

MODOC JOINT UNIFIED SCHOOL DISTRICT

Board of Trustees

Regular Board Meeting

February 11, 2026

Closed Session: 5:00 p.m.

Open Session: 6:00 p.m.

District Office Conference Room

906 W 4th Street, Alturas, CA 96101

MJUSD BOARD OF TRUSTEES STATEMENT OF PHILOSOPHY

The MJUSD Board of Trustees is committed to represent the community and act in a responsible manner while focusing on the highest quality of education for the students in our District.

The Board recognizes the importance of a setting that promotes a regard for others while communicating, collaborating, being creative and critically thinking.

The Board further recognizes that all employees, families and students have rights and those rights are safeguarded in this setting.

Finally, the Board will continually put the highest priority on student academic achievement and educational excellence.

Meeting facilities are accessible to persons with disabilities. By request, alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format, or to arrange aid or services to modify or accommodate persons with a disability to participate in a public meeting, please provide a written request to the Superintendent at the Modoc Joint Unified School District Office at least three (3) working days prior to any public meeting.

AGENDA

Call to Order by Presiding Officer: _____ at: _____ p.m.

Roll Call and Pledge of Allegiance:

Fernand Larranaga, President	_____
Ruth Ann Criner, Vice President	_____
Monica Widby, Clerk	_____
Jodie Veverka, Member	_____
Shaun Wood, Member	_____
Rebecca Lewis, Superintendent	_____

Pledge of Allegiance Led By: _____

Approval of Agenda

_____/_____/_____/ Yes: No: Abstain:

Public Comments on Closed Session Agenda:

Under this item, the public is invited to address the Board regarding items that are on the Closed Session agenda. Speakers are limited to three (3) minutes each. The Board is not allowed under the law to take action on matters that are not listed on the agenda.

CLOSED SESSION

The Board will now adjourn to Closed Session to discuss Personnel Matters Pursuant to Government Code § 54957:

1. **[Government Code § 6254]** Annual review of the Confidential Section of the MJUSD Comprehensive Safety Plan.
2. **Personnel - Public Employee Employment:**
 - 2.1. **Resignations / Retirements / Releases**
 - 2.1.1. Certificated Staff
 - 2.1.2. MMS AVID Site Coordinator
 - 2.1.3. Varsity Head Football Coach
 - 2.2. **Recommendations for Approval**
 - 2.2.1. Ratify MMS Athletic Director
 - 2.2.2. Ratify Classified Substitute
 - 2.2.3. Ratify Intern Support Provider
 - 2.2.4. MMS AVID Site Coordinator
 - 2.2.5. Varsity Assistant Softball Coach
 - 2.3. **Public Employee Performance Evaluation**
3. **Negotiations:** Conference with labor negotiator pursuant to [Government Code § 54957.6]: Agency Negotiator: Rebecca Lewis;
 - 3.1. Employee Organization: Modoc Teachers Association.
 - 3.2. Employee Organization: Teamsters Local 137
 - 3.3. Employee Organization: Unrepresented

OPEN SESSION

Reporting of Closed Session Items:

1. **[Government Code § 6254]** Annual review of the Confidential Section of the MJUSD Comprehensive Safety Plan. _____/_____/_____/ Yes: No: Abstain:

2. Personnel - Public Employee Employment:

2.1. Resignations / Retirements / Releases

2.1.1.	Certificated Staff	____/____	Yes:	No:	Abstain:
2.1.2.	MMS AVID Site Coordinator	____/____	Yes:	No:	Abstain:
2.1.3.	Varsity Head Football Coach	____/____	Yes:	No:	Abstain:

2.2. Recommendations for Approval

2.2.1.	Ratify MMS Athletic Director	____/____	Yes:	No:	Abstain:
2.2.2.	Ratify Classified Substitute	____/____	Yes:	No:	Abstain:
2.2.3.	Ratify Intern Support Provider	____/____	Yes:	No:	Abstain:
2.2.4.	MMS AVID Site Coordinator	____/____	Yes:	No:	Abstain:
2.2.5.	Varsity Assistant Softball Coach	____/____	Yes:	No:	Abstain:

2.3. Public Employee Performance Evaluation

3. Negotiations:Conference with labor negotiator pursuant to [Government Code § 54957.6]: Agency Negotiator: Rebecca Lewis

3.1. Employee Organization: Modoc Teachers Association.

3.2. Employee Organization: Teamsters Local 137

3.3. Employee Organization: Unrepresented

Reports

1. MHS Student Representatives
2. Site Principals
3. Rebecca Lewis, Superintendent
4. Board Reports
5. Modoc Teachers Association
6. Teamsters Local 137
7. Director of Maintenance & Transportation

Public Comments on Items on and not on the Agenda:

Under this item, the public is invited to address the Board regarding items that are and not on tonight's agenda. Speakers are limited to three (3) minutes each. The Board is not allowed under the law to take action on matters that are not listed on the agenda.

CONSENT AGENDA

The consent agenda, if approved, will be recorded in the minutes as if each item had been acted upon individually. Requests by members of the Board to have any item taken off the consent agenda for discussion will be honored without debate. Requests by the public to have an item taken off the consent agenda will be considered prior to the Board taking action.

Motion That all consent items be approved as recommended by the superintendent
Alternative Motion That consent items with the exception of (*name items*) be approved as recommended by the superintendent

Approval of Consent Agenda

_____/_____/_____ Yes: No: Abstain:

1. Administration

- 1.1. Approve Minutes (**Pages 1-7**)
 - 1.1.1. Regular Board Meeting January 14, 2026
- 1.2. Approve Transportation Plan Annual Update (**Page 8**)
- 1.3. Ratify Inspection Service Agreement Extension with Collins Construction (**Page 9**)
- 1.4. Approve Overnight and Out of State Field Trips/Sports Schedules (**Pages 10-20**)
 - 1.4.1. Modoc Middle School Ashland, Oregon Field Trip
 - 1.4.2. MHS College Campus Trip
 - 1.4.3. Upward Bound College Campus Tour
 - 1.4.4. 2026 MHS Baseball / Softball / Track / Golf
 - 1.4.5. Youth Wrestling Schedule
 - 1.4.6. Modoc Middle School AVID Trip

2. Budget and Finance

- 2.1. Approve Budget Changes over \$10,000 (**Page 21**)
- 2.2. Approve Alturas Rotary Club Donation (**Page 22**)
- 2.3. Approve warrants to be paid from the following (**Pages 23-27**)
 - 2.3.1. Checks dated 1/1/26-1/31/2026
 - General Fund in the amount of \$169,627.72
 - Cafeteria Fund in the amount of \$24,732.99
 - Warrant/Pass Through in the amount of \$226,535.96

DISCUSSION / ACTION AGENDA

- 1. Approve the Class of 2026 Senior Trip (**Pages 28-29**)

_____/_____/_____ Yes: No: Abstain:

- 2. Approve the 1st Reading of the 26/27 and 27/28 MJUSD School Calendars (**Pages 30-31**)

_____/_____/_____ Yes: No: Abstain:

- 3. Approve the Vendor for Wide Area Network (**Pages 32-109**)

_____/_____/_____ Yes: No: Abstain:

4. Approve the Independent Contractor Agreement with Christine Armstrong **(Pages 110-112)**

_____/____ Yes: No: Abstain:

5. Preliminary Review of the Math Curriculum at Modoc Middle School. The curriculum is supported by the curriculum committee at Modoc Middle School. It will be on display for 30 days at the District Office, with final adoption at the March Board Meeting. **(Page 113)**

_____/____ Yes: No: Abstain:

6. Approve the Following Policies **(Pages 114-168)**

- a. BP 0450 / AR 0450 - Comprehensive Safety Plan
- b. BP 1340 / AR 1340 - Access to District Records
- c. BP 1445 / AR 1445 - Response to Immigration Enforcement
- d. BP 5125 / AR 5125 - Student Records
- e. BP 5125.1 / AR 5125.1 / E(1) 5125.1 - Release of Directory Information

_____/____ Yes: No: Abstain:

7. Approve to Rescind the Following Policies **(Pages 169-172)**

- a. BP 5145.13 / AR 5145.13 - Response to Immigration Enforcement

_____/____ Yes: No: Abstain:

8. Approve the MJUSD Comprehensive Safety Plan **(Pages 173-273)**

_____/____ Yes: No: Abstain:

9. Approve the 1st Reading of the Following Policies **(Pages 274-329)**

- a. BP 3515 / AR 3515 - Campus Security
- b. BP 3515.4 / AR 3515.4 - Recovery for Property Loss or Damage
- c. AR 3516.1 - Fire Drills and Fires
- d. BP 5113 / AR 5113 - Absences and Excuses
- e. BP 5113.12 / AR 5113.12 - District School Attendance Review Board
- f. BP 5113.2 / AR 5113.2 - Work Permits
- g. BP 5141 / AR 5141 - Health Care and Emergencies
- h. BP 5141.4 / AR 5141.4 - Child Abuse Prevention and Reporting
- i. BP 5142 / AR 5142 - Safety
- j. BP 6178.1 / AR 6178.1 - Work-Based Learning
- k. BB 9005 - Governance Standards

_____/____ Yes: No: Abstain:

DISCUSSION

1. Construction Project Update

INFORMATION

1. Quarterly & Historical Interest Earned on MJUSD Investments (**Page 330**)
2. Associated Student Body Report as of 12/31/25 (**Pages 331-332**)
3. 2025-26 MJUSD General Fund Budget as of 2/4/26 (**Page 333**)
4. 2025-26 Cash Flow Projection as of 2/4/26 (**Page 334**)

Board Member Request(s) for Items on the Next Regular Meeting Agenda

- 1.
- 2.

