearing at which the Board will grant or deny the charter petition, the Board shall publish all staff recommendations and recommended findings regarding the petition. During the public hearing, petitioners shall have equal time and opportunity to present evidence and testimony to respond to the staff recommendations and findings. (Education Code 47605)

If the Board fails to make a written factual finding when required for denial of the petition pursuant to the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. (Education Code 47605, 47607.5)

School Closure

If a charter is not renewed and the charter school ceases operation, the school closure procedures specified in the charter in accordance with Education Code 47605 and 5 CCR 11962 shall be implemented. (Education Code 47604.32, 47605)

Legal Reference: (see next page)

CHARTER SCHOOL RENEWAL (continued)

Legal Reference:

EDUCATION CODE

47600-47616.7 *Charter Schools Act of 1992*

52052 *Definition of numerically significant student subgroup*

56145-56146 *Special education services in charter schools*

60600-60649 *Assessment of academic achievement*

CODE OF REGULATIONS, TITLE 5

11962-11962.1 *Definitions*

11966.4 *Submission of charter renewal petition*

11966.5 *Charter petitions that have not been renewed; submission to county board of education*

UNITED STATES CODE, TITLE 20

7221-7221j *Expanding opportunity through quality charter schools*

Management Resources:

CSBA PUBLICATIONS

Charter Schools: A Guide for Governance Teams, rev. June 2021

WEB SITES

CSBA: <http://www.csba.org>

California Charter Authorizing Professionals: <https://calauthorizers.org>

California Charter Schools Association: <https://www.ccsa.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/ch>

National Association of Charter School Authorizers: <https://www.qualitycharters.org>

U.S. Department of Education: <http://www.ed.gov>

UNIFORM COMPLAINT PROCEDURES

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

Complaints Subject to UCP

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

1. Accommodations for pregnant and parenting students (Education Code 46015)

(cf. 5146 - Married/Pregnant/Parenting Students)

2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)

(cf. 6200 - Adult Education)

3. After School Education and Safety programs (Education Code 8482-8484.65)

(cf. 5148.2 - Before/After School Programs)

4. Agricultural career technical education (Education Code 52460-52462)

5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

6. Child care and development programs (Education Code 8200-8488)

(cf. 5148 - Child Care and Development)

7. Compensatory education (Education Code 54400)

(cf. 6171 - Title I Programs)

8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)

UNIFORM COMPLAINT PROCEDURES (continued)

9. Course periods without educational content (Education Code 51228.1-51228.3)

(cf. 6152 - Class Assignment)

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

11. Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 - Education for Juvenile Court School Students)

12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)

13. Local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

14. Migrant education (Education Code 54440-54445)

(cf. 6175 - Migrant Education Program)

15. Physical education instructional minutes (Education Code 51210, 51222, 51223)

(cf. 6142.7 - Physical Education and Activity)

UNIFORM COMPLAINT PROCEDURES (continued)

16. Student fees (Education Code 49010-49013)

(cf. 3260 - Fees and Charges)

17. Reasonable accommodations to a lactating student (Education Code 222)

18. Regional occupational centers and programs (Education Code 52300-52334.7)

(cf. 6178.2 - Regional Occupational Center/Program)

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

(cf. 0420 - School Plans/Site Councils)

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

(cf. 0450 - Comprehensive Safety Plan)

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

(cf. 0420 - School Plans/Site Councils)

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

(cf. 5148.3 - Preschool/Early Childhood Education)

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

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

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

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used

UNIFORM COMPLAINT PROCEDURES (continued)

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.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

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.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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.

(cf. 3580 - District Records)

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)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

UNIFORM COMPLAINT PROCEDURES (continued)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

UNIFORM COMPLAINT PROCEDURES (continued)*(cf. 1312.4 - Williams Uniform Complaint Procedures)**Legal Reference:*EDUCATION CODE

200-262.4 *Prohibition of discrimination*
 8200-8488 *Child care and development programs*
 8500-8538 *Adult basic education*
 18100-18203 *School libraries*
 32280-32289.5 *School safety plan, uniform complaint procedures*
 35186 *Williams uniform complaint procedures*
 46015 *Parental leave for students*
 48645.7 *Juvenile court schools*
 48853-48853.5 *Foster youth*
 48985 *Notices in language other than English*
 49010-49014 *Student fees*
 49060-49079 *Student records, especially:*
 49069.5 *Records of foster youth*
 49490-49590 *Child nutrition programs*
 49701 *Interstate Compact on Educational Opportunity for Military Children*
 51210 *Courses of study grades 1-6*
 51222 *Physical education, secondary schools*
 51223 *Physical education, elementary schools*
 51225.1-51225.2 *Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements*
 51226-51226.1 *Career technical education*
 51228.1-51228.3 *Course periods without educational content*
 52059.5 *Statewide system of support*
 52060-52077 *Local control and accountability plan, especially:*
 52075 *Complaint for lack of compliance with local control and accountability plan requirements*
 52300-52462 *Career technical education*
 52500-52617 *Adult schools*
 54400-54425 *Compensatory education programs*
 54440-54445 *Migrant education*
 54460-54529 *Compensatory education programs*
 59000-59300 *Special schools and centers*
 64000-64001 *Consolidated application process; school plan for student achievement*
 65000-65001 *School site councils*

GOVERNMENT CODE
 11135 *Nondiscrimination in programs or activities funded by state*
 12900-12996 *Fair Employment and Housing Act*

Legal Reference continued: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)*Legal Reference: (continued)*HEALTH AND SAFETY CODE*1596.792 California Child Day Care Act; general provisions and definitions**1596.7925 California Child Day Care Act; health and safety regulations*PENAL CODE*422.55 Hate crime; definition**422.6 Interference with constitutional right or privilege*CODE OF REGULATIONS, TITLE 2*11023 Harassment and discrimination prevention and correction*CODE OF REGULATIONS, TITLE 5*3200-3205 Special education compliance complaints**4600-4670 Uniform complaint procedures**4680-4687 Williams uniform complaint procedures**4690-4694 Complaints regarding health and safety issues in license-exempt preschool programs**4900-4965 Nondiscrimination in elementary and secondary education programs**15580-15584 Child nutrition programs complaint procedures*UNITED STATES CODE, TITLE 20*1221 Application of laws**1232g Family Educational Rights and Privacy Act**1681-1688 Title IX of the Education Amendments of 1972**6301-6576 Title I Improving the academic achievement of the disadvantaged**6801-7014 Title III language instruction for English Learners and immigrant students*UNITED STATES CODE, TITLE 29*794 Section 504 of Rehabilitation Act of 1973*UNITED STATES CODE, TITLE 42*2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended**2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964**6101-6107 Age Discrimination Act of 1975**11431-11435 McKinney-Vento Homeless Assistance Act**12101-12213 Title II equal opportunity for individuals with disabilities*CODE OF FEDERAL REGULATIONS, TITLE 28*35.107 Nondiscrimination on basis of disability; complaints*CODE OF FEDERAL REGULATIONS, TITLE 34*99.1-99.67 Family Educational Rights and Privacy Act**100.3 Prohibition of discrimination on basis of race, color or national origin**104.7 Designation of responsible employee for Section 504**106.1-106.82 Nondiscrimination on the basis of sex in education programs, especially:**106.8 Designation of responsible employee and adoption of grievance procedures**106.30 Definitions**106.44 Response to notice of sexual harassment**106.45 Titles IX sexual harassment complaint procedures**110.25 Notification of nondiscrimination on the basis of age**Management Resources: (see next page)*

UNIFORM COMPLAINT PROCEDURES (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample UCP Board Policies and Procedures

Uniform Complaint Procedure 2021-22 Program Instrument

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

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

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

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Department of Fair Employment and Housing: <https://www.dfeh.ca.gov>

California Department of Social Services: <https://www.cdss.ca.gov>

Student Privacy Policy Office: <http://www2.ed.gov/about/offices/list/opepd/sppo>

U.S. Department of Agriculture: <https://www.usda.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

UNIFORM COMPLAINT PROCEDURES

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.

- (cf. 1312.1 - Complaints Concerning District Employees)*
- (cf. 1312.2 - Complaints Concerning Instructional Materials)*
- (cf. 1312.4 - Williams Uniform Complaint Procedures)*
- (cf. 4030 - Nondiscrimination in Employment)*

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 AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

- (cf. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5145.7 - Sexual Harassment)*
- (cf. 5145.71 - Title IX Sexual Harassment Complaints Procedures)*

Superintendent
(title or position)
Pleasant View District Office
(unit or office)
14004 Road 184, Porterville Ca, 93257
(address)
(559) 784-6769
(telephone number)
marko@pleasant-view.org
(email)

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.

UNIFORM COMPLAINT PROCEDURES (continued)

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.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

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)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

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

UNIFORM COMPLAINT PROCEDURES (continued)

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

(cf. 3260 - Fees and Charges)

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

(cf. 0460 - Local Control and Accountability Plan)

7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, homeless students, children of military families, and former juvenile court school students now enrolled in the district, as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 - Education for Juvenile Court School Students)

(cf. 6175 - Migrant Education Program)

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

UNIFORM COMPLAINT PROCEDURES (continued)

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 web sites and may be provided through district-supported social media, if available.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

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)

UNIFORM COMPLAINT PROCEDURES (continued)

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

UNIFORM COMPLAINT PROCEDURES (continued)

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

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into 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.

UNIFORM COMPLAINT PROCEDURES (continued)

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.

AR 1312.3(h)

UNIFORM COMPLAINT PROCEDURES (continued)

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.

(cf. 9321 - Closed Session)

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, and 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

UNIFORM COMPLAINT PROCEDURES (continued)

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, and 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, and 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.

(cf. 5137 - Positive School Climate)

UNIFORM COMPLAINT PROCEDURES (continued)

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
(cf. 6164.2 - Guidance/Counseling Services)
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

(cf. 6164.5 - Student Success Teams)

UNIFORM COMPLAINT PROCEDURES (continued)

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

(cf. 6145 - Extracurricular and Cocurricular Activities)

7. Disciplinary action, such as suspension or expulsion, as permitted by law

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

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.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

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)

UNIFORM COMPLAINT PROCEDURES (continued)

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)

UNIFORM COMPLAINT PROCEDURES (continued)**Health and Safety Complaints in License-Exempt Preschool Programs**

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE web site. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the

UNIFORM COMPLAINT PROCEDURES (continued)

complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

(cf. 1340 - Access to District Records)

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)

UNIFORM COMPLAINT PROCEDURES

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
PRESCHOOL COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8212, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

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 uniform complaint procedures as required by law. A complaint form may be obtained at the school or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form when available from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

UNIFORM COMPLAINT PROCEDURES

**PRESCHOOL COMPLAINT FORM:
UNIFORM COMPLAINT PROCEDURES**

Education Code 8212 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. 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: _____

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.)

- The preschool does not have outdoor shade that is safe and in good repair.
- Drinking water is not accessible and/or readily available throughout the day.
- The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.
- Restroom facilities are not available only for preschoolers and kindergartners.
- The preschool program does not provide visual supervision of children at all times.
- Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.

UNIFORM COMPLAINT PROCEDURES (continued)

- Playground equipment is not safe, in good repair, or age appropriate.

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.

Please file this complaint at the following location:

(preschool administrator or designee)

(address)

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)

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS

Except in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable, any entity contracting with the district for services that may require the entity's employees to interact with students, outside of the immediate supervision and control of parents/guardians or school staff, shall certify to the district that each of its employees who may interact with students has a valid criminal records summary as described in Education Code 44237 and that neither the entity nor any of those employees has been convicted of a violent or serious felony as defined in Education Code 45122.1. Such contracting entity shall also be required to immediately provide the district with any subsequent arrest and conviction information received pursuant to the subsequent arrest service. (Education Code 44237, 45125.1)

On a case-by-case basis, the Superintendent or designee may require any entity with which the district has a contract to comply with these same requirements. (Education Code 45125.1)

For an individual who is operating as the sole proprietor of an entity, the Superintendent or designee shall treat the individual as an employee of the entity and shall prepare and submit the individual's fingerprints to the Department of Justice (DOJ). (Education Code 45125.1)

Any contracting entity's employee who has been convicted of a violent or serious felony, as defined in Education Code 45122.1, shall not be permitted to interact with students unless a certificate of rehabilitation and pardon pursuant to Penal Code 4852.01-4852.22 has been submitted to the Superintendent or designee. (Education Code 45125.1)

The Superintendent or designee may determine that criminal background checks will not be required if the contract is for the construction, reconstruction, rehabilitation, or repair of a school facility and the contracting entity is providing services in an emergency or exceptional situation, or the district uses one or more of the following methods to ensure student safety: (Education Code 45125.2)

1. The installation of a physical barrier at the worksite to limit contact with students
2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom DOJ has ascertained has not been convicted of a violent or serious felony
3. Surveillance of employees of the entity by school personnel

The Superintendent or designee may take appropriate steps to protect the safety of any students who may come in contact with employee's of contracting entities, including, but not limited to, ensuring that the employee's of such entities perform work during nonschool hours, do not work alone when students are present, have

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS (continued)

limited access to school grounds, are provided with a visible means of identification, and/or that there are regular patrols or supervision of the site from district security or personnel.

(cf. 3515.3 - District Police/Security Department)

Legal Reference:

EDUCATION CODE

41302.5 School districts, definition

44237 Applicants for employment; fingerprints for purpose of criminal record summary

45122.1 Classified employees, conviction of a violent or serious felony

45125.1 Criminal background checks for contractors; criminal records summary

45125.2 Criminal background checks for construction

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

4852.01-4852.22 Procedure for restoration of rights and application for pardon

Management Resources:

WEB SITES

Department of Justice: <https://oag.ca.gov/fingerprints>

Classified Personnel

AR 4217.3(a)

LAYOFF/REHIRE

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education Code 45114, 45308)

A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. (Education Code 45117)

(cf. 4121 - Temporary/Substitute Personnel)

Order of Layoff Within a Classification/Determination of Seniority

Within each class, the order of layoff shall be determined by length of service. (Education Code 45114, 45308)

LAYOFF/REHIRE (continued)

Length of service shall be determined by the date of hire. The employee who has been employed the shortest time by the district shall be laid off first. (Education Code 45308)

For an employee in a "restricted position" under Education Code 45105 or 45259, the original date of employment in the restricted position shall be used to determine the length of service, provided the employee has completed six months of satisfactory service and has successfully passed the qualifying examination required for service in the class. (Education Code 45105)

(cf. 4200 - Classified Personnel)

Notice of Layoff and Hearing Rights

Whenever a permanent classified employee is to be laid off for lack of work or lack of funds, the Superintendent or designee shall, no later than March 15 and before the employee is given formal notice by the Governing Board, give to the employee written notice of the recommendation, the reasons that the employee's services will not be required for the ensuing year, any displacement rights, reemployment rights, and the employee's right to a hearing. The district shall adhere to the notice, hearing, and layoff procedures in Education Code 45117, Government Code 11503 and 11505, and other applicable provisions of law. (Education Code 45117)

An employee who is so notified may request a hearing to determine if there is cause for not reemploying the employee for the ensuing year. The request shall be in writing and shall be delivered to the person who sent notice to the employee, on or before March 15 but not less than seven days after the date the notice is served on the employee. Failure of an employee to request a hearing on or before the date specified shall constitute a waiver of the employee's right to a hearing. (Education Code 45117)

The Superintendent or designee shall serve an employee who timely requests a hearing with the District Statement of Reduction in Force documents. The employee has five calendar days from service of the District Statement of Reduction in Force documents to timely file a notice of participation with the district. The parties are entitled to discovery, if requested within 15 days of service of the District Statement of Reduction in Force documents. (Education Code 45117)

If a hearing is requested by a permanent classified employee, the proceeding shall be conducted and a decision made by an administrative law judge in accordance with Government Code 11500-11529. The Board shall make a final decision regarding the sufficiency of the cause and disposition of the layoff upon receipt of the administrative law judge's proposed decision. None of the findings, recommendations, or determinations in the proposed decision prepared by the administrative law judge shall be binding on the Board. (Education Code 45117)

LAYOFF/REHIRE (continued)

Following the Board's decision, the Superintendent or designee shall give final notice of termination to the affected employee(s) before May 15 unless a continuance was granted after a request for hearing was made, in which case such date may be extended by the number of days of the continuance. (Education Code 45117)

If during the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies, the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, and that it is therefore necessary to decrease the number of classified employees due to lack of work or lack of funds, the Board may issue a District Statement of Reduction in Force to those employees in accordance with a schedule of notice and hearing adopted by the Board, and layoff proceedings shall be carried out as required by law. (Education Code 45117)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

When classified positions are eliminated as a result of the expiration of a specifically funded program, the district shall give written notice to the affected employee(s) not less than 60 days prior to the effective date of the layoff informing the employee(s) of the layoff date, any displacement rights, and employment rights. (Education Code 45117)

The district is not required to provide a layoff notice to any person hired as a short-term employee for a period not exceeding 60 days whose service may not be extended or renewed. (Education Code 45117)

Additionally, the district may release probationary classified employees without notice or hearing for reasons other than lack of work or lack of funds. (Education Code 45117)

Reemployment

Classified employees laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants. Reemployment shall be in order of seniority. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. (Education Code 45114, 45298, 45308)

When a vacancy occurs, the district shall give the employee with the most seniority an opportunity to accept or reject the position, by first calling the employee at the employee's last known telephone number to notify the employee of the vacancy and then sending written notice by certified and standard mail to the employee's last known address. The employee shall advise the district of the decision by any means no later than 10 calendar days from the date the notice was sent. If the employee accepts, the employee shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the district.