Next Regular Board Meeting:

March 11, 2026

5:00 p.m. Closed Session

6:00 p.m. Open Session.

Adjournment:

MODOC JOINT UNIFIED SCHOOL DISTRICT

Board of Trustees

Regular Board Meeting

January 14, 2026

Closed Session: 5:00 p.m.

Open Session: 6:00 p.m.

District Office Board Room

906 W 4th Street, Alturas, CA 96101

MINUTES

A full, recorded transcript of the regular board meeting is available upon request. Contact the District Office (530) 233-7201.

Call to Order by Fernand Larranaga at 5:02 p.m. closed session and at 6:06 p.m. open session. Returned to closed session at 7:45 p.m. and back to open session at 8:30 with No Reportable Action.

Roll Call and Pledge of Allegiance:

Fernand Larranaga, President

Present

Ruth Ann Criner, Vice President

**Present for closed session
via phone, absent for open
session**

Monica Widby, Clerk

Present

Jodie Veverka, Member

Present

Shaun Wood, Member

Present

Rebecca Lewis, Superintendent

Present

Pledge of Allegiance led by Shaun Wood

Approval of Agenda: Jodie Veverka/Shawn Wood Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0

Public Comments on Closed Session Agenda:

No public comments were made on items that were on the closed session agenda.

CLOSED SESSION

The Board will now adjourn to Closed Session to discuss Personnel Matters Pursuant to Government Code § 54957:

- 1. Personnel - Public Employee Employment:**
 - 1.1. Resignation / Retirements / Releases**
 - 1.1.1. Classified Staff
 - 1.1.2. Certificated Staff
 - 1.2. Recommendations for Approval:**

2. **Negotiations:** Conference with labor negotiator pursuant to [Government Code § 54957.6]: Agency Negotiator: Rebecca Lewis;
 - 2.1. Employee Organization: Modoc Teachers Association.
 - 2.2. Employee Organization: Teamsters Local 137
 - 2.3. Employee Organization: Unrepresented.

Reporting of Closed Session Items:

1.1. Resignations / Retirements / Releases

- ### 1.2. Recommendations for Approval:

- 1.3. Public Employee Performance Evaluation - *No Reportable Action*
- 1.4. Public Employee Performance Evaluation - Superintendent - *No Reportable Action*

2. **Negotiations:** Conference with labor negotiator pursuant to [Government Code § 54957.6]: Agency Negotiator: Rebecca Lewis;
- 2.1. Employee Organization: Modoc Teachers Association. - **No Reportable Action**
- 2.2. Employee Organization: Teamsters Local 137 - **No Reportable Action**
- 2.3. Employee Organization: Unrepresented. - **No Reportable Action**

Reports

1. Modoc Middle School Representatives reported that:
 - They had a Christmas tea before the break. They also had nine days of Reindeer games as well as Block M lunchtime activities.
 - January is Human Trafficking Awareness Month.
 - Upcoming events include Dudes & Donuts, the 100th Day of School rally, Valentine candy grams and the Winter Dance.
2. Modoc High School Student Representatives - Kyli Marcussen, Eliza Pena, and Abby DePaul reported that:
 - Winter sports are in their final month with wrestling league and division championships at the end of the month. Basketball started league with the Varsity Girls in the mix for league title. Spring sports have held interest meetings and will start off-season workouts.
 - FFA is getting ready for LDE/CDE season. They have students competing in all of the speaking contests. Spring floral subscriptions are on sale and will close on January 28th. They are currently working on planning National FFA week, State Conference and Drive-Thru BBQs.
 - ASB is working on plans for different activities and games for the student body. A Dr. Suess spirit week in March, a school-wide egg hunt and Modoc Mystery Day in April and a talent show in May are all being considered.
 - Mr. Travers Philosophy class has been accepted as an A-G qualified elective.
 - The Ag Food Science class had 22 students complete and pass their ServSafe California Food Handlers Safety and Assessment course.
 - The MHS library is now open to students in the mornings and during lunch. They are working on barcoding books and getting them into the Follett system. They have added over \$3,000 worth of new, relevant books to the collection.
3. Site Principals
 - Amy Welch, Principal of Alturas Elementary School, reported that 2026 is off to a great start. They revisited expectations of appropriate behavior and students are working hard to meet them. AVID strategy of the month is Collaboration. The character trait of the month is Initiative. Schoolwide attendance is 94.17%. The PLC topics for January are Math curriculum analysis and narrative writing instruction.
 - Todd Hughes, Assistant Principal of Modoc High School, reported that the 2nd round of MAP testing will start soon. They currently have 12 Alternate Education students with 2 on track to graduate early. BLM visited the high school and brought in an Archaeology team.
 - Matt McCandless, Principal of Modoc Middle School, reported that the character trait for January is Positivity. The staff focus this month is using MAP data to drive

instruction. The semester will end January 23rd so they are in the middle of finals and/or semester projects. MAP testing will be the week of January 26th. They will use that data to compare to the beginning of the year and this will drive instruction for the remainder of the year.

4. Superintendent's Report - Beckie Lewis reported that:
 - o The Screen Time Family Night will be on March 2nd which is Dr. Suess' birthday.
 - o She talked about the Residency Grant program and how it worked. Unfortunately, you can only hire ½ time interns under this program so it would not work for us. She is looking into other programs to help pay for schooling for potential teachers. The REACH program has been extended to 2028 and interns that previously worked as classified employees are now eligible.
 - o The Golden State Teacher Grant is no longer available for interns.
 - o She met with a district recruitment team and they had a lot of ideas and positivity.
 - o She met with a group of people regarding our Facility Use form and the cost to use our facilities. Our fees are just not affordable for some of these groups so Beckie asked the board for permission to work with them.
 - o She is looking at Capturing Kids Hearts training.
5. Elizabeth Guman, Business Manager, talked about the Governor's budget. The COLA dropped to 2.41% The Governor is trying to manipulate Proposition 98. He also wants to reform the CDE. Nikki will build the budget off of the May revise.
6. Board Reports
 - o No Report
7. MTA
 - o Diana Rudin reported that they sunshined their negotiations and their negotiations team is ready.
8. Director of Maintenance & Transportation
 - o Doug Waterman showed pictures of progress on the new gym. He also reported that the Ag kitchen is moving forward. The stoves have been installed and they have ordered the sinks.

Public Comments on Items on and not on the Agenda:

Under this item, the public is invited to address the Board regarding items that are and not on tonight's agenda. Speakers are limited to three (3) minutes each. The Board is not allowed under the law to take action on matters that are not listed on the agenda.

1. Eliza Pena wanted the Board to know that having Alex Moreo at Wrestling practice has been beneficial to them.

DISCUSSION

1. Over Night and Out of State Senior Trip **(Pages 275-288) (Moved up in the agenda) -** The seniors discussed which option they would like to pick and upcoming fundraisers to afford the trip. The Board asked if they confirmed that King's Beach would have a

lifeguard on duty for that day and Eliza Pena said that she had called and confirmed. This will come back as an action item next month.

CONSENT AGENDA

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Motion That all consent items be approved as recommended by the superintendent

Alternative Motion That consent items with the exception of (*name items*) be approved as recommended by the superintendent

Approval of Consent Agenda

Monica Widby/Jodie Veverka Yes: 4 (Larranaga, Widby, Veverka, Wood) No: 0

Abstain: 0

1. Administration

1.1. Approve Minutes (**Pages 1-10**)

1.1.1. Regular Board Meeting December 16, 2025;

1.2. Approve Quarterly Uniform Complaint Report Summary 2nd Quarter (**Page 11**)

1.3. Approve E-Rate Management Services Agreement (**Pages 12-21**)

2. Budget and Finance

2.1. Approve Budget Changes Over \$10,000 (**Page 22**)

2.2. Approve Donations (**Page 23**)

2.2.1. Hadwick Family Farm to ASB FFA National Convention

2.3. Approve 2026 Expanded Learning Proposal (**Pages 24-25**)

2.4. Approve 2026 IRS Standard Mileage Rate (**Page 26**)

2.5. Approve warrants to be paid from the following (**Pages 27-31**)

2.5.1. Checks dated 12/1/25-12/31/25

General Fund in the amount of \$171,737.86

Cafeteria Fund in the amount of \$23,782.17

Warrant/Pass Through in the amount of \$177,440.48

DISCUSSION/ACTION AGENDA

1. Approve the MJUSD Audit Report June 30, 2025 (**Insert**)

Jodie Veverka/Shawn Wood Yes: 4 (Larranaga, Widby, Veverka, Wood) No: 0 Abstain: 0

2. Approve the Certification of Corrective Action Audit Findings and Recommendations (**Pages 32-42**)

Shawn Wood/Monica Widby Yes: 4 (Larranaga, Widby, Veverka, Wood) No: 0 Abstain: 0

3. Approve the Memorandum of Understanding Between Modoc County Sheriff's Office and Modoc Joint Unified School District **(Pages 43-48)**

Jodie Veverka/Monica Widby Yes: 4 (Larranaga, Widby, Veverka, Wood) No: 0 Abstain: 0

4. Presentation of the Modoc Teachers Association (MTA) Initial Proposal for Negotiations for 2026/2027 **(Page 49)**

Shaun Wood/Jodie Veverka Yes: 4 (Larranaga, Widby, Veverka, Wood) No: 0 Abstain: 0