LAYOFF/REHIRE (continued)

In order to be reemployed, the employee must be capable of performing the essential duties of the job with or without reasonable accommodations. When an otherwise eligible employee is unable to perform the essential duties of the job, the employee shall be kept on the reemployment list until another opportunity becomes available or the period of reemployment eligibility expires, whichever occurs first.

(cf. 4032 - Reasonable Accommodation)

Upon rejecting two offers of reemployment, the employee's name shall be removed from the reemployment list and the employee will forfeit all reemployment rights to which the employee would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, the employee's name shall be removed from the reemployment list and all reemployment rights to which the employee would otherwise be entitled shall be forfeited.

If an employee is reemployed in a new position and fails to complete the probationary period in the new position, the employee shall be returned to the reemployment list for the remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment. (Education Code 45114, 45298)

Reinstatement of Benefits

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded at the time of layoff.

A laid-off probationary employee shall be reemployed as a probationary employee, and the previous time served toward the completion of the required probationary period shall be counted. The employee shall also be reemployed with all rights and benefits accorded to a probationary employee at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layoff. An employee who was bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to which the employee would have progressed had the employee remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

LAYOFF/REHIRE (continued)**Voluntary Demotion or Reduction of Hours**

Classified employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as employees who are laid off. In addition, such employees shall retain eligibility to be considered for reemployment in their previously held class or position with increased assigned time, for an additional period of time up to 24 months as determined by the Board on a class-by-class basis, provided that the same test of fitness under which they qualified for appointment to that class shall still apply. (Education Code 45114, 45298)

Employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available and without limitation of time. If there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority. (Education Code 45114, 45298)

*Legal Reference:*EDUCATION CODE

45101 Definitions

45103 Classified service in districts not incorporating the merit system

45105 Positions under various acts not requiring certification qualifications; classification

45113 Rules and regulations for classified service in districts not incorporating the merit system

45114 Layoff and reemployment procedures; definitions

45115 Layoff; reinstatement from service retirement

45117 Notice of layoff and hearing rights

45286 Limited term employees

45297 Right to take equivalent examination while employee in military service

45298 Reemployment of persons laid off; voluntary demotions or reductions in time

45308 Order of layoff and reemployment; length of service

45309 Reinstatement of permanent noncertified employees after resignation

GOVERNMENT CODE

11500-11529 Administrative adjudication; formal hearings

UNITED STATES CODE, TITLE 38

4301-4335 Employment and reemployment rights of members of the uniformed services

COURT DECISIONSTucker v. Grossmont Union High School District (2008) 168 Cal.App.4th 640San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850*Management Resources:*WEB SITESCalifornia School Employees Association: <http://www.csea.com>Regulation
approved:CSBA POLICY MANUAL UPDATE
December 2021

STUDENT RECORDS

Definitions

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

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

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

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

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student

5. Grades on peer-graded papers before they are collected and recorded by a teacher

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

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

STUDENT RECORDS (continued)

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

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

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

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

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

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

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

STUDENT RECORDS (continued)

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

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

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

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

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

Persons Granted Absolute Access

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

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069.7; Family Code 3025)
2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(cf. 6159 - Individualized Education Program)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student 18 years of age or older who is a dependent child as defined in 26 USC 152 (Education Code 49076; 34 CFR 99.31)

STUDENT RECORDS (continued)

2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076)
3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) appointed pursuant to Education Code 48321 who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.12 - District School Attendance Review Board)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

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

6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

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

STUDENT RECORDS (continued)

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

7. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)
8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)
9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

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

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

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

STUDENT RECORDS (continued)

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

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

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

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

(cf. 6164.6 - Identification and Education Under Section 504)
(cf. 6173.1 - Education for Foster Youth)

15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)

(cf. 6173 - Education for Homeless Children)

16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)

17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))

STUDENT RECORDS (continued)

18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)

19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5)

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

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

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

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

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

(cf. 5021 - Noncustodial Parents)

STUDENT RECORDS (continued)**Discretionary Access**

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

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

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

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

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

STUDENT RECORDS (continued)

4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)
6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the district, excluding volunteers or other parties (Education Code 49076)

(cf. 3600 - Consultants)

7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31)
8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the limits set by 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.37)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

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

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

STUDENT RECORDS (continued)**De-identification of Records**

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

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians and adult students shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

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

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

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

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

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

STUDENT RECORDS (continued)

Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

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

Access Log

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

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

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

The log shall include requests for access to records by:

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest
6. Law enforcement personnel seeking to enforce immigration laws

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

STUDENT RECORDS (continued)**Duplication of Student Records**

To provide copies of any student record, the district may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

(cf. 3260 - Fees and Charges)

Changes to Student Records

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

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

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

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

(cf. 5125.3 - Challenging Student Records)

Retention and Destruction of Student Records

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

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

1. Legal name of student
2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

3. Sex of student

STUDENT RECORDS (continued)

4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence

(cf. 5111.1 - District Residency)

5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given towards graduation

(cf. 5121 - Grades/Evaluation of Student Achievement)

7. Verification of or exemption from required immunizations

(cf. 5141.31 - Immunizations)

8. Date of high school graduation or equivalent

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

1. Expulsion orders and the causes therefor

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

2. A log identifying persons or organizations who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge

STUDENT RECORDS (continued)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

5. Language training records

(cf. 6174 - Education for English Learners)

6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or prohibition of student participation in specific programs
10. Results of standardized tests administered within the past three years

(cf. 6162.51 - State Academic Achievement Tests)

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

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

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data

(cf. 5144 - Discipline)

4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

STUDENT RECORDS (continued)

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

Transfer of Student Records

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

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

(cf. 4158/4258/4358 - Employee Security)
(cf. 5119 - Students Expelled From Other Districts)

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

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

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

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

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

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

STUDENT RECORDS (continued)**Notification of Parents/Guardians**

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

(cf. 5145.6 - Parental Notifications)

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

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

STUDENT RECORDS (continued)

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.

Student Records from Social Media

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

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from the student's social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or the student's parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:

STUDENT RECORDS (continued)

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

Updating Name and/or Gender of Former Students

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

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

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

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

NONDISCRIMINATION/HARASSMENT

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, 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, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Superintendent
(title or position)
14004 Road 184, Porterville CA 93257
(address)
(559) 784-6769
(telephone number)
marko@pleasant-view.org
(email)

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in

NONDISCRIMINATION/HARASSMENT (continued)

Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Post in a prominent location on the district web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.6, 221.61, 234.6)
 - a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
 - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
 - c. A description of how to file a complaint of noncompliance under Title IX, which shall include:
 - (1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
 - (2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
 - (3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office

NONDISCRIMINATION/HARASSMENT (continued)

- d. A link to the Title IX information included on the California Department of Education's (CDE) web site
5. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)
6. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.
7. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

(cf. 5145.6 - Parental Notifications)

8. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

9. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when

NONDISCRIMINATION/HARASSMENT (continued)

providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students.

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

10. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

11. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

NONDISCRIMINATION/HARASSMENT (continued)

5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that the student knew was not true

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Process for Initiating and Responding to Complaints

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, the principal or compliance officer shall notify the student or parent/guardian of the right to file a formal complaint in accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed

NONDISCRIMINATION/HARASSMENT (continued)

shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Issues Unique to Intersex, Nonbinary, Transgender and Gender-Nonconforming Students

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Intersex student means a student with natural bodily variations in anatomy, hormones, chromosomes, and other traits that differ from expectations generally associated with female and male bodies.

Nonbinary student means a student whose gender identity falls outside of the traditional conception of strictly either female or male, regardless of whether or not the student identifies as transgender, was born with intersex traits, uses gender-neutral pronouns, or uses agender, genderqueer, pangender, gender nonconforming, gender variant, or such other more specific term to describe their gender.

Transgender student means a student whose gender identity is different from the gender assigned at birth.

The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

NONDISCRIMINATION/HARASSMENT (continued)

1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity
2. Disciplining or disparaging a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to the student's gender identity
4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's gender identity to individuals who do not have a legitimate need for the information, without the student's consent
6. Using gender-specific slurs
7. Physically assaulting a student motivated by hostility toward the student because of the student's gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) or Title IX sexual harassment procedures (AR 5145.71), as applicable, shall be used to report and resolve complaints alleging discrimination against intersex, nonbinary, transgender, and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's gender identity, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that intersex, nonbinary, transgender, and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. **Right to privacy:** A student's intersex, nonbinary, transgender, or gender-nonconforming status is the student's private information. The district shall develop strategies to prevent unauthorized disclosure of students' private information. Such

NONDISCRIMINATION/HARASSMENT (continued)

strategies may include, but are not limited to, collecting or maintaining information about student gender only when relevant to the educational program or activity, protecting or revealing a student's gender identity as necessary to protect the health or safety of the student, and keeping a student's unofficial record separate from the official record.

The district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's intersex, nonbinary, transgender, or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless the employee is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's intersex, nonbinary, transgender, or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of gender identity and begin to treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to

NONDISCRIMINATION/HARASSMENT (continued)

- identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the intersex, nonbinary, transgender, or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.
4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is intersex, nonbinary, transgender, or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.
- (cf. 6145 - Extracurricular and Cocurricular Activities)*
(cf. 6145.2 - Athletic Competition)
(cf. 6153 - School-Sponsored Trips)
(cf. 7110 - Facilities Master Plan)
5. **Student Records:** Upon each student's enrollment, the district is required to maintain a mandatory permanent student record (official record) that includes the student's gender and legal name.

NONDISCRIMINATION/HARASSMENT (continued)

A student's legal name as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. A student's gender as entered on the student's official record required pursuant to 5 CCR 432 shall only be changed with written authorization of a parent/guardian having legal custody of the student. (Education Code 49061)

However, when proper documentation or authorization, as applicable, is not submitted with a request to change a student's legal name or gender, any change to the student's record shall be limited to the student's unofficial records such as attendance sheets, report cards, and school identification.

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.3 - Challenging Student Records)

6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.
7. **Uniforms/Dress Code:** A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress and Grooming)

CHILD CARE AND DEVELOPMENT

The Governing Board desires to provide child care and development services which meet the developmental needs of children and offer a convenient child care alternative for parents/guardians in the community.

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6175 - Migrant Education Program)

The Board shall enter into a contract with the California Department of Social Services (CDSS) for the provision of child care and development services by the district.

(cf. 3312 - Contracts)

The district shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and supply information about child care options.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

The Board shall approve for the district's child care and development program a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

When a district child care program is physically closed by local or state public health order due to the COVID-19 pandemic, the district shall provide distance learning when required to do so as a condition of funding or when required by law.

Eligibility and Enrollment

Child care admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the child care center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and health examination requirements. (5 CCR 18105; 22 CCR 101218)

CHILD CARE AND DEVELOPMENT (continued)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3540 - Transportation)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)

The Superintendent or designee shall ensure that subsidized child care is provided to eligible families to the extent that state and/or federal funding is available and in accordance with enrollment priorities specified in Welfare and Institutions Code 10271 and 5 CCR 18106.

To the extent that space is available after the enrollment of children who are eligible for subsidized services, priority for admissions shall be given to district students, children of district students, and children of district employees.

A child's eligibility for transitional kindergarten enrollment shall not impact family eligibility for a childcare or preschool program. (Education Code 48000)

(cf. 5111.1 - District Residency)
(cf. 5146 - Married/Pregnant/Parenting Students)

Staffing

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications and have satisfied all legal requirements.

(cf. 1240 - Volunteer Assistance)
(cf. 4112.2 - Certification)
(cf. 4112.4/4212.4/4312.4 - Health Examinations)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Facilities

Upon recommendation of the Superintendent or designee, the Board may approve any of the following for the provision of child care and development services:

1. The use of existing district facilities that have capacity
2. Renovation or improvement of district facilities to make them suitable for such services
3. Purchase of relocatable child care facilities

CHILD CARE AND DEVELOPMENT (continued)

4. Inclusion of child care facilities in any new construction
5. Agreement with a public agency or community organization for the use of community facilities

(cf. 1330.1 - Joint Use Agreements)
(cf. 7110 - Facilities Master Plan)

The Superintendent or designee shall ensure that facilities used for child care services meet all applicable health and safety standards. (5 CCR 18020; 22 CCR 101238-101239.2)

Complaints

For a licensed child care center, any complaint alleging health and safety violations shall be referred to CDSS. (5 CCR 4611)

Any other alleged violation of state or federal laws governing child care and development programs shall be investigated and resolved using the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Program Evaluation

The Superintendent or designee shall annually conduct an evaluation of the district's child care and development services in accordance with state requirements. The results of the evaluation shall be used to develop an action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement. (5 CCR 18279-18281)

(cf. 0500 - Accountability)

Legal Reference: (see next page)

CHILD CARE AND DEVELOPMENT (continued)*Legal Reference:*EDUCATION CODE8200-8340 *California State Preschool Program, especially:*8207 *Administration; operation of programs; services*8482-8484.65 *After-school education and safety program*8484.7-8484.9 *21st Century community learning centers*48000 *Transitional kindergarten*49540-49546 *Child care food program*49570 *National School Lunch program*56244 *Staff development funding*HEALTH AND SAFETY CODE1596.70-1596.895 *California Child Day Care Act*1596.90-1597.21 *Day care centers*120325-120380 *Immunization requirements*WELFARE AND INSTITUTIONS CODE10200-10206 *Early Childhood Development Act of 2020*10207-10490 *Child Care and Development Services Act, especially:*10207-10215 *General provisions*10217-10224.5 *Resource and referral programs*10225-10234 *Alternative payment programs*10235-10238 *Migrant child care and development programs*10240-10243 *General child care and development programs*10250-10252 *Family child care home education networks*10260-10263 *Child care and development services for children with special needs*10271 *Eligibility, enrollment and priority of services; physical examinations; rules and regulations*10271.5 *Income eligibility*10272.5 *Order of disenrollment*10273 *Preferred placement for otherwise eligible children ages 11 or 12*10290 *Fee schedule for families using preschool and child care and development services*10291 *Families exempt from family fees*10315 *Transfer of information to public schools*10322 *Children residing in another district; use of facilities and personnel*10480-10487 *Local planning councils*CODE OF REGULATIONS, TITLE 54610-4687 *Uniform complaint procedures*18000-18434 *Child care and development programs, especially:*18012-18122 *General requirements*18180-18192 *Federal and state migrant programs*18210-18213 *Severely handicapped program*18220-18231 *Alternative payment program*18240-18248 *Resource and referral program*18270-18281 *Program quality, accountability*18290-18292 *Staffing ratios*18295 *Waiver of qualifications for site supervisor*18300-18308 *Appeals and dispute resolution*80105-80125 *Commission on Teacher Credentialing, child care and development permits**Legal Reference continued: (see next page)*

CHILD CARE AND DEVELOPMENT (continued)

Legal Reference: (continued)

CODE OF REGULATIONS, TITLE 22

101151-101239.2 *General requirements, licensed child care centers, especially:*

101151-101163 *Licensing and application procedures*

101212-101231 *Continuing requirements*

101237-101239.2 *Facilities and equipment*

UNITED STATES CODE, TITLE 42

1751-1769j *National School Lunch Programs*

9831-9852 *Head Start programs*

9858-9858q *Child care and development block grant*

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 *National School Lunch program*

CODE OF FEDERAL REGULATIONS, TITLE 45

98.2-98.93 *Child care and development fund*

COURT DECISIONS

CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services, (2001)

91 Cal.App.4th 892

Management Resources:

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES PUBLICATIONS

COVID-19 Licensed Child Care Facilities and Providers (FAQs)

Child Care & Development Division FAQ

Child Care Transition: The Early Childhood Development Act of 2020

WEB SITES

CSBA: <http://www.csba.org>

California Association for the Education of Young Children: <http://www.caeyc.org>

California Child Development Administrators Association: <http://www.ccdaa.org>

California Department of Education, Early Education and Support Division:

<http://www.cde.ca.gov/sp/cd>

California Department of Education, Early Education Management Bulletins:

<http://www.cde.ca.gov/sp/cd/ci/allmbs.asp>

California Department of Social Services: <https://www.cdss.ca.gov>

California Head Start Association: <http://caheadstart.org>

California School-Age Consortium: <http://calsac.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Association for the Education of Young Children: <http://www.naeyc.org>

U.S. Department of Education: <http://www.ed.gov>

CHILD CARE AND DEVELOPMENT

Licensing

All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

Licensed child care centers shall be subject to the requirements of Health and Safety Code 1596.70-1597.21, 22 CCR 101151-101239.2, and, when applicable, 22 CCR 101451-101539.

Program Components

The district's child care and development program shall include the following components:

1. The use of a developmental profile reflecting each child's physical, cognitive, social, and emotional development to plan and conduct developmentally and age appropriate activities (Welfare and Institutions Code 10209.5; 5 CCR 18272)

Program staff shall complete the developmental profile for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. (Welfare and Institutions Code 10209.5; 5 CCR 18270.5, 18272)

2. An educational program that complies with 5 CCR 18273, including the provision of services that are developmentally, linguistically, and culturally appropriate and inclusive of children with special needs

(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)
(cf. 6174 - Education for English Learners)

3. A staff development program which complies with 5 CCR 18274

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

CHILD CARE AND DEVELOPMENT (continued)

4. Parent/guardian involvement and education that comply with 5 CCR 18275 and include an orientation, at least two individual conferences per year, meetings with program staff, an advisory committee, participation in daily activities, and information regarding their child's progress

(cf. 6020 - Parent Involvement)

5. A health and social services component that complies with 5 CCR 18276 and includes referrals to appropriate community agencies as needed

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.23 - Asthma Management)

(cf. 5141.6 - School Health Services)

6. A community involvement component that complies with 5 CCR 18277
7. As applicable, a nutrition component that ensures children in the program are provided nutritious meals, beverages, and snacks that meet state and federal standards and have access to drinking water throughout the day, including meal times (Health and Safety Code 1596.808; 5 CCR 18278; 42 USC 1766)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

8. Programs that promote age-appropriate structured and unstructured opportunities for physical activity and that limit the amount of time spent in sedentary activities to an appropriate level
9. An annual plan for program evaluation which conforms with the state's system and includes a self-evaluation, parent/guardian survey, and environment rating scale (5 CCR 18270.5, 18279, 18280)

(cf. 0500 - Accountability)

Health and Safety

When a child enrolls or reenrolls in a licensed child care program, the center shall provide the child's parent/guardian with written information on the risks and effects of lead exposure, blood lead testing recommendations and requirements, and options for obtaining blood lead testing, including any state or federally funded programs that offer free or discounted tests. (Health and Safety Code 1596.7996)

(cf. 5145.6 - Parental Notifications)

CHILD CARE AND DEVELOPMENT (continued)

If a licensed child care center is located in a building that was constructed before January 1, 2010, the center shall have its drinking water tested for lead contamination every five years following an initial test conducted between January 1, 2020 and January 1, 2023. The center shall notify the parents/guardians of enrolled children of the requirement to test a facility's drinking water and of the test results. If notified of elevated lead levels, the center shall immediately make inoperable and cease using the fountains and faucets where elevated lead levels may exist and shall obtain a potable source of water for children and staff at that location. (Health and Safety Code 1597.16)

Staffing

The district's child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in Welfare and Institutions Code 10275.5 and 5 CCR 18290-18292 based on the ages of the children served.

All persons employed at a licensed district child care center and all volunteers who provide care and supervision to children at such a center shall be immunized against influenza, pertussis, and measles. If they meet all other requirements for employment or volunteering, as applicable, but need additional time to obtain and provide immunization records, they may be employed or volunteer conditionally for a maximum of 30 days upon signing and submitting a written statement attesting that they have been immunized as required. In addition, employees and volunteers shall receive an influenza vaccination between August 1 and December 1 of each year. A person shall be exempt from these requirements only under any of the following circumstances: (Health and Safety Code 1596.7995)

1. The person submits a written statement from a licensed physician declaring either that immunization is not safe because of the person's physical condition or medical circumstances or that the person has evidence of current immunity to influenza, pertussis, and measles.
2. In the case of the influenza vaccine, the person submits a written declaration declining the vaccination.
3. In the case of the influenza vaccine required during the first year of employment or volunteering, the vaccine is not timely because the person was hired after December 1 of the previous year and before August 1 of the current year.

(cf. 1240 - Volunteer Assistance)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

Documentation of the required immunizations or exemptions from immunization shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

CHILD CARE AND DEVELOPMENT (continued)

In addition to the above immunization requirements, teachers employed in a licensed child care center shall present evidence of a current tuberculosis clearance and meet other requirements specified in Health and Safety Code 1597.055. (Health and Safety Code 1597.055)

Eligibility and Enrollment

The district's subsidized child care and development services may be available to infants and children through 12 years of age and to individuals with disabilities through 21 years of age in accordance with their individualized education program and Welfare and Institutions Code 10213.5. (Welfare and Institutions Code 10213.5, 10273; 5 CCR 18089, 18407, 18422)

To participate in the district's subsidized child care program, families shall document both an eligibility basis and need for care as follows: (Welfare and Institutions Code 10271 and 10271.5)

1. The family is eligible for subsidized services on the basis of being a current aid recipient, income eligible, or homeless and/or the family's children are recipients of child protective services or have been identified as being or at risk of being abused, neglected, or exploited.
2. The family has a need for child care based on either of the following:
 - a. The parents/guardians are participating in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged in an educational program for English language learners or to attain a high school diploma or general educational development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated
 - b. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as being homeless

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

First priority for enrollment shall be given to neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon

CHILD CARE AND DEVELOPMENT (continued)

written referral from a legal, medical, or social services agency. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Welfare and Institutions Code 10271)

Second priority for enrollment shall be given to families, regardless of the number of parents in the home, who are income eligible, as defined in Welfare and Institutions Code 10271.5. Families with the lowest gross monthly income in relation to family size shall be admitted first. If two or more families are in the same priority in relation to income, the family that has a child with disabilities shall be admitted first or, if there is no child with disabilities, the family that has been on the waiting list for the longest time shall be admitted first. (Welfare and Institutions Code 10271 and 10271.5)

The district shall allow eligible children 11-12 years of age to combine enrollment in a before-school or after-school program with subsidized child care services during the time that the before-school or after-school program does not operate. Children 11-12 years of age, except for children with disabilities, shall be eligible for subsidized child care services only for the portion of care needed that is not available in a before-school or after-school program. (Welfare and Institutions Code 10273)

After all children eligible for subsidized services have been enrolled, the district may enroll other children in accordance with the priorities established by the Governing Board.

The district's decision to approve or deny services shall be communicated to the parent/guardian through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18118)

Upon establishing eligibility for services, a family shall be eligible for and shall receive services for not less than 12 months before having the family's eligibility or need recertified and shall not be required to report changes to income or other changes for at least 12 months. However, a family establishing eligibility on the basis of income shall report any increases in income that exceed the threshold for ongoing income eligibility specified in Welfare and Institutions Code 10271.5, and the family's ongoing eligibility shall be recertified at that time. At any time a family may voluntarily report income or other changes, which shall be used, as applicable, to reduce the family's fees, increase the family's services, or extend the period of eligibility before recertification. (Welfare and Institutions Code 10271)

The Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

CHILD CARE AND DEVELOPMENT (continued)

1. A determination made during recertification or the update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that the service is no longer wanted
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services containing the completed and signed application for services, documentation used to determine the child's eligibility and need, and copies of all Notices of Action. (5 CCR 18081, 18095)

Fees and Charges

Except when offering a program that is prohibited by law from charging any fees, the Superintendent or designee may charge fees for services according to the state fee schedule, the actual cost of services, or the maximum daily/hourly rate specified in the contract, whichever is least. (Welfare and Institutions Code 10260, 10270, 10290, 10291, 10436; 5 CCR 18078, 18108-18110)

However, for the 2021-22 fiscal year, family fees shall not be collected as specified in Welfare and Institutions Code 10290.

No fee shall be charged to a family that is receiving CalWORKS cash aid, an income-eligible family whose child is enrolled in a part-day California State Preschool Program, or a family whose income level, in relation to family size, is less than the first entry in the fee schedule. (Education Code 8253; Welfare and Institutions Code 10291; 5 CCR 18110)

In addition, any family receiving child care on the basis of having neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency, may be exempt from these fees for up to 12 months. (Welfare and Institutions Code 10271 and 10291)

CHILD CARE AND DEVELOPMENT (continued)

Fees shall be assessed at initial enrollment and reassessed when a family is recertified or experiences a change in status. Fees shall be considered delinquent after seven days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (Welfare and Institutions Code 10290; 5 CCR 18082, 18114, 18115)

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers. This process shall also be used to determine whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Welfare and Institutions Code 10292)

Disenrollment

When necessary due to a reduction in state reimbursements, families shall be disenrolled from subsidized child care and development services in the following order: (Welfare and Institutions Code 10272.5)

1. Families with the highest income in relation to family size shall be disenrolled first.
2. If two or more families have the same income ranking, children without disabilities who have been enrolled in child care services the longest shall be disenrolled first. After all children without disabilities have been disenrolled, children with disabilities shall be disenrolled, with those who have been enrolled in child care services the longest being disenrolled first.
3. Families whose children are receiving child protective services or are at risk of neglect, abuse, or exploitation, regardless of family income, shall be disenrolled last.

Health Examination and Immunizations

Prior to or within six weeks of enrollment, a child enrolling in a child care center shall obtain a physical examination and evaluation and receive age-appropriate immunizations. (Welfare and Institutions Code 10271)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

CHILD CARE AND DEVELOPMENT (continued)

The requirement for a physical examination and evaluation shall be waived if a parent/guardian submits a letter stating that such examination is contrary to the parent/guardian's religious beliefs. (Welfare and Institutions Code 10271)

A child may be exempted from the immunization requirements only if: (Health and Safety Code 120335)

1. A licensed physician indicates that immunization is not safe due to the physical condition or medical circumstances of the child.

A medical exemption shall be submitted using the standardized medical exemption certification form developed by California Department of Public Health and transmitted using the California Immunization Registry. The request shall include, but not be limited to, a description of the medical basis for which the exemption for each individual immunization is sought and whether the medical exemption is permanent or temporary, including the date upon which a temporary medical exemption will expire. A temporary exemption shall not exceed one year. (Health and Safety Code 120372)

2. The parent/guardian submitted a letter or affidavit prior to January 1, 2016 stating that such examination is contrary to the parent/guardian's personal beliefs. An exemption from immunization granted for personal beliefs is effective only until the next grade span (i.e., birth through preschool, grades K-6, and grades 7-12).

If there is good cause to believe that a child is suffering from a recognized contagious or infectious disease, the child shall be temporarily excluded from the child care and development program until it is determined that the child is not suffering from that contagious or infectious disease. (Welfare and Institutions Code 10271)

(cf. 5141.22 - Infectious Diseases)

Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence, and signature of parent/guardian or district representative. (5 CCR 18065, 18066)

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (Welfare and Institutions Code 10213.5)

CHILD CARE AND DEVELOPMENT (continued)

2. Family emergency (Welfare and Institutions Code 10213.5)

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident, or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Welfare and Institutions Code 10213.5)

4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Welfare and Institutions Code 10213.5)

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

Except for children who are recipients of child protective services or are at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

Any absence due to a reason other than any of those stated above, or without the required verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the child's parent/guardian. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

Rights of Parents/Guardians

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of the rights specified in 22 CCR 101218.1, including, but not limited to, the right to enter and inspect the child care facility and the right to be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. (Health and Safety Code 1596.857; 22 CCR 101218.1)

The written notice of parent/guardian rights also shall be permanently posted within the facility in a location accessible to parents/guardians. Notwithstanding these rights, access to

CHILD CARE AND DEVELOPMENT (continued)

the facility may be denied to an adult whose behavior presents a risk to children present in the facility or to noncustodial parents/guardians when so requested by the responsible parent/guardian. (Health and Safety Code 1596.857)

In addition, if a parent/guardian disagrees with any district action to deny a child's eligibility for subsidized child care services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, the parent/guardian may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 18120)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 18120 by a district administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, the parent/guardian may, within 14 calendar days, appeal the decision to the CDE. (5 CCR 18120-18122)

Records

The Superintendent or designee shall maintain records of enrollment, attendance, types of families served, income received from all families participating in the district's child care and development program, and any other records required under the state contract.

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

BEFORE/AFTER SCHOOL PROGRAMS

The Governing Board desires to provide before-school and/or after-school enrichment programs that support the regular education program in a supervised environment. In order to increase academic achievement of participating students, the content of such programs shall be coordinated with the district's vision and goals for student learning, local control and accountability plan, curriculum, and academic standards.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 0470 - COVID-19 Mitigation Plan)
(cf. 5147 - Dropout Prevention)
(cf. 5148 - Child Care and Development)
(cf. 6011 - Academic Standards)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer Learning Programs)
(cf. 6179 - Supplemental Instruction)

The district's program shall be planned through a collaborative process that includes parents/guardians, students, and representatives of participating schools, governmental agencies including city and county parks and recreation departments, local law enforcement, community organizations, and, if appropriate, the private sector. (Education Code 8422, 8482.5, 46120)

To the extent feasible, the district shall give priority to establishing before-school and/or after-school programs in low-performing schools and/or programs that serve low-income and other at-risk students.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 6020 - Parent Involvement)

Any After School Education and Safety Program (ASES), 21st Century Community Learning Center Program (21st CCLC), 21st Century High School After School Safety and Enrichment for Teens Program (ASSETs), or other program to be established pursuant to Education Code 8421, 8482.3 or 8484.75 shall be approved by the Board and the principal of each participating school.