5. Presentation of the MJUSD Initial Proposal for Negotiations with MTA for 2026/2027 **(Page 50)**

Monica Widby/Jodie Veverka Yes: 4 (Larranaga, Widby, Veverka, Wood) No: 0 Abstain: 0

6. Approve the Final Reading to Approve the Following Policies **(Pages 51-192)**
- a. BP 4119.24/4219.24/43.19.24 - Maintaining Appropriate Adult-Student Interactions
 - b. BP 5030 - Student Wellness
 - c. BP 0420.4 / AR0420.4 - Charter School Authorization
 - d. BP 0420.41 / E(1) 0420.41 - Charter School Oversight
 - e. BP 0440 - District Technology Plan
 - f. BP 0441 - Artificial Intelligence
 - g. BP 0450 / AR 0450 - Comprehensive Safety Plan
 - h. BP 1113 / AR 1113 / E(1) 1113 - District and School Websites
 - i. AR 3512 / E(1) 3512 - Equipment
 - j. BP 4112.9 / E(1) 4112.9 - Employee Notifications
 - k. BP 4212.9 / E(1) 4212.9 - Employee Notifications
 - l. BP 4312.9 / E(1) 4312.9 - Employee Notifications
 - m. BP 5131.41 - Use of Seclusion and Restraint
 - n. BP 5145.6 / E(1) 5145.6 - Parent/Guardian Notifications
 - o. BP 5146 - Married/Pregnant/Parenting Students
 - p. BP 6142.91 - Reading/Language Arts Instruction
 - q. BP 6145.2 / AR 6145.2 - Athletic Competition
 - r. AR 6159.4 - Behavioral Interventions for Special Education Students
 - s. BB 9011 - Disclosure of Confidential / Privileged Information
 - t. BP 6141.2 / AR 6141.2 - Recognition of Religious Beliefs and Customs
 - u. BP 6142.1 / AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction
 - v. BP 6142.8 / AR 6142.8 - Comprehensive Health Education

Jodie Veverka/Shawn Wood Yes: 4 (Larranaga, Widby, Veverka, Wood) No: 0 Abstain: 0

7. Approve to Final Reading to Rescind the Following Policy **(Pages 193-194)**
- a. AR 0440 - District Technology Plan

Monica Widby/Jodie Veverka Yes: 4 (Larranaga, Widby, Veverka, Wood) No: 0 Abstain: 0

8. Approve School Accountability Report Cards for Alturas Elementary School, Modoc Middle School, High Desert Community Day School, Modoc High School, and Warner High School, (full SARC's are available for viewing at the District Office and on the District's website – www.modoc.k12.ca.us. **(Pages 195-260)**)

Shaun Wood/Jodie Veverka Yes:4 (Larranaga, Veverka, Widby, Wood) No: 0 Abstain: 0

DISCUSSION

1. Construction Project Update - There is a meeting tomorrow.
2. LCAP Mid-Year Progress Report **(Pages 261-274)**
3. Over Night and Out of State Senior Trip **(Pages 275-288) - Moved up in the agenda**
4. MJUSD Triennial Assessment of Local School Wellness Policy (LSWP) **(Pages 289-297)**
5. E Rate Category 2 **(Page 298)**
6. Clarification on Medical Attendance Notes and PE / Athletic Restrictions **(Pages 299-301)**

Board Member Request(s) for Items on the Next Regular Meeting

1. Senior Trip

Next Regular Board Meeting:

February 11, 2026

5:00 p.m. Closed Session

6:00 p.m. Open Session

Adjournment: 7:35

Modoc Joint Unified School District Transportation Plan Annual Update for 2025-26

Transportation Services:

1. Enter description of transportation services offered to pupils, and how the LEA will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 - 6 inclusive and pupils who are low income. The Plan may provide for the LEA to partner with municipally owned transit system to provide services to middle and high school students. An LEA may provide no-cost transit passes to students.

See Transportation Safety Plan and Handbook on District website, www.modoc.k12.ca.us, for a description of services offered to all pupils. Based on bus size and student ridership, there is plenty of bus space and prioritization is not necessary.

The initial plan was developed in 2022-23 and Board approved on 3/14/23. The Transportation Safety Plan and Handbook was revised and Board approved on 9/9/25.

2. Enter description of LEA's transportation services that would be accessible to pupils with disabilities, and homeless children and youth.

Many special education students have the ability to ride in the standard school bus to and from school while other students require specialized transportation service. For students requiring specialized services transportation needs must be addressed in their Individualized Educational Plan (IEP). Homeless children and youth have the same access as every other student in our District.

3. Enter description of how unduplicated pupils would be able to access available home-to-school transportation at no-cost to the pupils.

MJUSD provides home-to-school transportation services at no-cost to all pupils, including unduplicated pupils.

Consultations:

Enter description of the required plan consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, pupils and other stakeholders.

Consultation occurred during LCAP meetings. MJUSD has no local air pollution control district, air quality management district, or transit authority.

Initial Board Approval Date: 3/14/2023

Annual Board Approval Date: 2/11/2026

The Transportation Plan was developed in accordance with Education Code Sections 39800.1 and 41850.1.



Inspection Service Agreement Extension

Limited Term Extension ("Amendment") to the **Collins Construction Service Agreement**, dated **June 23, 2025** ("Agreement"), is entered into by and between **Modoc Joint Unified School District ("District" or "MJUSD")** and **Collins Construction, LLC**. This Amendment is intended to extend the term of the Agreement for a defined period and to clarify reporting and closeout expectations. Except as expressly amended herein, all terms and conditions of the Agreement remain unchanged and in full force and effect.

1. Term

Pursuant to the Term provisions of the Agreement, the term is hereby extended for a limited period beginning February 1, 2026, and ending March 31, 2026, unless further amended in writing by mutual agreement of the parties.

2. Services

During the extension period, Collins Construction shall continue to perform the Services as described in the Agreement, with Services focused on project progress, coordination, and activities necessary to support completion and closeout of the work.

3. Reports and Deliverables

In addition to any reporting obligations set forth in the Agreement, Collins Construction agrees to the following:

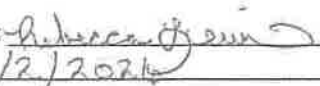
- Weekly written progress reports shall be provided to MJUSD and the Project Architect via email throughout the extension period.
- All reports generated from the commencement of the project through March 31, 2026, shall be provided to MJUSD and the Project Architect via email.

4. End-of-Term Review

At the conclusion of the extension period, and no later than March 31, 2026, MJUSD and Collins shall revisit the Agreement to review project status and discuss the remaining scope, time, and level of effort required to complete and close out the project, including whether a further amendment or extension is necessary.

Modoc Joint Unified School District

Collins Construction LLC

By (sign): 
Date: 2/2/2026

By (sign): 
Date: 2/3/2026

Name (print): Rebecca Lewis
Title: Superintendent
Email: blewis@modoc.k12.ca.us
Address: 906 West 4th Street
Address: Alturas, CA 96101

Name (print): Scott Collins
Title: President
Email: Inspectorscott@hotmail.com
Address: 372 S Eagle Rd #173
Address: Eagle, ID 83616

Modoc Middle School
MODOC JOINT UNIFIED SCHOOL DISTRICT
906 West 4th Street, Alturas, California 96101
Beckie Lewis, Superintendent

MEMORANDUM

To: Beckie Lewis, Superintendent
Modoc Joint Unified School District

From: Matt McCandless, Principal
Modoc Middle School

Date: January 8, 2026

SUBJECT: OUT OF STATE FIELD TRIP

On May 14, 2026 Modoc Middle School would like to take 7th grade students to Ashland, Oregon to attend a performance of A Midsummer Night's Dream at the Oregon Shakespeare Festival in Ashland, Oregon. It is a single day trip and students will travel by bus or van (with district approved drivers). Please consider taking this to the board for approval. Thank you.



Matt McCandless, Principal
(530)233-7701 ext. 301

MODOC HIGH SCHOOL



900 N. MAIN ST.
ALTURAS, CA 96101
(530) 233-7201
(530) 233-7306 FAX

MEMORANDUM

To: Beckie Lewis, Superintendent, MJUSD

From: Kristen Budmark, Principal, MHS

Date: January 15, 2026

Subject: Request for Board Approval – College Campus Trips

Please submit to the Board for their approval a Field Trip Request for an out of state and overnight trip during the 2025-2026 school year.

MJUSD students will be taking a college tour April 27 – May 1, 2026. Fly from Sacramento to San Diego. Tour the colleges on their trek north. There will be 15 students and 3 chaperones, all MJUSD staff.

Students will tour the following colleges:

- University of California, San Diego
- San Diego State University
- California State University Long Beach
- California State Polytech University, Pomona
- University of California, Los Angeles
- University of California, Santa Barbara
- California Polytechnic State University, San Luis Obispo
- California State University, Monterey Bay
- University of California, Santa Cruz
- University of California, Davis

We would rent a car in San Diego, and use those vehicles to drive our way to the listed colleges for guided tours. We also would be paying for this trip through the A-G grant. We have funding, and likely the only cost to students would be food.

Thank you for your consideration. Please contact me if you have any questions.

MODOC HIGH SCHOOL



900 N. MAIN ST.
ALTURAS, CA 96101
(530) 233-7201
(530) 233-7306 FAX

MEMORANDUM

TO: Beckie Lewis, Superintendent
FROM: Kristen Budmark, MHS Principal
Chantz Witt, MHS Upward Bound Advisor
DATE: 1/26/26
SUBJECT: Upward Bound College Campus Tour
Reno/Tahoe/Sacramento Field Trip
Trip Dates: 03/26/26-03/28/26

Modoc High School's Upward Bound Program is requesting permission to take 20 students on a three-day, two-night trip to Reno, NV; Lake Tahoe, NV; and Sacramento, CA.