The Superintendent or designee shall ensure that all staff who directly supervise students in the district's before-school and/or after-school program possess appropriate knowledge and experience. As needed, staff and volunteers shall receive ongoing training related to their job responsibilities.

(cf. 1240 - Volunteer Assistance)
(cf. 4131 - Staff Development)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

Each program shall include academic and enrichment elements in accordance with law and administrative regulation. In addition, each program may include support services that reinforce the educational component and promote student health and well-being.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 6142.7 - Physical Education and Activity)

OPTION 1: No fee shall be charged for participation in the program.

OPTION 2: A family fee may be charged to participating families based on the actual cost of services.

However, for the ASSETs program, a family fee shall be waived or reduced for families with students who are eligible for free or reduced-price meals. (Education Code 8422)

For ASES, 21st CCLC, and/or Expanded Learning Opportunities programs, no fee shall be charged for a student who is eligible for free or reduced-price meals, or a student who the district knows is a homeless youth or in foster care. In addition, family fees shall be calculated on a sliding scale that considers family income and ability to pay. (Education Code 8482.6, 46120)

(cf. 3260 - Fees and Charges)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

Eligible students who are 11 or 12 years of age shall be placed in a before-school or after-school program, if and when available, rather than subsidized child care and development services. During the time that the before-school or after-school program does not operate, such students may be provided the option of enrolling in child care and development services in accordance with the enrollment priorities established in AR 5148 - Child Care and Development. (Welfare and Institutions Code 10273)

The Board and the Superintendent or designee shall monitor student participation rates and shall identify multiple measures that shall be used to evaluate program effectiveness. Such measures may include, but are not limited to, student outcome data; program self-assessments; feedback from staff, participating students, and parents/guardians; and observations of program activities.

(cf. 0500 - Accountability)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

Every three years, the Superintendent or designee shall review the after-school program plan, including, but not limited to, program goals, program content, and outcome measures. Documentation of the program plan shall be maintained for a minimum of five years.
(*cf.* 3580 - District Records)

Legal Reference:

EDUCATION CODE

8281.5 California Prekindergarten Planning and Implementation Grant Program
8295-8305 Child development program personnel qualifications
8420-8428 21st Century After-School Program for Teens
8482-8484.65 After School Education and Safety Program
8484.7-8484.9 21st Century Community Learning Centers
17264 New construction; accommodation of before- and after-school programs
35021.3 After-school physical recreation instructors
45125 Criminal record check
45330 Paraprofessionals; instructional aides
45340-45349 Paraprofessionals; instructional aides
46120 Expanded Learning Opportunities Program
49024 Criminal background check; Activity Supervisor Clearance Certificate
49430-49434 Nutrition standards
49540-49546 Child Care Food Program
49553 Free or reduced-price meals
69430-69460 Cal Grant program

WELFARE AND INSTITUTIONS CODE

10207-10490 Child Care and Development Services Act, especially:
10273 Preferred placement for otherwise eligible children ages 11 or 12

UNITED STATES CODE, TITLE 20

6311 State plans
6314 Title I schoolwide programs
7171-7176 21st Century Community Learning Centers

UNITED STATES CODE, TITLE 42

1766-1766a Child and Adult Care Food Program
11434a Education for homeless children and youths

CODE OF FEDERAL REGULATIONS, TITLE 7

226.17 Child care center nutrition standards

Management Resources: (see next page)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Expanded Learning Opportunities Program FAQs, October 2021

Request for Applications: 21st Century Community Learning Centers Elementary/Middle Schools, September 2020

Request for Applications: 21st Century High School After School Safety and Enrichment for Teens, September 2020

21st CCLC and ASSETs FAQs, September 2020

Quality Program Improvement Plan Instructions: Instructions for Completing a Quality Program Improvement Plan for Expanded Learning Programs in California, August 2020

A Crosswalk Between the Quality Standards for Expanded Learning and Program Quality Assessment Tools, 2014

Quality Standards for Expanded Learning in California: Creating and Implementing a Shared Vision of Quality, 2014

California After School Physical Activity Guidelines, 2009

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

21st Century Community Learning Centers, Nonregulatory Guidance, February 2003

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Expanded Learning: <https://www.cde.ca.gov/ls/ex>

California Healthy Kids Survey: <https://chks.wested.org>

California School-Age Consortium: <http://calsac.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Partnership for Children and Youth: <http://partnerforchildren.org>

U.S. Department of Agriculture: <http://www.fns.usda.gov/cnd/care/afterschool.htm>

U.S. Department of Education: <http://www.ed.gov>

BEFORE/AFTER SCHOOL PROGRAMS

Definitions

Expanded learning opportunities means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences. *Expanded learning opportunities* does not mean an extension of instructional time, but rather, opportunities to engage students in enrichment, play, nutrition, and other developmentally appropriate activities. (Education Code 8482.1, 46120)

Unduplicated student means a student enrolled in a district who is either classified as an English learner, eligible for a free or reduced-price meal, or is a foster youth. (Education Code 42238.02, 46120)

Grades K-9

The district's After School Education and Safety (ASES) program or 21st Century Community Learning Center (21st CCLC) program shall serve students in any of grades K-9 as the district may determine based on local needs. (Education Code 8482.3, 8484.7, 8484.75, 8484.8)

The district's 21st CCLC program shall primarily serve students in Title I schoolwide programs. (Education Code 8484.8; 20 USC 7173)

(cf. 6171 - Title I Programs)

The district's Expanded Learning Opportunities (ELO) program shall serve students in grades TK-6. For the 2021-22 school year, the district shall offer access to ELO programs to all unduplicated students in grades TK-6 and provide access to such programs to at least 50 percent of enrolled unduplicated students. Commencing with the 2022-23 school year, the district shall offer all students in grades TK-6 access to ELO programs, and ensure that access is provided to any student whose parent/guardian requests placement in a program. (Education Code 46120)

The Superintendent or designee shall ensure that the plan to provide access to full-day learning programs the year before kindergarten addresses the needs of children and their families as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 8281.5)

The district's ASES, 21st CCLC, and ELO program(s) shall be operated in accordance with the following:

1. Program Elements

BEFORE/AFTER SCHOOL PROGRAMS (continued)

- a. The program shall include an educational and literacy element in which tutoring or homework assistance is provided in language arts, mathematics, history and social science, computer training, and/or science. (Education Code 8482.3, 8484.75, 46120)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6154 - Homework/Makeup Work)

(cf. 6163.4 - Student Use of Technology)

- b. The program shall include an educational enrichment element which may include, but is not limited to, fine arts, career technical education, recreation, technology, physical fitness, and prevention activities. (Education Code 8482.3, 8484.75, 46120)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

(cf. 6142.6 - Visual and Performing Arts)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6178 - Career Technical Education)

2. Nutrition

- a. If snacks or meals are made available in the program, they shall conform to nutrition standards specified in Education Code 49430-49434 or 42 USC 1766 as applicable. (Education Code 8482.3, 8484.75, 46120; 42 USC 1766-1766a; 7 CFR 226.17)
- b. The district's before-school program shall offer a breakfast meal as described in Education Code 49553 for all program participants. (Education Code 8483.1, 8484.75)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

3. Location of Program

- a. The program may be offered at one or multiple school sites and/or at an easily available and accessible off-campus facility. (Education Code 8482.3, 8484.75)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

- b. When there is a significant barrier to student participation in either the before-school or after-school component of a program at the school of attendance, the Superintendent or designee may, with the approval of the Superintendent of Public Instruction, provide services at another school site. Such transfer of services shall occur only if the school to which the program will be transferred agrees to receive students from the transferring school and has an existing grant of the same type as the transferring school, or does not have a 10-percent lower percentage of students eligible for free or reduced-price meals than the transferring school. A significant barrier includes any of the following: (Education Code 8482.8, 8484.75)
- (1) Fewer than 20 students participating in the program component
 - (2) Extreme transportation constraints, including, but not limited to, desegregation busing, busing for magnet or open enrollment schools, or student dependence on public transportation
 - (3) A reduction in the program grant of an existing school due to its merging into a new school opened by the district or the splitting of its students with a new school

In such cases, the district shall arrange for safe, supervised transportation between school sites; ensure communication among staff in the regular school program, staff in the before-school or after-school program, and parents/guardians; and ensure alignment of the educational and literacy elements with the regular school program of participating students. (Education Code 8482.8, 8484.75)

(cf. 3540 - Transportation)

4. Staffing

- a. All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code 8483.4, 8484.75, 45330, 45344, 45344.5)

(cf. 4222 - Teacher Aides/Paraprofessionals)

- b. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in law and Board policy. (Education Code 8483.4, 8484.75)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

(cf. 1240 - Volunteer Assistance)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

- c. The student-to-staff ratio shall be no more than 20 to 1, except that programs serving transitional kindergarten or kindergarten students shall maintain a student-to-staff member ratio of no more than 10 to 1 (Education Code 8483.4, 8484.75, 46120)
5. Hours of Operation
- a. A before-school program shall not operate for less than one and one-half hours per regular school day. (Education Code 8483.1, 8484.75)
 - b. An after-school program shall begin immediately upon the conclusion of the regular school day and shall operate a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (Education Code 8483, 8484.75)
 - c. An ELO program shall provide in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, shall not be less than nine hours of combined instructional time and expanded learning opportunities per instructional day. (Education Code 46120)
6. Admissions
- a. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity. (Education Code 8482.6, 8484.75)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

- b. If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:
 - (1) First priority for enrollment shall be given to students who are identified as homeless youth, as defined by the McKinney-Vento Homeless Assistance Act (42 USC 11434a), at the time they apply for enrollment or at any time during the school year, to students who are identified by the program as being in foster care, and to students who are eligible for free or reduced-price meals. (Education Code 8483, 8483.1, 8484.75)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

The district is not required to disenroll a current student in order to secure the enrollment of a student who has priority for enrollment. (Education Code 8483, 8483.1)

The district shall inform the parent/guardian of a homeless or foster youth of the right of the child to receive priority enrollment and how to request priority enrollment. (Education Code 8483, 8484.75)

(cf. 5145.6 - Parental Notifications)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

- (2) Second priority for enrollment of middle or junior high school students shall be given to students who attend daily. (Education Code 8483, 8483.1, 8484.75)
- (3) Third priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance with Board policy or administrative regulation.

(cf. 6179 - Supplemental Instruction)

- (4) Any remaining capacity shall be filled by students selected at random.
- (5) A waiting list shall be established to accommodate additional students if space becomes available.

7. Attendance/Early Release

- a. Each student admitted into a district program shall be expected to attend the full number of hours that the program is in operation every day that the student participates.
- b. When necessary, a student's parent/guardian may request, in writing, that the Superintendent or designee approve the reasonable late daily arrival for the before-school program or the reasonable early daily release from the after-school program. The Superintendent or designee shall not approve such a request if the student would be attending less than one-half of the daily program hours.

8. Summer/Intersession/Vacation Programs

BEFORE/AFTER SCHOOL PROGRAMS (continued)

- a. ELO programs shall offer no less than nine hours of in-person expanded learning opportunities per day for at least 30 non-school days, during intersessional periods.
- b. A before-school program operating during summer, intersession, and/or vacation days shall be offered for a minimum of two hours per day. An after-school program offered during summer, intersession, and/or vacation days may be operated for either three hours or six hours per day in accordance with Education Code 8483.76. When both before-school and after-school programs are offered for the same students on such days, they shall be operated for a minimum of four and one-half hours per day. (Education Code 8483, 8483.1, 8483.2, 8483.76)
- c. A program offered during summer, intersession, and/or vacation periods may open eligibility to every student attending a school in the district, with priority for enrollment given to students enrolled in the school that received the grant. (Education Code 8483.76)
- d. To address the needs of students and school closures, the program may be conducted at an off-site location or an alternate school site. The program shall notify the California Department of Education (CDE) of the change of location and shall include a plan to provide safe transportation pursuant to Education Code 8484.6. (Education Code 8483.76)
- e. Any program operating for six hours per day shall provide at least one nutritionally adequate free or reduced-price meal to each eligible student during each program day. (Education Code 8483.76)
- f. For any program operating six hours per day, district procedures pertaining to student attendance and early release as specified in item #7 above shall apply. (Education Code 8483.76)

(cf. 6177 - Summer Learning Programs)

Grades 9-12

The district's 21st Century High School After School Safety and Enrichment for Teens (ASSETs) program shall serve students in any of grades 9-12 as the district may determine based on local needs. (Education Code 8421)

The program shall be operated in accordance with the following guidelines:

1. Program Elements

BEFORE/AFTER SCHOOL PROGRAMS (continued)

- a. The program shall include an academic assistance element that is coordinated with the regular academic program and includes, but is not limited to, at least one of the following: (Education Code 8421)
 - (1) Tutoring
 - (2) Career exploration, including activities that help students develop the knowledge and skills that are relevant to their career interests and reinforce academic content
 - (3) Homework assistance
 - (4) College preparation, including information about the Cal Grant program pursuant to Education Code 69430-69460

- b. The program shall include an enrichment element that may include, but is not limited to: (Education Code 8421)
 - (1) Community service
 - (2) Career and technical education
 - (3) Job readiness
 - (4) Opportunities for mentoring and tutoring younger students
 - (5) Service learning
 - (6) Arts
 - (7) Computer and technology training
 - (8) Physical fitness
 - (9) Recreation activities

(cf. 6142.4 - Service Learning/Community Service Classes)

- c. The program shall include a nutritional snack and/or meal and a physical activity element. (Education Code 8423)

- d. The program shall provide for access to, and availability of, computers and technology. (Education Code 8423)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

- e. The Superintendent or designee shall assess students' preferences for program activities. (Education Code 8423)
2. Location of Program
- a. The district's program may operate on one or multiple school sites or at another location approved by CDE. (Education Code 8421)
 - b. If applying for a location off school grounds, the Superintendent or designee shall ensure that safe transportation is available for students, if necessary, and the program is at least as available and accessible as similar programs conducted on school sites. (Education Code 8421)
3. Hours of Operation
- a. The district's program shall operate for a minimum of 15 hours per week. (Education Code 8421)
 - b. The district's program may be operated either after school only or for any combination of after school, before school, weekends, summer, intersession, and vacations. (Education Code 8422)

Volunteers

The Superintendent or designee may establish a registry of volunteer after-school physical recreation instructors and other before-school and after-school program volunteers. (Education Code 35021.3)

To be included in the registry, a volunteer shall submit to a criminal background check pursuant to Education Code 45125. The volunteer shall also submit current contact information to the district and shall update that information whenever the information changes. (Education Code 35021.3)

The Superintendent or designee may use a volunteer registered with the district or may select another person to provide physical recreation to students after school hours or to provide other services. (Education Code 35021.3)

Reports

The Superintendent or designee shall annually submit to CDE outcome-based data, including, but not limited to: (Education Code 8427, 8482.3, 8484)

BEFORE/AFTER SCHOOL PROGRAMS (continued)

1. For participating students, school day attendance on an annual basis and program attendance on a semi-annual basis
2. Evidence of a program quality improvement process that is data driven and based on CDE program quality standards

(cf. 0500 - Accountability)

PRESCHOOL/EARLY CHILDHOOD EDUCATION

The Governing Board recognizes the value of high-quality preschool experiences to enhance children's social-emotional development, knowledge, skills, and abilities. The Board desires to provide a supervised, and cognitively rich environment designed to facilitate the transition to kindergarten for three- and four-year-old children.