Beginning on 03/26/26, students and chaperones will be picked up by a charter bus at Modoc High School and depart for the University of Nevada, Reno (UNR). After touring UNR, the group will travel to Lake Tahoe, where they will have dinner and stay overnight.

On 03/27/26, students will tour Lake Tahoe Community College and eat lunch on campus. Following lunch, the group will depart for Sacramento. Upon arrival, students and chaperones will check into the hotel and then go out for dinner.

On 03/28/26, students will tour California State University, Sacramento (CSU Sacramento) and have lunch on campus. The group will depart Sacramento no later than 12:00 p.m. and is expected to arrive back in Alturas at approximately 6:30 p.m. that evening.

All expenses will be fully covered by the Upward Bound program at Modoc High School. Please let us know if you have any questions. Thank you.



900 N. MAIN ST.
ALTURAS, CA 96101
(530) 233-7201
(530) 233-7306 FAX

MEMORANDUM

TO: Beckie Lewis
FROM: Rafael A. Sevilla
DATE: January 30, 2026
SUBJECT: 2026 MHS Spring Athletics Schedules

Please review and approve the attached proposed schedules for Golf, Track & Field, Varsity Baseball, JV Baseball and Softball for the 2026 Modoc High School Spring Athletics Season. Schedules are subject to change due to weather conditions or any unforeseen circumstances. Please let me know if you have any questions or concerns.

Thank you,

Rafael Sevilla
Modoc High School Athletic Director





MODOC HIGH SCHOOL

Home of the Braves

KRISTEN BUDMARK, PRINCIPAL
TODD HUGHES, ASST. PRINCIPAL
RAFAEL SEVILLA, ATHLETIC DIRECTOR

2026 BASEBALL SCHEDULE

VARSITY HEAD COACH: Scott Lewis **ASSISTANT COACH:**

MARCH 3	@ SHASTA	3:00
MARCH 10	@ LASSEN	3:00
MARCH 11	ST. BERNARDS	3:30
MARCH 12	@ TULELAKE (DH)	2:00/4:00
MARCH 16	@ LOST RIVER	4:00
MARCH 18	LAKEVIEW**	4:00
MARCH 19-21	BIGGS TOURNAMENT	TBD
MARCH 24	QUINCY (DH)	2:00/4:00
MARCH 31	@ BONANZA (DH)	2:00/4:00
*APRIL 3	@ MT. SHASTA (DH)	2:00/4:00
APRIL 9-11	SPRING BREAKOUT HOME TOURNEY	TBD
*APRIL 14	FALL RIVER	4:00
*APRIL 17	@ FALL RIVER	4:00
*APRIL 24	WEED (DH)	2:00/4:00
*MAY 2	TRINITY (DH) SENIOR NIGHT	1:00/3:00
*MAY 8	@ ETNA (DH)	2:00/4:00

PLAYOFFS: MAY 15, 19, 23 *LEAGUE CONTESTS

**WARNER MOUNTAIN CUP CONTEST

SCHEDULES SUBJECT TO CHANGE

LAST UPDATED: FEBRUARY 2, 2026

(530) 233-7201

900 NORTH MAIN STREET, ALTURAS, CA 96101



MODOC HIGH SCHOOL

Home of the Braves

KRISTEN BUDMARK, PRINCIPAL
TODD HUGHES, ASST. PRINCIPAL
RAFAEL SEVILLA, ATHLETIC DIRECTOR

2026 JV BASEBALL SCHEDULE

JV HEAD COACH:

MARCH 3	@ SHASTA	3:00
MARCH 16	@ LOST RIVER	2:00
MARCH 17	WESTWOOD (DH)	2:00/4:00
MARCH 18	@ LOS MOLINOS (DH)	2:00/4:00
MARCH 31	@ WESTWOOD (DH)	2:00/4:00
APRIL 1	LOS MOLINOS (DH)	2:00/4:00
MAY 8	@ ETNA (DH)	TBD

SCHEDULES SUBJECT TO CHANGE

LAST UPDATED: FEBRUARY 2, 2026



(530) 233-7201

900 NORTH MAIN STREET, ALTURAS, CA 96101



MODOC HIGH SCHOOL

Home of the Braves

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TODD HUGHES, ASST. PRINCIPAL
RAFAEL SEVILLA, ATHLETIC DIRECTOR

2026 SOFTBALL SCHEDULE

VARSITY HEAD COACH: Jillian Steinbrook-Cory **ASSISTANT COACH:**

MARCH 10	@ LASSEN (DH)	2:00/4:00
MARCH 12	@ TULELAKE (DH)	2:00/4:00
MARCH 16	@ LOST RIVER	4:00
MARCH 18	LAKEVIEW**	4:00
MARCH 24	QUINCY (DH)	2:00/4:00
MARCH 26-28	BIGGS TOURNAMENT	TBD
MARCH 31	@ BONANZA	2:00/4:00
*APRIL 3	@ MT. SHASTA (DH)	2:00/4:00
*APRIL 14	FALL RIVER	4:00
*APRIL 17	@ FALL RIVER	4:00
APRIL 18	MAZAMA (DH)	1:00/3:00
*APRIL 24	WEED (DH)	2:00/4:00
*APRIL 25	@ ROGUE RIVER (DH)	2:00/4:00
*MAY 2	TRINITY (SENIOR NIGHT) (DH)	1:00/3:00
*MAY 8	@ ETNA (DH)	2:00/4:00

PLAYOFFS: SOFTBALL-MAY 15,19,21 23 *LEAGUE CONTESTS

**WARNER MOUNTAIN CUP CONTEST

SCHEDULES SUBJECT TO CHANGE

LAST UPDATED: FEBRUARY 2, 2026

(530) 233-7201

900 NORTH MAIN STREET, ALTURAS, CA 96101



MODOC HIGH SCHOOL

Home of the Braves

KRISTEN BUDMARK, PRINCIPAL
TODD HUGHES, ASST. PRINCIPAL
RAFAEL SEVILLA, ATHLETIC DIRECTOR

2026 TRACK AND FIELD SCHEDULE

VARSITY HEAD COACH: Natasha Floerke **ASSISTANT:** Rachel Workentine

MARCH 7	GOODWILL INVITE OROVILLE	HARRISON STADIUM
MARCH 14	JOHN FRANKE INVITE	CENTRAL VALLEY HS
MARCH 21	SHASTA COUNTY INVITE	SHASTA COLLEGE
MARCH 28	TRINITY INVITATIONAL	TRINITY HS
APRIL 3	YREKA INVITATIONAL	YREKA HS
APRIL 17	NORCAL SMALL SCHOOLS INVITE	CHICO HS
APRIL 24	WEST VALLEY INVITATIONAL	WEST VALLEY HS
APRIL 25	COLDWELL BANKER INVITATIONAL	MAZAMA HS
MAY 1	DAVE ALLEN TWILIGHT INVITATIONAL	MT. SHASTA HS
MAY 7	SCL CHAMPIONSHIPS	MT. SHASTA HS
MAY 15	DIVISION 4 CHAMPIONSHIPS	WEST VALLEY HS
MAY 22	NSCIF FINALS	WEST VALLEY HS
MAY 29/30	STATE FINALS	BUCHANAN HS

**SCHEDULES SUBJECT TO CHANGE*

LAST UPDATED: FEBRUARY 2, 2026

(530) 233-7201

900 NORTH MAIN STREET, ALTURAS, CA 96101



MODOC HIGH SCHOOL

Home of the Braves

KRISTEN BUDMARK, PRINCIPAL
TODD HUGHES, ASST. PRINCIPAL
RAFAEL SEVILLA, ATHLETIC DIRECTOR

2026 GOLF SCHEDULE

VARSITY HEAD COACH: Jim Widby

*MARCH 12	TRINITY	TIERRA OAKS GC
*MARCH 19	WEED	LAKE SHASTINA GC
*MARCH 26	BUTTE VALLEY	RUNNING Y GC
*APRIL 2	FALL RIVER	FALL RIVER GC
APRIL 9	PRACTICE MATCH	LIKELY LINKS GC
*APRIL 16	MODOC	ARROWHEAD GC
*APRIL 23	MT. SHASTA	MT. SHASTA RESORT
*APRIL 30	DUNSMUIR	MC CLOUD GC

MAY 12	NSCIF SECTIONS	LIKELY LINKS GC
MAY 19	MASTERS	BAILEY CREEK GC
MAY 26	NORCAL	POPPY RIDGE GC

ALL LEAGUE MATCHES BEGIN AT 12:00PM

*SCHEDULE SUBJECT TO CHANGE

LAST UPDATED: FEBRUARY 2, 2026



(530) 233-7201

900 NORTH MAIN STREET, ALTURAS, CA 96101

Modoc Middle School

MODOC JOINT UNIFIED SCHOOL DISTRICT

906 West 4th Street, Alturas, California 96101

Beckie Lewis, Superintendent

MODOC MIDDLE SCHOOL 2026 Middle School/Youth Wrestling Schedule

Coach: Tyler Stains
Athletic Director: Amy Britton

<u>Date</u>	<u>Location</u>
March 7	Modoc
March 14	@ Burney
March 21	@ Chester
March 28	@ Fall River



Matt McCandless, Principal
(530)233-7201 ext. 301

Modoc Middle School
MODOC JOINT UNIFIED SCHOOL DISTRICT
906 West 4th Street, Alturas, California 96101
Beckie Lewis, Superintendent

MEMORANDUM

To: Beckie Lewis, Superintendent
Modoc Joint Unified School District

From: Matt McCandless, Principal
Modoc Middle School

Date: January 30, 2026

SUBJECT: OVERNIGHT FIELD TRIP

The MMS AVID 8 Class is requesting an overnight field trip **May 5-6, 2026** to San Francisco to attend the **AVID Career Day hosted by the San Francisco Giants** (including a college fair for students to learn about Northern California universities). Transportation will be by district vans and students will be staying at the Embassy Suites - SF Airport Waterfront. Chaperones will be AVID Teacher Jodi Boudreaux, Parent Noelle Knight, and MCOE Instructional Coach Susan Hughes. Care will be taken that all appropriate procedures and guidelines for overnight trips will be followed, with student safety being the primary focus. Please consider taking this request to the board for approval and let me know if you have any questions.



Matt McCandless, Principal
(530)233-7201 ext. 301
20



906 West 4th Street, Alturas, CA 96101
Phone: (530) 233-7201 Fax: (530) 233-4362 Web: www.modoc.k12.ca.us

February 4, 2026

MEMORANDUM

To: Beckie Lewis, Superintendent
From: Elizabeth Nikki Guzman, Business Manager
Subject: BUDGET CHANGES OVER \$10,000

This is to request that the Board of Trustees approve the following changes over \$10,000 to the 2025-26 budget at the next Board meeting:

- Increase interest revenue projections by \$100,000 in the General Fund, \$4,000 in the Cafeteria Fund, and by \$25,000 in the Special Reserve Fund.
- Move \$100,400 of Classified CTC grant budgeted expenditures to the restricted fund balance to be spent in 2026-27.



906 West 4th Street, Alturas, CA 96101 * 530-233-7201 * 530-233-4362 fax www.modoc.k12.ca.us

Donor: Alturas Rotary Club
Address: PO box 1630

Telephone Number: _____
City & State: Alturas CA

List items (s) to be donated to school district:

1. Check for \$1,000
2. _____
3. _____
4. _____

If item (s) is/are electrical or mechanical, does it work? Technology items need pre-approval before donation.

1. _____
2. _____
3. _____
4. _____

Approximate value of the item (s):	1.	\$ <u>1,000</u>
	2.	\$ _____
	3.	\$ _____
	4.	\$ _____

☒ It will be delivered to the school district.

☐ Item must be picked up.

What school or department do you request receive the donated item? AES Music

Items donated to the Modoc Joint Unified School district may be used in any department or school. If/when the district does not want the item for further use, the item will be salvaged, or discarded per district policy. A signed copy of this form will be provided to the donor for tax records.

Cheryl Knack
Donor's Signature

amy Weldon
Principal's Signature

1-13-2026
Date

1/13/2026
Date

Checks Dated 01/01/2026 through 01/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
30076219	01/06/2026	Burns, David K	01-5800	CCSD Waiver CTC		100.00
30076221	01/06/2026	Alturas Tire Center	01-4300	Maintenance Supplies/Services	77.12	
30076222	01/06/2026	City of Alturas Water Department	01-5800	Maintenance Supplies/Services	85.00	162.12
30076223	01/06/2026	AVID Center	01-5503	Water/Sewer		1,243.28
30076224	01/06/2026	CenturyLink	01-5300	25/26 AVID Membership		13,548.00
30076225	01/06/2026	Ed Staub & Sons Petroleum, Inc	01-5901	Phone SLES		58.31
			01-4311	Bus Tank Fuel Delivery	1,768.93	
				Fuel for vehicles	1,431.17	
			01-5506	Prnana all cities	471.88	
30076226	01/06/2026	Frontier	13-4311	Fuel for vehicles	99.74	3,771.72
30076227	01/06/2026	Grainger	01-5901	Phone Service		2,244.84
			01-4300	Custodial Supplies	85.48	
30076228	01/06/2026	Juniors Automotive		Maintenance supplies	129.04	214.52
30076229	01/06/2026	Les Schwab Tire Center	01-4314	PT Mechanic Services	298.80	
30076230	01/06/2026	Card Service Center	01-5800	PT Mechanic Services	403.00	701.80
			01-4313	Tires for Transportation		371.39
			01-5200	Social Worker Conference Registration		595.00
			01-5500	Maintenance Security Lighter		120.12
30076232	01/06/2026	ODP Business Solutions, LLC	01-4300	Custodial Supplies		112.86
30076233	01/06/2026	Pacific Power & Light	01-5501	Power Service		35,329.65
30076234	01/06/2026	Plumas Bank -Scholarship Trust Acct.	01-5800	Board Scholarship		138.92
30076235	01/06/2026	Safety-Kleen Systems, Inc.	01-5800	Waste Oil Disposal		215.20
30076236	01/06/2026	Josiah Sanders Sanders Mobile Repair	01-5800	Mechanic Services		412.50
30076237	01/06/2026	U.S. Cellular	01-5902	Social Worker Phone		47.72
30076238	01/06/2026	Wayne C. Bethel Refrigeration & Heating	01-4300	HVAC Parts for Portables		917.85
30076263	01/09/2026	Guardian	76-9570	Dental Claims Dec 2025		9,483.73
30076279	01/12/2026	Tri County Schools Ins. Group	76-9558	Workers' Comp Dec 2025	10,604.92	
			76-9572	Health Insurance January 2026	108,976.20	119,581.12
30076319	01/14/2026	NAPA Sierra	01-4314	Transportation Supplies		130.26
30076320	01/14/2026	City of Alturas Water Department	01-5503	Water/Sewer		820.22
30076321	01/14/2026	Beacon Fire Alarm & Security	01-5800	Fire Alarm System		180.00
30076322	01/14/2026	California Department of Tax and Fee Administration	01-5800	Sales/Use Tax 2025	.42	
				Sales/Use Tax 2025	798.22	
			13-5800	Sales/Use Tax 2025	36.40	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ReqPay12c

Board Report

Checks Dated 01/01/2026 through 01/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
30076322	01/14/2026	California Department of Tax and Fee Administration	13-9510	Sales/Use Tax 2025	51.26	1,586.00
30076324	01/14/2026	California State University, Chico	01-5800	Paid Internship Agreement		1,300.00
30076325	01/14/2026	Ed Staub & Sons Petroleum, Inc	01-4311	Bus Tank Fuel Delivery		622.93
30076326	01/14/2026	Four Seasons Supply Center	01-4300	Custodial Supplies	2,192.14	
				Maintenance Supplies	3,682.03	
				Woodshop Supplies	287.37	
30076327	01/14/2026	Glazier Clinics	01-5300	Football Coach Clinic Dues		6,161.54
30076328	01/14/2026	Grainger	01-4300	Custodial Supplies	58.24	529.00
				Maintenance supplies	353.23	
30076329	01/14/2026	Heard Plumbing, Inc.	01-5800	Emergency Repairs AG Shop		411.47
30076330	01/14/2026	Hoang Chinese Restaurant	01-4300	Supplies for FFA event		4,200.73
30076331	01/14/2026	K & K Distributing	13-4300	Food Service Supplies	466.88	392.54
			13-4700	Food Service Supplies	7,881.46	
30076332	01/14/2026	Keegan Richardson	01-5800	Technology services 25/26		8,348.34
30076333	01/14/2026	Mandy Larranaga	01-5800	Sped Case Management Services		3,262.50
30076334	01/14/2026	Card Service Center	01-5200	Wrestling Lodging		3,721.25
30076335	01/14/2026	Modoc County Sheriff's Office	01-5800	Live Scan Services		2,660.44
			01-5800	SEIS Import/Export to Aeries		25.00
30076337	01/14/2026	San Joaquin County Office of Education	01-5800	Folding Machine Envelopes	692.64	135.00
30076338	01/14/2026	SmithBates Marcomm Solutions	01-4300	Unpaid Sales Tax	46.82-	
			01-4300	Kitchen equipment	1,054.61	645.82
30076339	01/14/2026	Sysco Food Services of Sacramento	13-4300	Food Service Supplies	1,722.70	
			13-4700	Food Service Supplies	14,474.55	17,251.86
30076340	01/14/2026	U.S. Bank Equipment Finance	01-5620	DO Copier		483.39
30076374	01/22/2026	Roberts, Taylor H	01-5200	Aeries Conf Meal Per Diem		166.00
30076375	01/22/2026	Carlson, Melissa A	01-5200	Aeries Conf Meal Per Diem		166.00
30076376	01/22/2026	360training, Inc.	01-5800	OSHA Certification		114.00
30076377	01/22/2026	AED Brands, LLC	01-4300	AED Pads		160.92
30076378	01/22/2026	WM Corporate Services, Inc. as Payment Agent	01-5504	Garbage Service All Sites	92.28	3,241.83
30076379	01/22/2026	Alturas Tire Center	01-4313	Transportation Supplies	85.00	177.28
			01-5800	Transportation Supplies		
30076381	01/22/2026	Antonio's Cucina Italiana	01-4300	Office Supplies	84.69	2,643.53
				Refreshments Building Culture & Equity		34.32

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

003 - Modoc J.U.S.D.