The Superintendent or designee shall collaborate with the local child care and development planning council, the county office of education, other public agencies, organizations, and/or private preschool providers to assess the availability of preschool programs in the community and the extent to which the community's preschool needs are being met. The Board encourages the development of a comprehensive districtwide and/or countywide plan to increase children's access to high-quality preschool programs.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 5148 - Child Care and Development)

The Superintendent or designee shall provide information about preschool options in the community to parents/guardians upon request.

District Preschool Programs

When the Board determines that it is feasible, the district may contract with the California Department of Education (CDE) to provide preschool services in facilities at or near district schools, either directly or through a subcontract with a public or private provider.

District preschool programs shall comply with all health and safety laws and regulations, including, when applicable, licensure requirements pursuant to 22 CCR 101156.

The Board shall approve, for the district's preschool program, a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

The Board shall set priorities for establishing or expanding services as resources become available, giving consideration to the benefits of providing early education programs for at-risk children and/or children residing in the attendance areas of the lowest performing district schools.

(cf. 6171 - Title I Programs)

Preschool classroom needs shall be addressed in the district's facilities master plan, including an assessment as to whether adequate and appropriate space exists on school sites. As necessary, the Superintendent or designee shall provide information to the Board regarding facilities financing options for preschool classrooms and/or facilities available through partnering organizations or agencies.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

(cf. 1330.1 - Joint Use Agreements)

(cf. 7110 - Facilities Master Plan)

(cf. 7210 - Facilities Financing)

Because parents/guardians are essential partners in supporting the development of their children, the Superintendent or designee shall involve them in program planning.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

The Superintendent or designee shall coordinate the district's preschool program, transitional kindergarten program (TK), and elementary education program to provide a developmental continuum that builds upon children's growing skills and knowledge.

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or child care program. (Education Code 8205, 48000)

(cf. 6011 - Academic Standards)

(cf. 6170.1 - Transitional Kindergarten)

The district's program shall be aligned with preschool learning foundations and curriculum frameworks developed by CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. The program shall be designed to facilitate children's development in essential skills in the areas of language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

The district's preschool program shall include activities and services that meet the needs of dual language learners for support in the development of their home language and English. (Education Code 8203)

The district's preschool program shall provide appropriate services to support the needs of at-risk children.

(cf. 0415 - Equity)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6174 - Education for English Learners)

(cf. 6175 - Migrant Education Program)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

To maximize the ability of children to succeed in the preschool program, the program shall support children's health through proper nutrition and physical activity and shall provide or make referrals to available health and social services as needed.

(cf. 3550 - Food Services/Child Nutrition Program)

(cf. 5030 - Student Wellness)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5141.6 - School Health Services)

The district shall encourage volunteerism by families participating in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.

(cf. 1240 - Volunteer Assistance)

The Superintendent or designee shall ensure that administrators, teachers, and paraprofessionals in district preschool programs possess the appropriate permit(s) issued by the Commission on Teacher Credentialing, meet any additional qualifications established by the Board, and participate in professional development opportunities designed to continually enhance their knowledge and skills.

(cf. 4112.2 - Certification)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4131 - Staff Development)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Preschool admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a health examination requirement. (CCR 18105; 22 CCR 101218)

The Superintendent or designee shall ensure that subsidized preschool is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8208, 8210, and 8211 and 5 CCR 18106.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

The Superintendent or designee shall recommend strategies to link the district's preschool program with other available child care and development programs in the district or community in order to assist families whose child care needs extend beyond the length of time that the district's preschool program is offered.

The Superintendent or designee shall ensure that the plan to provide access to full-day learning programs the year before kindergarten addresses the needs of preschool children and their families as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 8281.5)

When a district CSPP program is physically closed by local or state public health order due to the COVID-19 pandemic, the district shall provide distance learning to preschool children when required to do so as a condition of funding or when required by law.

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 18279)

The district's uniform complaint procedures, with modifications as necessary, shall be used to investigate and resolve complaints alleging violation of applicable health or safety requirements for license-exempt programs operating under the California State Preschool Program. However, licensed programs shall refer complaints alleging health and safety violations to the California Department of Social Services. (Education Code 8212; 5 CCR 4610, 4611, 4690-4694)

(cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall regularly report to the Board regarding enrollment in district preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

(cf. 0500 - Accountability)

Legal Reference: (see next page)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)*Legal Reference:*EDUCATION CODE8200-8340 *California State Preschool Program, especially:*8203.5 *Contracts to provide child care and development services*8205 *Definitions*8207 *Administration; operation of programs; services*8208 *Eligibility of three- or four-year-old child for state preschool program*8209 *Physical examination and immunizations*8210 *Priority for part-day programs*8211 *Priority for full-day programs*8212 *Complaints related to preschool health and safety issues*8213 *Income eligibility*8214 *Order of disenrollment*8217 *Enrollment of four-year-old children in state preschool programs*8220-8221 *Family literacy services*8241 *Staffing ratios for center-based program*8252-8254 *Family fees*8281.5 *California Prekindergarten Planning and Implementation Grant Program*8298 *Program director qualifications*17375 *California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program*44065 *Interchange between certificated and classified positions*44256 *Credential types*48000 *Transitional kindergarten*48985 *Notification, primary language other than English*HEALTH AND SAFETY CODE1596.70-1596.895 *California Child Day Care Act*1596.90-1597.21 *Day care centers*120325-120380 *Immunization requirements*WELFARE AND INSTITUTIONS CODE10207-10490 *Child Care and Development Services Act, especially:*10207-10215 *General provisions*10217-10224.5 *Resource and referral programs*10225-10234 *Alternative payment programs*10235-10238 *Migrant child care and development programs*10240-10243 *General child care and development programs*10250-10252 *Family child care home education networks*10260-10263 *Child care and development services for children with special needs*10480-10487 *Local planning councils*CODE OF REGULATIONS, TITLE 54600-4670 *Uniform complaint procedures*4690-4694 *Health and safety complaints in license-exempt preschool programs*18000-18434 *Child care and development programs, especially:*18130-18136 *California State Preschool Program*18272-18281 *General Program Requirements*18295 *Waiver of qualifications for site supervisor*80105-80125 *Permits authorizing service in child development programs**Legal Reference continued: (see next page)*

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)*Legal Reference: (continued)*CODE OF REGULATIONS, TITLE 22101151-101239.2 *General requirements, licensed child care centers, especially:*101151-101163 *Licensing and application procedures*101212-101231 *Continuing requirements*101237-101239.2 *Facilities and equipment*UNITED STATES CODE, TITLE 201400-1482 *Individuals with Disabilities Education Act*6311-6322 *Title I, relative to preschool*6371-6376 *Early Reading First*6381-6381k *Even Start family literacy programs*6391-6399 *Education of migratory children*UNITED STATES CODE, TITLE 429831-9852c *Head Start programs*9857-9858r *Child Care and Development Block Grant*CODE OF FEDERAL REGULATIONS, TITLE 451301.1-1305.2 *Head Start**Management Resources:*CSBA PUBLICATIONS*What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*Management Bulletin 21-13, Guidance on Implementation of the California State Preschool Program Quality Requirements During the COVID-19 Pandemic, September 29, 2021**Management Bulletin 21-12, Guidance on Family Fees for Fiscal Year (FY) 2021-22, September 17, 2021**Management Bulletin 21-11, Reopening, Reimbursement, Distance Learning Plans, and Distance Learning Requirements for California State Preschool Program Contractors, September 17, 2021**California Preschool Learning Foundations**Dream Big for Our Youngest Children: Final Report of the California Early Learning Quality**Improvement System Advisory Committee, 2010**Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2nd ed., 2009**Prekindergarten Learning Development Guidelines, 2000**First Class: A Guide for Early Primary Education, 1999*U.S. DEPARTMENT OF EDUCATION PUBLICATIONS*Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, 2016**Good Start, Grow Smart, April 2002**Management Resources continued: (see next page)*

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

Management Resources: (continued)

WEB SITES

CSBA: <http://www.csba.org>

California Association for the Education of Young Children: <http://www.caeyc.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education: <http://www.cde.ca.gov>

California Department of Social Services: <https://www.cdss.ca.gov/>

California Head Start Association: <http://caheadstart.org>

California Preschool Instructional Network: <http://www.cpin.us>

Child Development Policy Institute: <http://www.cdpi.net>

Cities, Counties, and Schools Partnership: <http://www.ccspartnership.org>

First 5 Association of California: <http://www.cfsc.ca.gov>

National Institute for Early Education Research: <http://nieer.org>

U.S. Department of Education: <http://www.ed.gov>

PRESCHOOL/EARLY CHILDHOOD EDUCATION

Three-year-old children means children who will have their third birthday on or before December 1 of the fiscal year in which they are enrolled in a program approved by the California Department of Education (CDE) under the California State Preschool Program (CSPP). Children who have their third birthday on or after December 2 of the fiscal year, may be enrolled in a CSPP program on or after their third birthday. (Education Code 8205)

Four-year-old children means children who will have their fourth birthday on or before December 1 of the fiscal year in which they are enrolled in a CSPP program, or a child whose fifth birthday occurs after September 1 of the fiscal year in which they are enrolled in a CSPP program and whose parent or guardian has opted to retain or enroll them in a CSPP program. (Education Code 8205)

When approved by CDE under the CSPP, the district may operate one or more part-day or full-day preschool programs in accordance with law and the terms of its contract with CDE.

(cf. 5148 - Child Care and Development)

The district's CSPP program shall include all of the following: (Education Code 8207)

1. Age and developmentally appropriate activities for children
2. Supervision
3. Parenting education and parent engagement
4. Social services that include, but are not limited to, identification of child and family needs and referral to appropriate agencies
5. Health services
6. Nutrition
7. Training and career ladder opportunities, documentation of which shall be provided to CDE
8. Physical activity to support children's health

The district's preschool program shall include all required program components for the educational program, the creation of a developmental profile for each child, staff development, parent involvement and education, community involvement, health and social services, nutrition, and program evaluation, as described in 5 CCR 18272-18281 and AR 5148 - Child Care and Development.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

Minimum Hours/Days of Operation

The district's part-day preschool program shall operate a minimum of three hours per day, excluding time for home-to-school transportation, and for a minimum of 175 days per year unless otherwise specified in the program's contract. (Education Code 8207; 5 CCR 18136)

The district's full-day program shall operate for a minimum of 246 days per year, unless the contract specifies a lower number of days of operation. (Education Code 8207)

Staffing

The preschool program shall maintain an adult-child ratio of at least one adult for every eight children and a teacher-child ratio of at least one teacher for every 24 children. (Education Code 8241, 5 CCR 18135, 18290)

(cf. 1240 - Volunteer Assistance)

(cf. 6020 - Parent Involvement)

Any person employed at a district preschool and any volunteer who provides care and supervision to children at a preschool shall, unless exempted by law, be immunized against influenza, pertussis, and measles in accordance with Health and Safety Code 1596.7995 and AR 5148 - Child Care and Development. Documentation of required immunizations, or applicable exemptions, shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

(cf. 0470 - COVID-19 Mitigation Plan)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

In addition, preschool teachers shall present evidence of a current tuberculosis clearance and meet other requirements as specified in Health and Safety Code 1597.055.

Family Literacy Services

When any district preschool program receives funding for family literacy services pursuant to Education Code 8221, the Superintendent or designee shall coordinate the provision of: (Education Code 8220)

1. Opportunities for parents/guardians to work with their children on interactive literacy activities, including activities in which parents/guardians actively participate in facilitating their children's acquisition of prereading skills through guided activities such as shared reading, learning the alphabet, and basic vocabulary development

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

2. Parenting education for parents/guardians of children in participating classrooms to support their child's development of literacy skills, including, but not limited to, parent education in:
 - a. Providing support for the educational growth and success of their children
 - b. Improving parent-school communications and parental understanding of school structures and expectations
 - c. Becoming active partners with teachers in the education of their children
 - d. Improving parental knowledge of local resources for the identification of and services for developmental disabilities, including, but not limited to, contact information for the district special education referral
3. Referrals to providers of adult education and instruction in English as a second language as necessary to improve academic skills of parents/guardians

(cf. 6200 - Adult Education)

4. Staff development for teachers in participating classrooms that includes, but is not limited to:
 - a. Development of a pedagogical knowledge, including, but not limited to, improved instructional and behavioral strategies
 - b. Knowledge and application of developmentally appropriate assessments of the prereading skills of children in participating classrooms
 - c. Information on working with families, including the use of on-site coaching, for guided practice in interactive literacy activities
 - d. Providing targeted interventions for all young children to improve kindergarten readiness upon program completion

(cf. 4131 - Staff Development)

Eligibility and Enrollment Priorities for Part-Day CSPP Programs

A three-year-old or four-year-old child is eligible for a part-day CSPP program if the child's family is one of the following: (Education Code 8208)

1. A current aid recipient

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

2. Income eligible
3. Homeless
4. One whose children are recipients of child protective services, or whose children have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected or exploited

After all eligible three- and four-year-old children have been enrolled as provided above, a part-day CSPP program may provide services to children in families whose income is no more than 15 percent above the income eligibility threshold, as described in Education Code 8213. No more than 10 percent of all the children enrolled in the CSPP program shall be from families above the income eligibility threshold. (Education Code 8208)

In addition, after all otherwise eligible children have been enrolled as provided in the paragraphs above, a part-day CSPP program may provide services to three- and four-year-old children in families whose income is above the income eligibility threshold if those children are children with disabilities. Such children with disabilities enrolled in part-day CSPP program shall not count towards the 10-percent limit described above. (Education Code 8208)

A CSPP program operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced price lunch may enroll four-year-old children after all otherwise eligible children have been enrolled as provided in the paragraphs above. (Education Code 8208 and 8217)

The district shall certify eligibility and enroll families into their program within 120 calendar days prior to the first day of the beginning of the new preschool year. Subsequent to enrollment, a child shall be deemed eligible for a part-day CSPP program for the remainder of the program year. (Education Code 8208)

The district shall give priority for part-day CSPP programs as follows: (Education Code 8210)

1. The first priority for services shall be given to three-year-old or four-year-old children who are recipients of child protective services or who are at risk of being neglected, abused, or exploited and for whom there is a written referral from a legal, medical, or social service agency. If the district is unable to enroll a child in this first priority category, the district shall refer the child's parent/guardian to local resources and referral services so that services for the child can be located.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

2. The second priority for services shall be given to eligible four-year-old children who are not enrolled in a state-funded transitional kindergarten (TK) program. Within this priority category, eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the Superintendent of Public Instruction (SPI) at the time of enrollment, shall be enrolled first.

If two or more families have the same income ranking according to the most recent schedule of income ceiling eligibility table, a child with disabilities shall be enrolled first. If there are no families with a child with disabilities, the child that has been on the waiting list for the longest time shall be admitted first.

3. The third priority shall be given to eligible three-year-old children. Within this priority category, eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the Superintendent at the time of enrollment, shall be enrolled first.
4. The fourth priority, after all otherwise eligible children have been enrolled, shall be children from families whose income is no more than 15 percent above the eligibility income threshold, as described in Education Code 8213. Within this priority category, priority shall be given to four-year-old children before three-year-old children.
5. The fifth priority, after all otherwise eligible children have been enrolled, shall be a child with disabilities whose family's income is above the income eligibility threshold, as described in Education Code 8213. Within this priority category, priority shall be given to four-year-old children before three-year-old children.
6. After all otherwise eligible children have been enrolled in the first through fifth priority categories, as described in Items #1-5 above, a CSPP program site operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced price lunch as described in Education Code 8217 may enroll any four-year-old children whose families reside within the attendance boundary of the qualified elementary school. These children shall, to the extent possible, be enrolled by lowest to highest income according to the most recent schedule of income ceiling eligibility table.