Generated for Wendy Ewing (WEWING), Feb 4 2026 8:26AM

Checks Dated 01/01/2026 through 01/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
30076382	01/22/2026	Best Western Trailside Inn	01-5200	Wrestling Referee Lodging		484.00
30076384	01/22/2026	CDW Government	01-4300	MHS Server Room UPS Backup	2,470.05	
			01-4400	HP Notebooks for Business & Finance Pathway	5,544.67	8,014.72
30076385	01/22/2026	College Board	01-4300	PSAT Test		132.48
30076386	01/22/2026	Cook's Direct Inc.	01-4400	Kitchen equipment		15,491.66
30076387	01/22/2026	Ed Staub & Sons Petroleum, Inc.	01-4311	Bus Tank Fuel Delivery	870.95	
				Fuel for vehicles	618.28	
			01-5506	Propane all sites	1,673.26	3,162.49
30076389	01/22/2026	Grainger	01-4300	Maintenance supplies	409.58	
			01-4300	Custodial Supplies	603.94	1,013.52
			01-4300	Maintenance supplies	298.35	
30076390	01/22/2026	North State Grocery, Inc.	01-4300	Ag Foods I & II December	114.70	
				Food Living Skills December	39.95	
				Parent LCAP Supplies	249.62	
				Professional Development 1/5/26	109.98	812.60
				Superintendent Meeting Supplies		
30076392	01/22/2026	Mandy Larranaga	01-5800	Sped Case Management Services	854.70	2,470.00
30076393	01/22/2026	Card Service Center	01-5200	Basketball Coach Lodging	2,420.00	
				Boys Basketball Lodging	550.00	
			01-5800	Chico Career Fair	125.00	3,949.70
30076394	01/22/2026	MCOE	01-5800	UNR Career Fair		345.80
30076395	01/22/2026	MJUSD, Food Service	01-4300	Mleage for Student Health Visit		84.15
				Parent Involvement/Participation		
30076397	01/22/2026	Nourish Food Hub	01-4700	Cafeteria Food Supplies		1,626.37
30076398	01/22/2026	QuaverEd Inc.	01-4300	Music Curriculum		1,800.00
30076399	01/22/2026	Josiah Sanders Sanders Mobile Repair	01-4314	Mechanic Services	49.50	
			01-5800	Mechanic Services	1,485.00	1,534.50
30076424	01/22/2026	Northern CA General Teamsters Security Fund	76-9572	Health Insurance Jan 2026		32,513.00
30076425	01/22/2026	Northern CA General Teamsters Security Fund	76-9572	IA Health Insurance Jan 2026		14,529.00
30076437	01/26/2026	A P-Tech	01-5800	DOT Random Drug Testing		140.00
30076439	01/26/2026	Amazon Capital Services, Inc.	01-5800	Transportation Supplies	65.00	133.01
			01-4300	Class supplies	298.80	
				Read Across America supplies	235.80	534.60

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 01/01/2026 through 01/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
30076440	01/26/2026	Beacon Fire Alarm & Security	01-5800	MHS Fire Alarm Troubleshooting		1,034.00
30076442	01/26/2026	CenturyLink	01-5901	Varsity Boys Basketball Jerseys		1,585.35
30076443	01/26/2026	Central Accounting Coast Truck Centers	01-5630	Phone SLES	899.73	58.25
30076444	01/26/2026	Demco, Inc.	01-4300	Bus 5 Repairs		1,544.66
30076445	01/26/2026	Department of Justice Accounting Office	01-5800	Library Supplies		140.04
30076446	01/26/2026	Ed Staub & Sons Petroleum, Inc	01-4311	Fingerprint Services		32.00
30076447	01/26/2026	Four Seasons Supply Center	01-4300	Bus Tank Fuel Delivery		780.60
30076448	01/26/2026	Frank's Carpet & Furniture Co. Inc.	01-6200	Woodworking Materials	553.50	
30076449	01/26/2026	Grainger	01-4300	Art Kitchen Sinks	2,033.20	2,586.70
30076450	01/26/2026	North State Grocery, Inc.	01-4300	Ag Kitchen Stoves		5,334.62
30076451	01/26/2026	Card Service Center	01-5200	Maintenance supplies	93.67	
				Welding Supplies	84.78	178.45
				Attendance Incentives	54.95	
				Parent Engagement Jan	7.18	62.13
				Career Summit Registration	75.00	
				Softball Conference Lodging	421.08	
				Wrestling Lodging	726.30	
30076452	01/26/2026	MCOE	01-5800	Girls Wrestling Entry Fee	86.65	1,323.61
30076453	01/26/2026	North Valley Distributing	01-4300	Special Education Mentor		1,527.75
30076454	01/26/2026	Opening Technologies, Inc.	01-4300	Maintenance Security Lights		68.64
30076455	01/26/2026	Scholastic Book Fairs - 30	01-4200	Keys/Door Cylinders		127.09
30076456	01/26/2026	Vestis	01-5505	Winter Book Fair AES		4,802.26
30076457	01/26/2026	Xerox Financial Services	01-5620	Maint/Cafe Laundry		858.36
				AES Copier		496.93
30076488	01/29/2026	Fidelity Security Life/EyeMed Premiums	76-9571	Vision Insurance Feb 2026		1,044.42
30076489	01/29/2026	Northern CA General Teamsters Security Fund	76-9572	Health Insurance Feb 2026		32,513.00
30076490	01/29/2026	Northern CA General Teamsters Security Fund	76-9572	IA Health Insurance Feb 2026		16,310.00
Total Number of Checks					99	420,849.85

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	90	169,627.72

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

003 - Modoc J.U.S.D.

Generated for Wendy Ewing (WEWING), Feb 4 2026 8:26AM

Checks Dated 01/01/2026 through 01/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
Fund Summary						
<u>Fund</u>	<u>Description</u>		<u>Check Count</u>	<u>Expensed Amount</u>		
13	Cafeteria		4	24,732.99		
76	Warrant/pass Through		8	226,535.96		
Total Number of Checks				99	420,896.67	
Less Unpaid Sales Tax Liability					46.82	
Net (Check Amount)					<u>420,849.85</u>	

MODOC HIGH SCHOOL



900 N. MAIN ST.
ALTURAS, CA 96101

(530) 233-7201
(530) 233-7306 FAX

MEMORANDUM

To: Beckie Lewis, Superintendent, MJUSD

From: Kristen Budmark, Principal, MHS

Date: February 4, 2026

Subject: Request for Board Approval – Senior Trip

Please submit to the Board for their approval a Field Trip Request for an out of state and overnight trip during the 2025-2026 school year.

MJUSD students will be taking a Senior Trip on June 7-9, 2026. Travel to Reno and the Lake Tahoe area. See the attached itinerary.

Thank you for your consideration. Please contact me if you have any questions.

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be the name of the principal, Kristen Budmark.

CLASS OF 2026 SENIOR TRIP					
DAY 1	Depart MHS	8:00 AM	175 miles		\$1,015.00 *LINKS UNDERL
Sun, June 7th, 2026	Stop at Honey Lake Rest Stop	9:45 AM	15 minutes		
	<u>Arrive at Wild Island Water Park Reno</u>	11:15 AM	5 hours	\$45/ticket	\$3,060.00
	Lunch, Water Park, etc			\$19/lunch	\$1,292.00
	Depart Wild Island Water Park Reno	4:30 AM	3 miles		\$17.40
	<u>Arrive at Best Western Plus Hotel</u>	4:45 AM		\$149/rm	\$2,831.00
	Room assignments, settle, change		1 hour, 15 mins		
	<u>Depart Hotel to Legend Outlets</u>	6:00 PM	2 miles		\$11.60
	Dinner + Shopping		1.5 hours	\$28/dinner	\$1,904.00
	Depart Legend Outlets	7:30 PM	1 mile		\$5.80
	<u>Arrive at Coconut Bowl</u>	7:35 PM		\$33/ticket	\$2,244.00
	-Games, GoKarts, Laser Tag, FUN TIME		2.5 hours		
	Depart Coconut Bowl	10:00 PM	3 miles		\$17.40
	Arrive at Hotel	10:05 PM	55 mins		
	Lights out, Bed checks	11:00 PM			
DAY 2	Wake up Call	9:00 AM	2 hours		
Mon, June 8th, 2026	Breakfast at hotel (included), get ready, pack				
	Depart Hotel to Lake Tahoe	11:00 AM	40 miles		\$232.00
	<u>Arrive at Kings Beach</u>	12:00 PM	1 hour	\$10 parking	\$80.00
	Walk and Picnic Lunch (Whitecaps Pizza)		3 hours	\$19/lunch	\$1,292.00
	Depart to Hotel	3:00 PM	30 miles		\$174.00
	<u>Arrive at Hotel Becket</u>	4:00 PM	1 hour	\$165.45/rm	\$3,143.55
	Room assignments, settle, change		1 hour, 15 mins		
	Depart Hotel to Dinner	5:15 PM	10 miles		\$58.00
	<u>Arrive at Scusa Italian Rest.</u>	5:25 PM	2 hours	\$28/dinner	\$1,904.00
	Depart Scusa	7:30 PM	4 miles		\$23.20
	<u>Arrive at Heavenly Village Shops</u>	7:40 PM	10 mins		
	Walk around shops, get dessert, mini golf		2 hours	\$15/person golf	\$1,020.00
	Depart Heavenly Village	9:30 PM	1 miles		\$5.80
	Arrive at Hotel Becket	9:35 PM	5 mins		
	Lights out, Bed checks	10:30 PM	55 mins		
DAY 3	Wake up Call	8:00 AM			
Tues, June 9th, 2026	Breakfast at hotel (included)		2 hours		
	Depart hotel	10:00 AM	60 miles		\$348.00
	<u>Arrive at Wild River Grille</u>	11:10 AM	1 hour, 10 mins		
	Lunch		2 hours	\$30/person	\$2,040.00
	Depart Reno	1:00 PM	80 miles		\$464.00
	Stop at Honey Lake Rest Stop	2:15 PM	15 mins		
	Arrive at MHS	4:00 PM	100 miles		\$580.00
	Clean vehicles				\$23,762.75

2027-2028 MJUSD School Calendar

July 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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9

August 2027						
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22	23	24	25	26	27	28
29	30	31				

21

September 2027						
S	M	T	W	T	F	S
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21

October 2027						
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17	18	19	20	21	22	23
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31						

16

November 2027						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

13

December 2027						
S	M	T	W	T	F	S
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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	

IMPORTANT DATES						
8/19/27 1st Day of School						
6/1/28 Last Day of School						

HOLIDAYS						
7/5/27 Independence Day (observed)						
9/6/27 Labor Day						
11/11/27 Veteran's Day						
11/25/27 Thanksgiving						
12/24/27 Christmas Day (observed)						
12/31/27 New Year's Day (observed)						
1/17/28 Martin Luther King, Jr. Day						
2/21/28 President's Day						
4/16/28 Easter						
5/29/28 Memorial Day						
6/19/28 Juneteenth						

BREAKS						
11/22/27-11/26/27 Thanksgiving Break						
12/20/27-12/31/27 Christmas Break						
3/27/28 - 3/31/28 Spring Break						

STUDENT & TEACHER MINIMUM DAYS						
11/19/27, 12/17/27, 4/14/28						

EARLY RELEASE DAYS						
8/27/27						
9/17/27, 9/24/27,						
10/1/27, 10/8/27, 10/15/27, 10/22/27, 10/29/27						
11/5/27						
12/3/27						
1/21/28, 1/28/28						
2/4/28, 2/11/28						
3/3/28, 3/17/28						
4/7/28, 4/21/28						
5/5/28, 5/19/28						

NON-INSTRUCTIONAL DAYS						
8/13/27 Welcome New Teacher Day						
8/16/27						
8/17/27						
8/18/27						
1/3/28						
6/2/28						

ELOP Summer Program (30 days)						
July 2027 to be determined						
June 2028 to be determined						

19

January 2028						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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20

February 2028						
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18

March 2028						
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20

April 2028						
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22

May 2028						
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1

June 2028						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

School Days	180
Minimum Days	24

2026-2027 MJUSD School Calendar

19

July 2026						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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8

August 2026						
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30	31					

21

September 2026						
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6	7	8	9	10	11	12
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27	28	29	30			

22

October 2026						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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15

November 2026						
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14

December 2026						
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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		

IMPORTANT DATES						
8/20/26 1st Day of School						
6/3/27 Last Day of School						

HOLIDAYS						
7/3/26 Independence Day (observed)						
9/7/26 Labor Day						
11/11/26 Veteran's Day						
11/26/26 Thanksgiving						
12/25/26 Christmas Day						
1/1/27 New Year's Day						
1/18/27 Martin Luther King, Jr. Day						
2/15/27 President's Day						
3/28/27 Easter						
5/31/27 Memorial Day						
6/18/27 Juneteenth (observed)						

BREAKS						
11/23/26-11/27/26 Thanksgiving Break						
12/21/26-1/1/27 Christmas Break						
3/29/27-4/2/27 Spring Break						

STUDENT & TEACHER MINIMUM DAYS						
11/20/26, 12/18/26, 3/26/27						

EARLY RELEASE DAYS						
8/28/26						
9/18/26, 9/25/26						
10/2/26, 10/9/26, 10/16/26, 10/23/26, 10/30/26						
11/6/26						
12/11/26						
1/15/27, 1/29/27						
2/5/27, 2/26/27						
3/5/27, 3/12/27						
4/16/27, 4/30/27						
5/7/27, 5/21/27						
6/3/27						

NON-INSTRUCTIONAL DAYS						
8/14/26 Welcome New Teacher Day						
8/17/26						
8/18/26						
8/19/26						
1/4/27						
6/4/27						

ELOP Summer Program (30 days)						
7/1/26-7/28/26						
June 2027 to be determined						

18

January 2027						
S	M	T	W	T	F	S
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February 2027						
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March 2027						
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April 2027						
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May 2027						
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11

June 2027						
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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 Days	180
Minimum Days	24



906 West 4th Street, Alturas, CA 96101
Phone: (530) 233-7201 Fax: (530) 233-4362 Web: www.modoc.k12.ca.us

February 4, 2026

MEMORANDUM

To: Beckie Lewis, Superintendent
From: Elizabeth Nikki Guzman, Business Manager
Subject: Vendor Approval for Wide Area Network

Our direct connection for K-12 High Speed Network (HSN) is due for renewal through the E-rate program. E-rate Advisors conducted a competitive bidding process for this service, and proposals have been received.

After consultation with the Technology Department, I recommend approval of the proposal submitted by Frontier. This recommendation is based on cost for 1 Gbps service, which matches our current bandwidth provided by Spectrum. The bids received are attached for the Board's review.

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E-rate Evaluation Matrix

MODOC JOINT UNIF SCHOOL DIST

E-rate Funding Year 2026/27

Wide Area Network

E-Rate Form 470 Number:

260011719

RFP Closing Date:

1/23/2026

Incumbent

Vendor Name:		1 Gbps				1 Gbps		1 Gbps		1 Gbps	
		Frontier	Vast	VERO	Spectrum						
Selection Criteria		Maximum Points	Score	Score	Score						
Pricing		40	40	\$975.00	\$764.00						
Vendor Experience and Ability to Perform		20	20	5	33						
Implementation and Support Plan		20	20	15	20						
Proposed Network Architecture		15	15	15	20						
E-rate Experience of Proposer		5	5	15	15						
Other (describe)				3	5						

Overall Ranking

100

100

86

53

93

Vendor Selected: Frontier Communications

Approved By: _____

Title: _____

Date: _____

Financial Summary	
Total	\$7,560.00
E-rate share - 80%	\$6,048.00
CTF Share - 50% after E-rate	\$756.00
LEA Share	\$756.00

Price Sheet

The price sheet below follows the response directions, and more where necessary, to convey the total price for requested options.

 FRONTIER	Modoc Joint Unified School District Form 470 # 260011719 RFP #MJUSD-260011719-WAN January 15, 2026	
Ethernet Private Line (EPL) – Point to Point		
Modoc County Schools Media Center – 136 Henderson St., Alturas CA 96101 To Modoc Joint USD (Modoc Middle School) – 906 W. 4th St., Alturas, CA 96101		
Product Description	Monthly Recurring per Circuit	
	3 Year Term* No Installation Charge	5 Year Term No Installation Charge
1 Gbps	\$780.00	\$630.00
2 Gbps	\$960.00	\$850.00
<i>NOTE: 5 Gbps scheduled for availability in 2027 Network enhancements subject to change</i>		
5 Gbps	\$1,100.00	\$990.00

Additional Information:

- Service delivery 7/1/2026
- * Two (2) Optional one-year extensions
- Frontier Service Agreement (FSA), E-Line Schedule & E-Rate Rider required
- Speed upgrades during term will require amendment
- Silver EVC included
- Pricing does not include your E-Rate or CTF discount
- 100% E-Rate Eligible
- Current Taxes/Fees: CA PUC Surcharge 1.2% (subject to change)

PRICING DOCUMENT: Solution Detail

We have proposed a Layer 2 Point-to-point Ethernet fiber line delivered to each identified sites on a 36-month term and a 60-month term. Vast will bring the required circuit into the MPOE and terminate the circuit at the Demarcation point. Our equipment can be rack or wall mounted; this will be based on the customer requirements listed in the RFP. Below are the options based on your posting. There will be no construction charges or installation charges.

Modoc Joint Unified School District				
Circuit Type - Point-to-Point (36 Month Term)				
Location A	Location Z	1GB	2GB	5GB
136 Henderson St Alturas CA 96101	906 W 4th St Alturas CA 96101	\$1,250.00	\$1,675.00	\$2,995.00

Modoc Joint Unified School District				
Circuit Type - Point-to-Point (60 Month Term)				
Location A	Location Z	1GB	2GB	5GB
136 Henderson St Alturas CA 96101	906 W 4th St Alturas CA 96101	\$975.00	\$1,375.00	\$2,775.00

*The transport will be Layer 2, capable of carrying DOT1Q tagging between sites and an MTU of 1600 or greater.

*Option for growth may be exercised at any time during the contract period or reduced to the bandwidth of the original contract.

*Vast does not have a monthly equipment charge

Adam Hughes – Strategic Enterprise Executive
(559) 246-5713, ahughes@vastnetworks.com

Vast Network
7447 N. Palm Bluffs Ave., Ste. #100
Fresno, CA 93711
559.554.8100

veroTM NETWORKS



Speed You Can Believe In.

An opportunity to upgrade the District's connectivity infrastructure so that every student can take advantage of the promise of the digital learning platform Modoc Joint Unified School District provides.

470 # 260011719

January 23, 2026
Prepared for the Board of Education of
Modoc Joint Unified School District
% Rachel White, E-Rate Consultant
rachel@erateadvisors.com
530-356-1060





Jan 23, 2026

The Board of Education of
Modoc Joint Unified School District
906 W. 4th St.
Alturas, CA 96101

Subject: Response to RFP 470 # 260011719

Dear Members of the Board of Education,

Modoc Joint Unified School District can focus on the use of technology to support student learning by selecting a network provider like Vero Fiber Networks, which specializes in providing school districts with a Dedicated Private Fiber Network.