Eligibility and Enrollment Priorities for Full-Day CSPP Programs

A three-year-old or four-year-old child is eligible for a full-day CSPP program if the family meets both of the following requirements: (Education Code 8208)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

1. The child's family is a current aid recipient, income eligible, homeless, or one whose children are recipients of child protective services, or whose children have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected, or exploited.
2. The child's family needs the childcare services because of either the following:
 - a. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services; as being or at risk of being neglected, abused, or exploited; or as being homeless
 - b. The parents/guardians are participating in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged in an educational program for English language learners or to attain a high school diploma or general educational development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated

After all families meeting the criteria specified in Items #1 and 2 above have been enrolled, a full-day CSPP program may provide services to three- and four-year-old children in families who do not meet at least one of the criteria in Item #2 above. (Education Code 8208)

After all otherwise eligible children have been enrolled as provided above, a CSPP program operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced price lunch as described in Education Code 8217 may enroll any four-year-old child. (Education Code 8208)

Upon establishing initial eligibility or ongoing eligibility for a full-day CSPP program, a family shall be considered to meet all eligibility and need requirements for those services for not less than 12 months, shall receive those services for not less than 12 months before having eligibility or need recertified, and shall not be required to report changes to income or other changes for at least 12 months. However, a family that establishes initial eligibility or ongoing eligibility on the basis of income shall report increases in income that exceed the threshold for ongoing income eligibility, as described in Education Code 8213, and the family's ongoing eligibility for services shall at that time be recertified. In addition, a family may, at any time, voluntarily report income or other changes. This information shall be used, as applicable, to reduce the family's fees, increase the family's services, or extend the period of the family's eligibility before recertification. (Education Code 8208)

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**Notice of Action**

Upon receiving a parent/guardian's application for services, the Superintendent or designee shall review the application and documentation and shall certify the eligibility of the family or child.

The district's decision to approve or deny a child's enrollment shall be communicated to the family through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18095, 18118)

(cf. 5145.6 - Parental Notifications)

Subsequently, the Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that the parent/guardian no longer wants the service
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

For each child enrolled in the district's preschool program, the Superintendent or designee shall maintain a family data file including, but not limited to, a completed and signed application for services, documentation of income eligibility, and a copy of all Notices of Action. For each child not receiving subsidized services, the family data file shall also include records of the specific reason(s) for enrolling each child, the child's family income, and evidence that the district has made a diligent search for children eligible for subsidized services. (5 CCR 18081, 18084, 18130, 18133)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

Combined Preschool/Transitional Kindergarten Classroom

When a child is eligible for both the preschool program and the district's TK program, the district may place the child in a classroom which is commingled with children from both programs as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8207, 48000)

1. An early childhood environment rating scale, as specified in 5 CCR 18281, shall be completed for the classroom.
2. All children enrolled for 10 or more hours per week shall be evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272.
3. The classroom shall be taught by a teacher who holds a credential issued by the Commission on Teacher Credentialing in accordance with Education Code 44065 and 44256.
4. The classroom shall comply with the adult-child ratio specified in Education Code 8264.8.
5. Contractors of the district shall report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068.
6. The classroom shall not include children enrolled in TK for a second year or children enrolled in a regular kindergarten classroom.

(cf. 5111 - Admission)

(cf. 6170.1 - Transitional Kindergarten)

Fees and Charges

Fees for participation in the district's full-day CSPP program shall be assessed and collected in accordance with the fee schedule established by the SPI in conjunction with the California Department of Social Services. (Education Code 8252; 5 CCR 18078)

However, for the 2021-2022 school year, family fees shall not be collected as specified in Education Code 8252.

(cf. 3260 - Fees and Charges)

In addition, no fee shall be charged to an eligible family whose child is enrolled in a part-day preschool program or a family that is receiving CalWORKs cash aid. (Education Code 8253; 5 CCR 18110)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

A family may be exempt from the fees for up to 12 months if the child qualifies for preschool on the basis of being the recipient of child protective services or as being, or at risk of being, abused or neglected. (Education Code 8253)

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers and/or whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8254)

Disenrollment Based on Reduced Funding

When necessary to disenroll families from subsidized preschool services, families shall be disenrolled in reverse priority order for services as specified in Education Code 8210 and 8211 and as described above in the sections "Eligibility and Enrollment Priority for Part-Day CSPP Programs" and "Eligibility and Enrollment Priority for Full-Day CSPP Programs." (Education Code 8214)

Expulsion/Unenrollment Based on Behavior

A district preschool program shall not expel or unenroll a child based on the child's behavior, unless the district first takes the following actions to address the child's behavior: (Education Code 8222)

1. Inform the parents/guardians of the child's persistent and serious challenging behaviors and consult with the parents/guardians and teacher in an effort to maintain the child's safe participation in the program
2. If the child has an individualized family service plan (IFSP) or individualized education program (IEP), with written parent/guardian consent, contact the agency or district employee responsible for such plan or program to seek consultation in regard to serving the child

(cf. 6159 - Individualized Education Program)

3. If the child does not have an IFSP or IEP, consider if it is appropriate to complete a universal screening of the child, including, but not limited to, screening the child's social and emotional development, referring the parents/guardians to community resources, implementing behavior supports within the program, and considering an IEP for the child

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

If the district has taken the actions specified in items #1-3 above and the child's continued enrollment would present a serious safety threat to the child or other enrolled children, the district shall refer the parents/guardians to other potentially appropriate placements, the local child care resource and referral agency, or any other referral service available in the local community. The district may then unenroll the child. The district shall have up to 180 days to complete the actions described above. (Education Code 8222)

Children with disabilities may only be suspended or expelled in conformance with the procedures and limitations of the Individuals with Disabilities Education Act.

Parent Hearing

If a parent/guardian disagrees with any district action to deny the child's eligibility for subsidized preschool services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, the parent/guardian may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 18120)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 18120 by a district administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, the parent/guardian may, within 14 calendar days, appeal the decision to CDE. (5 CCR 18120-18122)

SCHOOL DAY

The Governing Board shall fix the length of the school day in accordance with law. (Education Code 46100)

(cf. 6111 - School Calendar)

At each school, the length of the school day shall be the same for all students, except as otherwise permitted by law. For any student with a disability, the length of the school day shall be as specified in the student's individualized education program or Section 504 plan.

(cf. 6158 - Independent Study)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

The daily schedule for elementary schools shall include at least one period of recess of at least 20 minutes, during which students shall be provided supervised opportunities to engage in unstructured physical activity.

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

In establishing the daily instructional schedule for each secondary school, the Superintendent or designee shall give consideration to course requirements and curricular demands, availability of school facilities, and applicable legal requirements.

The Board encourages flexibility in scheduling so as to provide longer time blocks or class periods when appropriate and desirable to support student learning, provide more intensive study of core academic subjects or extended exploration of complex topics, and reduce transition time between classes.

Prior to implementing a block or alternative schedule that will allow secondary students to attend school for fewer school days than the total number of school days for which the school is in session, the Board shall consult in good faith, in an effort to reach agreement with the certificated and classified employees of the school, parents/guardians of the students who would be affected by the change, and the community at large. Such consultation shall include at least one public hearing for which the Board shall give adequate notice to the employees and to the parents/guardians of affected students. (Education Code 46162)

(cf. 9320 - Meetings and Notices)

Legal Reference: (see next page)

SCHOOL DAY (continued)*Legal Reference:*EDUCATION CODE

8970-8974 *Early primary program, including extended-day kindergarten*
 37202 *Equal time in all schools*
 37670 *Year-round schools*
 46010 *Total days of attendance*
 46100 *Length of school day*
 46110-46119 *Kindergarten and elementary schools, day of attendance*
 46120 *Kindergarten and elementary schools, expanded learning opportunity program*
 46140-46147 *Junior high school and high school, day of attendance*
 46148 *School day for middle and high school*
 46160-46162 *Alternative schedule - junior high and high school*
 46170 *Continuation schools, minimum day*
 46180 *Opportunity schools, minimum day*
 46190-46192 *Adult education classes, day of attendance*
 46200-46206 *Minimum instructional time*
 48200 *Compulsory attendance for minimum school day*
 48663 *Community day school, minimum school day*
 48800-48802 *Concurrent enrollment in community college*
 51222 *Physical education, instructional minutes*
 51760-51769.5 *Work experience education*
 52325 *Regional occupational center, minimum day*

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Conducting Individualized Determinations of Need, 2021

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Full-Day Kindergarten: Expanding Learning Opportunities, Policy Brief, April 2005

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

National Association for Sport and Physical Education: <http://www.aahperd.org/naspe>

State Board of Education: <http://www.cde.ca.gov/re/lr/wr/waiverpolicies.asp>

U.S. Department of Education: <http://www.ed.gov>

WestEd: <http://www.wested.org>

SCHOOL DAY**Kindergarten/Transitional Kindergarten**

Kindergarten and transitional kindergarten (TK) classes in district schools may be maintained for different lengths of time, either at the same or different school sites. (Education Code 37202)

The average school day for kindergarten and TK students shall be at least three hours, including recesses but excluding noon intermissions. If fewer than 40 students are enrolled in kindergarten classes, the district may request approval of the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each. (Education Code 46114, 46115, 46117, 46119)

In any school day, kindergarten and/or TK students shall not be kept in school for longer than four hours, excluding recesses, except where the school is operating an early primary program pursuant to Education Code 8970-8974 or an expanded learning opportunity program pursuant to Education Code 46120. (Education Code 46111, 46115, 46120)

In any district school operating an early primary program pursuant to Education Code 8970-8974, the kindergarten school day may exceed four hours, excluding recess, if both of the following conditions are met: (Education Code 8973)

1. The Governing Board has declared that the extended-day kindergarten program does not exceed the length of the primary school day.
2. The extended-day kindergarten program includes ample opportunity for both active and quiet activities within an integrated, experiential, and developmentally appropriate educational program.

Under an extended day kindergarten program, recess may be counted as instructional minutes for purposes of determining the maximum school day if it occurs under teacher supervision.

In any multitrack year-round school operating pursuant to Education Code 37670, the kindergarten school day may be up to 265 minutes, excluding recesses. (Education Code 46111)

(cf. 6117 - Year-Round Schedules)

The Superintendent or designee shall annually report to the California Department of Education as to whether the district's kindergarten and TK programs are offered full day, part day, or both. (Education Code 48003)

SCHOOL DAY (continued)

Grades 1-8

Except as otherwise provided by law, the school day for elementary and middle school students shall be:

1. At least 230 minutes for students in grades 1-3, unless the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions, in which case the minimum school day shall be 200 minutes (Education Code 46112)
2. At least 240 minutes for students in grades 4-8 (Education Code 46113, 46142)

In determining the number of minutes for purposes of compliance with the minimum school day for students in grades 1-8, both noon intermissions and recesses shall be excluded. (Education Code 46115)

The school day for a middle school shall begin no earlier than 8:00 a.m. (Education Code 46148)

Grades 9-12

The school day for a high school shall begin no earlier than 8:30 a.m. (Education Code 46148)

The school day for students in grades 9-12, including students in the traditional independent study program, shall be at least 240 minutes. (Education Code 46141, 46142)

(cf. 6158 - Independent Study)

However, the school day may be less than 240 minutes when authorized by law. Programs that have a minimum school day of 180 minutes include, but are not necessarily limited to:

1. Continuation high school or classes (Education Code 46141, 46170)

(cf. 6184 - Continuation Education)

2. Opportunity school or classes (Education Code 46141, 46180)
3. Regional occupational center (Education Code 46141, 52325)

(cf. 6178.2 - Regional Occupational Center/Program)

4. Work experience education program approved pursuant to Education Code 51760-51769.5 (Education Code 46141, 46144)

SCHOOL DAY (continued)

A student in grade 12 who is enrolled in work experience education and is in the last semester or quarter before graduation may, upon written request by the student's parent/guardian or the student, if 18 years of age or over, be permitted to attend school for less than 180 minutes per school day if all requirements for graduation would be completed, except physical education courses, in less than 180 minutes each day. (Education Code 46147)

(cf. 6178.1 - Work-Based Learning)

5. Concurrent enrollment in a community college pursuant to Education Code 48800-48802 or, for students in grades 11-12, part-time enrollment in classes of the California State University or University of California, provided academic credit will be awarded upon satisfactory completion of enrolled courses (Education Code 46146)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

6. An early college high school or middle college high school, provided the students are enrolled in community college or college classes in accordance with item #5 above (Education Code 46141, 46146.5)
7. Special day or Saturday vocational training program conducted under a federally approved plan for career technical education (Education Code 46141, 46144)

(cf. 6178 - Career Technical Education)

8. Adult education classes (Education Code 46190)

(cf. 6200 - Adult Education)

For an evening high school operated pursuant to Education Code 51720-51724, the number of days, specific days of the week, and number of hours during which the program shall be in session may be determined by the Board. (Education Code 46141, 51721)

Students in grade 12 shall be enrolled in at least five courses each semester or the equivalent number of courses each quarter. This requirement shall not apply to students enrolled in regional occupational centers or programs, courses at accredited postsecondary institutions, independent study, special education programs in which the student's individualized education program establishes a different number of courses, continuation education classes, work experience education programs, or any other course of study authorized by the Board that is equivalent to the approved high school course of study. (Education Code 46145)

SCHOOL DAY (continued)

(cf. 6158 - Independent Study)

(cf. 6159 - Individualized Education Program)

Alternative Block Schedule for Secondary Schools

In order to establish a block or other alternative schedule or to accommodate career technical education and regional occupational center/program courses, the district may authorize students to attend fewer than the total number of days in which school is in session provided that students attend classes for at least 1,200 minutes during any five school day period or 2,400 minutes during any 10 school day period. (Education Code 46160)

An early college high school or middle college high school may be scheduled so that students attend classes for at least 900 minutes during any five-school day period or 1,800 minutes during any 10-school day period. (Education Code 46160)

COURSES OF STUDY

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.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

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, 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)

(cf. 0415 - Equity)

(cf. 5145.3 - Nondiscrimination/Harassment)

Elementary Grades

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

Secondary Grades

The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. The district's course of study may provide

COURSES OF STUDY (continued)

for a rigorous academic curriculum that integrates academic and career skills, includes applied learning across all disciplines, and prepares all students for high school graduation and career entry. (Education Code 51228)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6141.5 - Advanced Placement)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6178 - Career Technical Education)

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation. (Education Code 51224, 51228)

The Superintendent or designee shall develop a process by which courses that meet California college admission criteria (referred to as "a-g" course requirements) are submitted to the University of California for review and certification. The Superintendent or designee shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to all students in grades 9-12 and their parents/guardians, and shall make updated lists readily available. (Education Code 51229, 66204)

Legal Reference: (see next page)

COURSES OF STUDY (continued)*Legal Reference:*EDUCATION CODE

200 Educational equity

220 Prohibition of discrimination

234.1 Categorical program monitoring and prohibition of discrimination, harassment, intimidation, and bullying

234.7 Student protections relating to immigration and citizenship status

33319.3 Driver education; CDE materials on road rage

33540 Government and civics instruction in interaction with government agencies

48980 Parental notifications

49060-49079 Student records

51202 Instruction in personal and public health and safety

51203 Instruction on alcohol, narcotics and restricted dangerous drugs

51204 Course of study designed for student's needs

51204.5 Social science instruction; history of California; contributions of various groups

51210-51212 Course of study for grades 1-6

51220-51230 Course of study for grades 7-12

51241 Exemption from physical education

51911-51921 Comprehensive health education

51930-51939 California Healthy Youth Act

51940 Curriculum for brain and spinal cord injury prevention

60040-60052 Requirements for instructional materials

66204 Certification of high school courses as meeting university admission criteria

GOVERNMENT CODE

7282-7282.5 Standards for responding to U.S. Immigration and Customs enforcement holds

7283-7283.2 Standards for participation in U.S. Immigration and Customs enforcement programs

7284-7284.12 Cooperation with immigration authorities

11135 Discrimination

HEALTH AND SAFETY CODE

11032 Definitions of dangerous drugs

PENAL CODE

422.55 Hate crime

CODE OF REGULATIONS, TITLE 5

430-438 Student Records

4940 Nondiscrimination; course access

10020-10043 Automobile driver education and training

10060 Physical education program

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

Management Resources: (see next page)

COURSES OF STUDY (continued)

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

American Heart Association: <https://www.heart.org>

American Red Cross, Hands-Only CPR: <https://www.redcross.org/take-a-class>

California Career Resource Network: <http://www.californiacareers.info>

California Colleges.edu: <http://www.californiacolleges.edu>

California Department of Education: <https://www.cde.ca.gov>

California State University, Admission Requirements: http://www.csumentor.edu/planning/high_school

California Student Aid Commission: <https://www.csac.ca.gov>

Federal Student Aid: <https://studentaid.gov>

University of California, a-g Course Submissions:

<https://hs-articulation.ucop.edu/guide/update-your-a-g-list/submitting-courses>

University of California, List of Approved a-g Courses: <https://hs-articulation.ucop.edu/agcourselist>

U.S. Department of Education: <https://www.ed.gov>

COURSES OF STUDY

Grades 1-6

Courses of study for grades 1-6 shall include the following:

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)

(cf. 6142.92 - Mathematics Instruction)

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 men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural 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)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

- 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

COURSES OF STUDY (continued)

- f. The wise use of natural resources

(cf. 6142.5 - Environmental Education)

- 4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

(cf. 6142.93 - Science Instruction)

- 5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

(cf. 6142.6 - Visual and Performing Arts Education)

- 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

(cf. 6142.8 - Comprehensive Health Education)

- b. Fire prevention

- c. The protection and conservation of resources, including the necessity for the protection of the environment

- d. Venereal disease

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

(cf. 5131.6 - Alcohol and Other Drugs)

- f. Violence as a public health issue

- 7. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind (Education Code 51210)

(cf. 6142.7 - Physical Education and Activity)

COURSES OF STUDY (continued)

8. Violence awareness and prevention

9. Career awareness exploration

(cf. 6178 - Career Technical Education)

Grades 7-12

Courses of study for grades 7-12 shall include the following:

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)

a. The history, resources, development, and government of California and the United States, including instruction in:

(1) The early history of California and a study of the role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural 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)

(2) World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time

(3) The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war

(4) The Bracero program, in which there was a 1942 agreement between the United States and Mexico authorizing the temporary migration of laborers to the United States

COURSES OF STUDY (continued)

- b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

This course may include participation in a teen court or peer court program. (Education Code 51220.2)

(cf. 5138 - Conflict Resolution/Peer Mediation)

- c. The development of the American economic system, including the role of the entrepreneur and labor
- d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

(cf. 6142.5 - Environmental Education)

- e. Eastern and western cultures and civilizations
- f. Human rights issues, with particular attention to the study of the inhumanity of genocide (which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides), slavery, and the Holocaust
- g. Contemporary issues

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

- 3. World language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

(cf. 6142.2 - World Language Instruction)

- 4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

(cf. 6142.7 - Physical Education and Activity)

- 5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

COURSES OF STUDY (continued)

(cf. 6142.93 - Science Instruction)

6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)

(cf. 6142.92 - Mathematics Instruction)

7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

(cf. 6142.6 - Visual and Performing Arts Education)

8. Applied arts: consumer education, family and consumer sciences education, industrial arts, general business education, or general agriculture (Education Code 51220)

9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

(cf. 6178 - Career Technical Education)

10. Comprehensive sexual health and HIV prevention (Education Code 51225.36, 51934)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)

- a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and CPR when appropriate equipment is available

Instruction shall be provided in compression-only CPR based on national guidelines and shall include hands-on practice. (Education Code 51225.6)

- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of the environment
- d. Venereal disease

COURSES OF STUDY (continued)

- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 6142.8 - Comprehensive Health Education)

- f. Prenatal care for pregnant individuals

- g. Violence as a public health issue

- 12. Violence awareness and prevention

- 13. Ethnic studies

Commencing in the 2025-26 school year, the district shall offer a one-semester course in ethnic studies as specified in Education Code 51225.3.

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education, including, but not limited to, child growth and development, parental responsibilities, household budgeting, child abuse and neglect issues, personal hygiene, maintenance of healthy relationships, teen parenting issues, and self-esteem. (Education Code 51220.5)

(cf. 5146 - Married/Pregnant/Parenting Students)

High schools shall offer automobile driver education that includes instruction in: (Education Code 51220, 51220.1, 51220.4)

1. Vehicle Code provisions and other relevant state laws
2. Proper acceptance of personal responsibility in traffic
3. Appreciation of the causes, seriousness, and consequences of traffic accidents
4. Knowledge and attitudes necessary for the safe operation of motor vehicles
5. The safe operation of motorcycles
6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle
7. The rights and duties of a motorist as they pertain to pedestrians and the rights and duties of pedestrians as they pertain to traffic laws and traffic safety

COURSES OF STUDY (continued)**Certification of College Preparatory Courses**

The Superintendent or designee shall identify district courses that may qualify for designation as "a-g" college preparatory courses, including courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives. The Superintendent or designee shall submit any necessary information regarding each identified course to the University of California (UC) for "a-g" designation.

Notification and Information to Students in Grades 9-12

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. A brief explanation of the course requirements for admission to UC and the California State University (CSU)
2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU
3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)
4. The Internet address for the portion of the CDE web site where students can learn more about career technical education
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

The Superintendent or designee shall provide information to students and parents/guardians regarding the completion and submission of the Free Application for Federal Student Aid (FAFSA) and/or the California Dream Act Application (CADAA) at least once before grade 12. (Education Code 51225.8)

(cf. 5145.6 - Parental Notifications)

(cf. 6164.2 - Guidance/Counseling Services)

Financial Aid Requirements for Students in Grade 12

Commencing in the 2022-23 school year, the Superintendent or designee shall ensure that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education or, if a student is exempt from paying nonresident tuition a CADAA to the Student Aid Commission (CSAC), unless either: (Education Code 51225.7)

COURSES OF STUDY (continued)

1. The student's parent/guardian, emancipated minor, or student age 18 years or older submits an opt-out form to the district
2. If the district determines that a student is unable to complete a requirement of Education Code 51225.7, the district shall exempt the student or the student's parent/guardian from completing the FAFSA, CADAA, or opt-out form and shall complete and submit an opt-out form on the student's behalf

The Superintendent or designee shall ensure that each high school student in grade 12, and if applicable, the student's parent/guardian, be directed to any support and assistance necessary to complete the FAFSA and/or CADAA that may be available through outreach programs, including, but not limited to, programs operated by CSAC, postsecondary immigration resource centers, college readiness organizations, community-based organizations, and/or legal resource organizations. (Education Code 51225.7)

Information shared by students and parents/guardians in completing and submitting the FAFSA and/or CADAA shall be handled in compliance with the federal Family Rights and Privacy Act and applicable state law, regardless of any person's immigration status or other personal information. (Education Code 51225.7)

(cf. 1340 - Access to District Records)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 5125 - Student Records)

(cf. 5145.13 - Response to Immigration Enforcement)

(cf. 6159 - Individualized Education Program)

INDEPENDENT STUDY

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

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

(cf. 0420.4 - Charter School Authorization)

(cf. 6181 - Alternative Schools/Programs of Choice)

Except for students who, during the 2021-2022 school year, cannot participate in classroom-based instruction due to quarantine or school closure for exposure to or infection with COVID-19, student participation in independent study shall be voluntary. (Education Code 51747, 51749.5, 51749.6)

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

With the exception of students who, during the 2021-2022 school year, cannot participate in classroom-based instruction due to a quarantine or school closure for exposure to or infection with COVID-19, the minimum period of time for any independent study option shall be three consecutive school days. (Education Code 51747)

General Independent Study Requirements

For the 2021-22 school year, the district shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless the district has obtained a waiver. (Education Code 51745)

For the 2022-23 school year and thereafter, the Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

INDEPENDENT STUDY (continued)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6200 - Adult Education)

The minimum instructional minutes for students participating in independent study shall be the same as required for their peers at the school who are receiving in-person instruction, except as otherwise permitted by law. (Education Code 46100)

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

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

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning of required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

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

INDEPENDENT STUDY (continued)

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

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

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

1. Are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or 10 percent of required minimum instructional time over four continuous weeks of the district's approved instructional calendar
2. Are found to be not participatory pursuant to Section 51747.5 for more than the greater of three schooldays or 60 percent of the scheduled days of synchronous instruction in a school month as applicable by grade span
3. Are in violation of their written agreement

Tiered reengagement strategies procedures used in district independent study programs shall include, but are not necessarily limited to, all of the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the recording of a non-attendance day or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

INDEPENDENT STUDY (continued)

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

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

The district shall provide written notice to the parents/guardians of all enrolled students of the option to enroll their child in in-person instruction or independent study during the 2021-22 school year. This notice shall be posted on the district's web site, and shall include, at a minimum, information about the right to request a student-parent-educator conference before enrollment, student rights regarding procedures for enrolling, disenrolling, and reenrolling in independent study, and the instructional time, including synchronous and asynchronous learning, that a student will have access to as part of independent study. (Education Code 51747)

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

Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study for three or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

However, for the 2021-22 school year only, the district shall obtain a signed written agreement from each student participating in an independent study program for any length of time, no later than 30 days after the first day of instruction in the independent study program.

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

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

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

INDEPENDENT STUDY (continued)

2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
8. A statement that independent study is an optional educational alternative in which no student may be required to participate

For the 2021-22 school year, this statement shall not be required for a student's participation in independent study if the student is unable to attend in-person instruction because of a quarantine or school closure mandated by a local or state health order or guidance due to the student's exposure to or infection with COVID-19.

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

(cf. 5144.1 - Suspension and Expulsion/Due Process)

INDEPENDENT STUDY (continued)

10. Before the commencement of independent study, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.

However, for the 2021-22 school year, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student, no later than 30 days after the first day of instruction in the independent study program or October 15, whichever date comes later.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

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

Course-Based Independent Study

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

1. A signed learning agreement shall be completed and on file for each participating student, pursuant to Education Code 51749.6
2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

(cf. 4112.2 - Certification)

3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under the A-G admissions

INDEPENDENT STUDY (continued)

criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. The certification shall also include plans to provide opportunities throughout the school year, for students in transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for students in grades 9-12 to receive at least weekly synchronous instruction.

4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3.
5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program, as indicated by their performance on applicable student-level measures of student achievement and student engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

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

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, notification to parents/guardians of lack of participation within one school day of the absence or lack of participation, a plan for

INDEPENDENT STUDY (continued)

outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

(cf. 5125 - Student Records)

6. Examinations shall be administered by a proctor.
7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.

(cf. 6162.51 - State Academic Achievement Tests)

8. A student shall not be required to enroll in courses included in the course-based independent study program.
9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.
10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

11. Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.
12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.

(cf. 3260 - Fees and Charges)

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

INDEPENDENT STUDY (continued)

14. A student with disabilities, as defined in Education Code 56026, shall not participate in course-based independent study, unless the student's individualized education program specifically provides for that participation.
15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study.
16. The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days.

Learning Agreement for Course-Based Independent Study

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

1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #3 of the Course-Based Independent Study section above
3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with

INDEPENDENT STUDY (continued)

their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.

7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a student who is suspended or expelled, or who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the student through course-based independent study only if the student is offered the alternative of classroom instruction.
8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress.
9. The objectives and methods of study for the student's work, and the methods used to evaluate that work.
10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study.
11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.
12. For 2022-23 school year and thereafter, before the commencement of an independent study course, the learning agreement shall be signed and dated by the student, and by the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552.

For the 2021-22 school year only, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the pupil no later than 30 days after the first day of instruction.

INDEPENDENT STUDY (continued)

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

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

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

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

Student-Parent-Educator Conferences

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

Records

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

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

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher

INDEPENDENT STUDY (continued)

4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

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

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

(cf. 3580 - District Records)

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

Program Evaluation

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

INDEPENDENT STUDY (continued)

(cf. 0500 - Accountability)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6162.5 - Student Assessment)

Legal Reference:**EDUCATION CODE**

17289 *Exemption for facilities*
 41020 *Audit guidelines*
 41422 *Apportionment credit for student inability to attend in-person or school closure due to COVID-19*
 41976.2 *Independent study programs; adult education funding*
 42238 *Revenue limits*
 42238.05 *Local control funding formula; average daily attendance*
 44865 *Qualifications for home teachers and teachers in special classes and schools*
 46100 *Length of school day*
 46200-46208 *Instructional day and year*
 46300-46307.1 *Methods of computing average daily attendance*
 46390-46393 *Emergency average daily attendance*
 46600 *Interdistrict attendance computation*
 47612-47612.1 *Charter school operation*
 47612.5 *Independent study in charter schools*
 48204 *Residency*
 48206.3 *Home or hospital instruction; students with temporary disabilities*
 48220 *Classes of children exempted*
 48340 *Improvement of pupil attendance*
 48915 *Expulsion; particular circumstances*
 48916.1 *Educational program requirements for expelled students*
 48917 *Suspension of expulsion order*
 49011 *Student fees*
 51225.3 *Requirements for high school graduation*
 51745-51749.6 *Independent study programs*
 52060 *Local control and accountability plan*
 52522 *Adult education alternative instructional delivery*
 52523 *Adult education as supplement to high school curriculum; criteria*
 56026 *Individuals with exceptional needs*
 58500-58512 *Alternative schools and programs of choice*

FAMILY CODE

6550-6552 *Authorization affidavits*

CODE OF REGULATIONS, TITLE 5

11700-11703 *Independent study*

UNITED STATES CODE, TITLE 20

6301 *Highly qualified teachers*

6311 *State plans*

COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

Management Resources: (see next page)

INDEPENDENT STUDY (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

2021-22 AA & IT Independent Study FAQs, 2021

Clarifications for Student Learning in Quarantine, 2021

Conducting Individualized Determinations of Need, 2021

Legal Requirements for Independent Study, 2021

Elements of Exemplary Independent Study

California Digital Learning Integration and Standards Guidance, April 2021

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

INDEPENDENT STUDY**Definitions**

Live interaction means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

Student-parent-educator conference means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

Synchronous instruction means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by the teacher of record for that student pursuant to Education Code 51747.5 or the certificated employee providing instruction for course-based independent study. (Education Code 51745.5)

Educational Opportunities

For the 2021-22 school year, the district shall offer independent study to meet the educational needs of students as specified in Education Code 51745 unless the district has obtained a waiver. (Education Code 51745)

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction

(cf. 6143 - Courses of Study)

2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum
4. Continuing and special study during travel

(cf. 5112.3 - Student Leave of Absence)

5. Volunteer community service activities and leadership opportunities that support and strengthen student achievement

INDEPENDENT STUDY (continued)

6. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction or for a student who is unable to attend in-person instruction due to a quarantine due to exposure to, or infection with, COVID-19, pursuant to local or state public health guidance

(cf. 0420.4 - Charter School Authorization)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6181 - Alternative Schools/Programs of Choice)

In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes.

(cf. 5113 - Absences and Excuses)

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

(cf. 6146.1 - High School Graduation Requirements)

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and local educational agency-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

INDEPENDENT STUDY (continued)**Eligibility for Independent Study**

To participate in independent study, a student shall be enrolled in a district school. (Education Code 51748)

For the 2022-23 school year and thereafter, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

(cf. 5111.1 - District Residency)

A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless the student's individualized education program specifically provides for such participation. (Education Code 51745)

(cf. 6159 - Individualized Education Program)

With the exception of students who, during the 2021-2022 school year, cannot participate in classroom-based instruction due to a COVID-19 quarantine or school closure, a temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51747)

(cf. 6183 - Home and Hospital Instruction)

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)

(cf. 6200 - Adult Education)

INDEPENDENT STUDY (continued)

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6184 - Continuation Education)

Monitoring Student Progress

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator

INDEPENDENT STUDY (continued)

2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records for Audit Purpose" in the accompanying Board policy
5. Providing direct instruction and counsel as necessary for individual student success

INDEPENDENT STUDY (continued)

6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement
9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

(cf. 4131 - Staff Development)

TRANSITIONAL KINDERGARTEN

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)

Eligibility

The district's TK program shall admit children as follows: (Education Code 48000):

1. For the 2021-22 school year, children whose fifth birthday is between September 2 through December 2
2. For the 2022-23 school year, children whose fifth birthday is between September 2 and February 2
3. For the 2023-24 school year, children whose fifth birthday is between September 2 and April 2
4. For the 2024-25 school year, children whose fifth birthday is between September 2 and June 2
5. For the 2025-26 school year, and in each school year thereafter, children who turn four by September 1

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or childcare program. (Education Code 48000).

Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)
(cf. 5111.1 - District Residency)
(cf. 5141.22 - Infectious Diseases)

TRANSITIONAL KINDERGARTEN (continued)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, if the Superintendent or designee determines that it is in the child's best interest.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after the date specified for admittance for the applicable year as described above, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential knowledge and skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

The Board shall establish the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours long except for TK students enrolled in expanded learning opportunity programs provided by the district pursuant to Education Code 46120. If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 8973, 37202, 46111, 46115, 46117, 48003)

TRANSITIONAL KINDERGARTEN (continued)

(cf. 5148.2 - Before/After School Programs)

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

The Superintendent or designee shall develop a plan for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten that meet the needs of parents/guardians, including through partnerships with the district's expanded learning offerings, the After School Education and Safety Program, the California State Preschool Program (CSPP), Head Start programs, and other community-based early learning and care programs. The Superintendent or designee shall present such plan for consideration by the Board at a public meeting on or before June 30, 2022. (Education Code 8281.5)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be commingled in the same classroom with four-year-old students from a CSPP program as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8207, 48000):

1. The classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten
2. An early childhood environment rating scale, as specified in 5 CCR 18281, is completed for the classroom
3. All children enrolled for 10 or more hours per week are evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272
4. The classroom is taught by a teacher that holds a credential issued by the Commission on Teacher Credentialing in accordance with Education Code 44065 and 44256
5. The classroom is in compliance with the adult-child ratio specified in Education Code 8241
6. Contractors of the district report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068 except for contractors of the TK program

(cf. 5148.3 - Preschool/Early Childhood Education)

The district shall maintain an average TK class enrollment of not more than 24 students for each school site. (Education Code 48000)

TRANSITIONAL KINDERGARTEN (continued)

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2023, have at least 24 units in early childhood education and/or child development, comparable professional experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children, including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.

The district shall, commencing with the 2022-23 school year, maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2023-24 school year. (Education Code 48000)

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

TRANSITIONAL KINDERGARTEN (continued)**Assessment**

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

*Legal Reference:*EDUCATION CODE

8207 *California State Preschool Program administration*

8241 *Staffing ratios for center-based programs*

8281.5 *California Prekindergarten Planning and Implementation Grant Program*

8970-8974 *Early primary programs; extended-day kindergarten*

17375 *Establishment of California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program*

37202 *School calendar; equivalency of instructional minutes*

44065 *Issuance of and functions requiring credentials*

44256 *Authorization for teaching credentials*

44258.9 *Assignment monitoring by county superintendent of schools*

46111 *Kindergarten, hours of attendance*

46114-46119 *Minimum school day, kindergarten*

46120 *Expanded Learning Opportunities Program*

46300 *Computation of ADA, inclusion of kindergarten and transitional kindergarten*

48000 *Age of admission, kindergarten and transitional kindergarten*

48002 *Evidence of minimum age required to enter kindergarten or first grade*

48003 *Kindergarten annual report*

48011 *Admission on completing kindergarten*

48200 *Compulsory education, starting at age six*

CODE OF REGULATIONS, TITLE 5

18000-18434 *Child care and development programs, especially:*

18068 *Attendance and expenditure reports*

18272 *Developmental profile*

18281 *Environment rating scales*

Management Resources: (see next page)

TRANSITIONAL KINDERGARTEN (continued)

Management Resources:

CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile: A Developmental Continuum from Early Infancy up to Kindergarten Entry, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 3, 2013

California Preschool Learning Foundations, Vol. 3, 2012

California Preschool Curriculum Framework, Vol. 2, 2011

California Preschool Learning Foundations, Vol. 2, 2010

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Kindergarten Association: <https://californiakindergartenassociation.org/>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <http://tkcalifornia.org>

STUDENT BOARD MEMBERS

In order to enhance communication and collaboration between the Governing Board and the student body and to teach students the importance of civic involvement, the Board supports the participation of high school students in district governance.

Student Board members may, at the Board's discretion, receive elective course credit for service as a student Board member based on the number of equivalent daily instructional minutes for the student Board member's services provided. (Education Code 35012, 35120)

Student Board member(s) shall be entitled to be reimbursed for mileage to the same extent as other members of the Board, but shall not receive monetary compensation for attendance at Board meetings. (Education Code 35012)

(cf. 3350 - Travel Expenses)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

A student Board member shall not be liable for any acts of the Board. (Education Code 35012)

(cf. 9323.2 - Actions by the Board)

Petition

High school students may submit a petition to the Board requesting the appointment of at least one student Board member. (Education Code 35012)

To qualify for Board consideration, the petition for student representation shall contain the signatures of at least 500 students or 10 percent of the number of students regularly enrolled in district high schools, whichever is less. (Education Code 35012)

Within 60 days of receiving a student petition, or at the next regularly scheduled Board meeting if no meeting is held within those 60 days, the Board shall order the inclusion of at least one student member on the Board. (Education Code 35012)

Choosing Student Board Members

A student Board member shall be chosen by students enrolled in the district's high schools in accordance with procedures prescribed by the Board. (Education Code 35012)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6145 - Extracurricular and Cocurricular Activities)

The term of student Board member(s) shall be one year, commencing on July 1. However, the Board may adjust the term of a student Board member only if a vacancy occurs or in order to give more students an opportunity to serve on the Board. (Education Code 35012)

STUDENT BOARD MEMBERS (continued)

Role and Responsibilities of Student Board Members

Student Board members shall not be considered members of a legislative body for purposes of the Brown Act. (Education Code 35012)

A student Board member shall not be counted in determining the vote required to carry any measure before the Board or whether a quorum is in attendance at a Board meeting.

Student Board member(s) shall have the right to attend all Board meetings except closed sessions. (Education Code 35012)

(cf. 9321 - Closed Session)

All materials presented to Board members, except those related to closed sessions, shall be presented to student Board members at the same time they are presented to other Board members. Student Board member(s) shall also be invited to attend staff briefings or be provided with a separate staff briefing within the same timeframe as the briefing of other Board members. In addition, all materials given to Board members by the district between meetings, except for materials that pertain to closed session items, shall be distributed to student Board members. (Education Code 35012)

(cf. 9322 - Agenda/Meeting Materials)

Student Board member(s) shall be recognized at Board meetings as full member(s), shall be seated with other members of the Board, and shall be allowed to participate in questioning witnesses and discussing issues. (Education Code 35012)

Student Board member(s) shall be allowed to cast preferential votes on all matters except those subject to closed session discussion. *Preferential voting* means a formal expression of opinion that is recorded in the minutes and cast before the official vote of the Board. Preferential votes shall not affect the final numerical outcome of a vote. (Education Code 35012)

(cf. 9324 - Minutes and Recordings)

Student Board member(s) may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 35012)

Student Board members shall be appointed to subcommittees of the Board in the same manner as other Board members, and shall be made aware of the time commitment required to participate in subcommittee meetings and work and of the right to decline an appointment.

STUDENT BOARD MEMBERS (continued)

The availability of all subcommittee members, including the availability of student Board members, may be considered when scheduling subcommittee meetings. (Education Code 35012)

(cf. 9130 - Board Committees)

Student Board members shall be invited to attend functions of the Board, such as forums, meetings with students and parents/guardians, and other general assemblies. (Education Code 35012)

Student Board Member Training

The Superintendent or designee may, at district expense, provide learning opportunities to student Board members through trainings, workshops, and conferences, such as those offered by the California School Boards Association and other organizations, to enhance their knowledge, understanding, and performance of leadership skills and their Board responsibilities.

(cf. 9240 - Board Training)

The Superintendent or designee may periodically provide information to student Board member candidates to give them an understanding of the position. Once chosen or appointed, incoming student Board members shall be provided an orientation designed to build knowledge of the district and an understanding of the responsibilities and expectations of the position.

(cf. 9230 - Orientation)

Alternate Student Board Member

If the Board determines that the student Board member's duties are not being fulfilled, the Board may appoint another student to serve out the term of the student Board member. If an alternate student Board member is appointed, the Board shall suspend the prior student Board member's rights and privileges related to service on the Board. (Education Code 35012)

Elimination of Student Board Member Position

Once established, the student Board member position shall continue to exist until the Board, by majority vote of all voting Board members, approves a motion to eliminate the position. Such a motion shall be listed as a public agenda item for a Board meeting prior to the motion being voted upon. (Education Code 35012)

Legal Reference: (see next page)

STUDENT BOARD MEMBERS (continued)

Legal Reference:

EDUCATION CODE

33000.5 *Appointment of student member to State Board of Education*

35012 *Board members; number, election and terms; student members*

35120 *Course credit for student board members*

35160 *Authority of governing boards*

GOVERNMENT CODE

3540-3549.3 *Educational Employment Relations Act*

54950-54964 *Ralph M. Brown Act*

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Association of Student Councils: <http://www.casc.net>

California Association of Student Leaders: <http://www.caslboard.com>

MEETINGS AND NOTICES

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

(cf. 9321 - Closed Session)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

A Board meeting exists whenever a majority of Board members gather at the same time and location, including teleconference location as permitted by Government Code 54953, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

However, an employee or district official may engage in separate conversations or communications with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

(cf. 9012 - Board Member Electronic Communications)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

Regular Meetings

The Board shall hold one regular meeting(s) each month. Regular meetings shall be held at 4:30 p.m. on the second (Tuesday) at the Pleasant View Elementary Cafeteria.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's web site. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)

MEETINGS AND NOTICES (continued)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose at the time the materials are distributed to all or a majority of the Board. (Government Code 54957.5)

(cf. 1340 - Access to District Records)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 - Superintendent's Contract)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Education Code 35144; Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an *emergency situation* for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

MEETINGS AND NOTICES (continued)

An *emergency situation* means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time notification is given to the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

The Board may adjourn/continue any regular or special meeting to a later time and location that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and place and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

MEETINGS AND NOTICES (continued)**Study Sessions, Retreats, Public Forums, and Discussion Meetings**

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

MEETINGS AND NOTICES (continued)

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques

MEETINGS AND NOTICES (continued)

9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a location designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

Teleconferencing During a Proclaimed State of Emergency

The Board may conduct Board meetings by teleconference without posting agendas at all teleconference locations, identifying teleconference locations in meeting notices and agendas, allowing public access to each teleconference location, providing an opportunity for

MEETINGS AND NOTICES (continued)

members of the public to address the Board directly at each teleconference location, and ensuring that at least a quorum of the Board participate from locations within district boundaries, during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953)

1. State or local officials have imposed or recommended measures to promote social distancing
2. For the purpose of determining, by majority vote, whether as the result of the emergency meeting in person would present imminent risks to the health or safety of attendees
3. When it has been determined, by majority vote as described in Item #2 above, that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees

To conduct a teleconference meeting for these purposes the following requirements shall be satisfied: (Government Code 54953)

1. The notice and agenda shall be given and posted as otherwise required by the Brown Act
2. The notice and agenda of the meeting shall specify the means by which members of the public may access the meeting and offer public comments, including via a call-in or internet-based service option

Members of the public may be required to register to log in to a meeting when making public comments through an internet web site or other online platform that is operated by a third-party and not under the control of the Board.

3. Members of the public shall be allowed to access the meeting, and the agenda shall provide an opportunity for members of the public to address the Board directly pursuant to Government Code 54954.3
4. Members of the public shall not be required to submit public comments in advance of a Board meeting and shall be provided an opportunity to address the Board and offer comments in real time
5. Public comment periods shall not be closed until the timed public comment period, if such is offered by the Board, has elapsed or, if not timed, until a reasonable amount of time per agenda item has been allowed

MEETINGS AND NOTICES (continued)

6. If during a Board meeting a disruption occurs which prevents the district from broadcasting the meeting to members of the public or for members of the public to offer public comments, the Board shall take no further action on any agenda item until public access via the call-in or internet-based service option to the meeting is restored

(cf. 9323.2 - Actions by the Board)

The district may, in its discretion, provide a physical location from which the public may attend or comment. (Government Code 54953)

The Board may continue to conduct meetings by teleconference, as specified above for teleconferencing during proclaimed states of emergency, by a majority vote finding within 30 days after teleconferencing for the first time, and every 30 days thereafter, that either: (Government Code 54953)

1. The state of emergency continues to directly impact the ability of the Board to meet safely in person
2. State or local officials continue to impose or recommend measures to promote social distancing

Legal Reference: (see next page)

MEETINGS AND NOTICES (continued)

Legal Reference:

EDUCATION CODE

- 35140 *Time and place of meetings*
- 35143 *Annual organizational meeting, date, and notice*
- 35144 *Special meeting*
- 35145 *Public meetings*
- 35145.5 *Agenda; public participation; regulations*
- 35146 *Closed sessions in connection with a student*
- 35147 *Open meeting law exceptions and applications*

GOVERNMENT CODE

- 3511.1 *Local agency executives*
- 6252-6270 *California Public Records Act*
- 8625-8629 *California Emergency Services Act*
- 11135 *State programs and activities; prohibition of discrimination*
- 54950-54963 *The Ralph M. Brown Act, especially:*
- 54953 *Meetings to be open and public; attendance; teleconference*
- 54954 *Time and place of regular meetings*
- 54954.2 *Agenda posting requirements, board actions*
- 54956 *Special meetings; call; notice*
- 54956.5 *Emergency meetings*

UNITED STATES CODE, TITLE 42

- 12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

- 35.160 *Effective communications for individuals with disabilities*
- 36.303 *Auxiliary aids and services for individuals with disabilities*

COURT DECISIONS

Garnier v. Poway Unified School District (S.D. Cal. September 26, 2019) No. 17-cv-2215-W (JLB), 2019 WL 4736208

Knight First Amendment Institute at Columbia University v. Trump (2019) 928 F.3d 226

Wolfe v. City of Fremont (2006) 144 Cal.App. 4th 533

ATTORNEY GENERAL OPINIONS

- 88 *Ops. Cal. Atty. Gen.* 218 (2005)
- 84 *Ops. Cal. Atty. Gen.* 181 (2001)
- 84 *Ops. Cal. Atty. Gen.* 30 (2001)
- 79 *Ops. Cal. Atty. Gen.* 69 (1996)
- 78 *Ops. Cal. Atty. Gen.* 327 (1995)

Management Resources continued: (see next page)

MEETINGS AND NOTICES (continued)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2019

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public V: A Guide to the Ralph M. Brown Act, 2016

WEB SITES

CSBA: <http://www.csba.org>

CSBA, GAMUT Meetings:

<http://www.csba.org/ProductsAndServices/AllServices/GamutMeetingsPolicy>

California Attorney General's Office: <http://oag.ca.gov/home>

Institute for Local Government: <http://www.ca-ilg.org>

League of California Cities: <http://www.cacities.org>