Your RFP evaluation criteria emphasized the desire to select a source offering the best combination of Affordable and Reliable Service from an Experienced provider.

By selecting Vero, Modoc Joint Unified School District will gain access to proven capabilities in creating best-in-class private networks, including:

- An experienced team with the knowledge and hands-on experience from deploying E-Rate compliant fiber networks to more than 160 School Districts in 18 states;
- Competitive pricing with long term cost savings;
- Technically superior solution offering 99.999% reliability and no bandwidth throttling;
- A forever solution with zero-cost upgrades as your bandwidth needs increase;
- Dedicated technical support available 24/7;
- 100% Guaranteed service reliability or it's free;
- Employee owned company that cares about building a long term relationship with the District.

For ease of evaluation, the structure of our proposal precisely mirrors your bid request. If you require any additional information or clarification of any of the elements of our proposal, please call me on (303) 800-8231, or email at jnelson@veronetworks.com.

Sincerely,
Josh Nelson
VP, Network Services



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Why Select Vero to Provide your Dedicated Private Fiber Network?	1
The Right Size Company to Perform and Ensure Satisfaction	1
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Executive Summary

Vero offers a secure, no risk, cost-effective solution that will seamlessly provide more bandwidth as your requirements increase at no additional cost.

Our No-Risk, High Reward Solution

Vero offers a solution that is 100% compliant with the District's requirements. Our solution is to construct a new dedicated private fiber network connecting all district sites with dedicated fiber optic cables. We offer unlimited bandwidth starting at 1 to 100 Gbps with 100% service performance guarantee or it's free.

Why Select Vero to Provide your Dedicated Private Fiber Network?

Vero has an excellent history of successfully building and managing similar networks for school districts using E-Rate funding. If you select Vero, we will build a robust, reliable network that will meet your needs for decades to come. Vero builds dozens of similar sized networks each year in support of E-Rate and has extensive K-12 experience. We provide assurance of our capability in our References section, feel free to contact any of them.

The Right Size Company to Perform and Ensure Satisfaction

Vero is an employee owned and managed company with over 500 highly skilled employees focused on operating reliable networks. Our size means we have the capabilities to perform for Modoc Joint Unified School District, yet small enough to know and care about our customers.

Key Differentiators of the Vero Solution

The Vero Difference – we offer peace of mind that you have selected the right network and the right network provider with the following guarantees.

Full Price Transparency–Guaranteed	The real price of a network includes the cost of adding bandwidth to accommodate future growth. Our Dedicated Private Fiber Network is much more cost effective than a shared network as we do not charge for increased bandwidth and we do not extend your contract for any upgrades
99.999% Network Reliability–Guaranteed	Our dedicated fiber optic network is so well designed that we offer a 99.999% uptime guarantee. A Private Fiber Network removes common points of failure—additional switches, routers, connectors and other devices prone to failure, power outages, misconfigurations, and human error. We will credit 100% of the monthly MRC for the impacted link if we do not meet the service



	level agreement at any time.
Secure & Speedy Network—Guaranteed	A Dedicated Private Fiber Network 100% dedicated to your organization. Your data is not intermingled with any other network traffic—meaning no bandwidth throttling or added security risks.
A Team with the Experience and Dedication to Exceed Your Expectations—Guaranteed	Vero’s employee owners specialize in building private fiber networks for school districts with E-Rate Category One funding. Our customer-centric business approach means that you always have access to dedicated representatives who understand your school district, can answer your questions, and resolve any issues quickly.

Benefits of a Vero Dedicated Private Fiber Network

Vero provides Leased Lit Fiber and Leased Dark Fiber solutions using a Private Fiber Network to meet your preferred connectivity requirements. A Private Fiber Network is fairly unique in the industry and provides many advantages over traditional solutions, including reliability, speed, scalability, and security at a much lower cost.

What is a Private Fiber Network?

A Private Fiber Network is a dedicated fiber network that connects your end sites to your hub site. Unlike most solutions from Cable or Phone companies, your network is 100% dedicated to you and is not shared with other customers.

Why is a Private Fiber Network Better?

There are numerous reasons why a Private Fiber Network is superior to a shared and oversubscribed network. **Six key reasons why you should consider Vero's solution:**

- 1) **Reliability.** *A Private Fiber Network removes common points of failure.* Our solution eliminates additional switches, routers, connectors and other devices prone to failure, power outages, misconfigurations and human error.
- 2) **Speed.** *A Private Fiber Network eliminates bottlenecks.* Our solution does not share bandwidth with any other customer. Most networks support multiple customers, meaning a usage spike from one customer impacts all other customers. Shared networks are engineered to "typical" network traffic and don't easily adapt to shifts in usage.
- 3) **Scalability.** *A Private Fiber Network is scalable, usually at no cost.* If your equipment can handle additional bandwidth, a simple upgrade to site optics is all that is necessary. Shared Networks require upgrading/replacing Carrier equipment at your site and usually upgrading equipment throughout their network.
- 4) **Control.** *You are in complete control of all network parameters.* If desired, the District can have control access to all equipment providing the service.
- 5) **Security.** *Dedicated fiber and equipment means your network is never shared or interconnected with other customers.* A separate network is far more secure.
- 6) **Costs.** *Private Fiber Networks are much more cost effective than a shared network;* especially when considering the 10 to 20 year forecast for increased bandwidth needs and future upgrades.



A New Benefit to the Community

Residential and Business Services & Affordable Connectivity Program

Once established in a community, Vero can offer high speed service to additional customers including residences, small businesses, healthcare, and local government. This service provides reliable and affordable fiber internet access services to communities that have previously been ignored. This leapfrog in technology from cable to fiber provides internet access to homes, enabling increased abilities for online learning, work from home, and collaboration with extended friends and family that may not have been available previously.

An important aspect of Vero's residential internet offering is our participation in the **Affordable Connectivity Program**. This program offers free and discounted internet services to families in the community *who need it most*. As you know, many students depend upon these types of services to be able to do their school work.

Up to 100 Mbps	Up to 500 Mbps	Up to 1000 Mbps
• 100 Mbps Download and Upload • Up to 5 devices • Light streaming for music and posting to social media • Same upload and download speeds Get Pricing	• 500 Mbps Download and Upload • Up to 10 devices • Moderate internet use, such as work and study from home • Stream video in HD • Use multiple apps at once • Same upload and download speeds Get Pricing	• 1 Gbps Download and Upload • Unlimited devices simultaneously connected • Heavy internet use for work, study, video calls from home • Stream HD & 4K video on multiple devices • Multiplayer gaming • Upload/download large files • Same upload and download speeds Get Pricing

Affordable Connectivity Program Options. Vero's giving back to the community includes offering affordable high-speed internet service to communities that may not have had reliable broadband service previously.



Experience and Qualifications

The Vero Networks Story

Vero was launched in 2017 by Matt Erickson, John Real, and Zach Nebergall. After building tens of thousands of miles of new fiber optic networks and with more than 100 years of combined experience, they started Vero Networks to focus on bringing critically needed fiber networks to schools and their students. Vero specializes in building private fiber networks for school districts with E-Rate Category One funding.

A unique part of Vero's story is that the company is owned by its management team and employees. The company has grown to over 560 employees and over \$135 million in revenue. If selected by Modoc Joint Unified School District, our management team will personally be making a financial investment in the community, unlike our competitors who do so with Wall Street investor money and have no long term incentives to ensure the District's happiness.

Vero is dedicated to helping students benefit from vital technological infrastructure. We aim to do this through *four* key activities:

1. Providing essential bandwidth infrastructure to schools and libraries by connecting district locations with fiber optic cable that provides reliable, scalable, and secure connectivity.
2. Enabling educational organizations to deploy digital educational tools and resources in a very cost-effective manner.
3. Partnering with technologists with a similar mission to foster a more robust community aimed at enhancing the K-12 education experience in the USA.
4. Offer fast and reliable Fiber Internet services to the broader community

Vero has continuously maintained FCC Green Light Status since inception.

The screenshot shows the FCC Registration System (CORES) interface. At the top, it says "FCC Registration System (CORES)". Below that, there's a navigation bar with "FCC Registration" and "FCC Financial". The main content area shows a table of FRN (Fiber Registration Number) entries. The table has columns for "FRN", "FRN Name", "Red Light Status", and "Action". There is one entry with FRN "0026865964", FRN Name "Vero Fiber Networks LLC", and Red Light Status "Green Light". The action for this entry is "View/Make Payments".

FRN	FRN Name	Red Light Status	Action
0026865964	Vero Fiber Networks LLC	Green Light	View/Make Payments



Senior Management Team

The Vero team has an extensive background in building and operating fiber network companies. The management team has decades of experience operating internet infrastructure companies for some of the most demanding bandwidth customers.

Matt Erickson - Co-Founder and Chairman. Prior to Vero, Matt was COO and part of the senior executive team that founded Zayo (NYSE: ZAYO). While COO, Matt oversaw most of Zayo's day-to-day business operations, including the integration of 30 businesses and the construction of over 17,000 route miles of new network. Prior to Zayo, Matt was a Vice President at Level 3 Communications. Matt earned a B.S. (Summa Cum Laude with Honors) in Accounting from Colorado State University.

Pam Moore - CEO of Vero Networks. Before joining Vero, Pam was Principal/Owner of a consulting company that advised clients on fiber and data center transactions. Previously, Pam served 8 years at Zayo Group, in leadership roles in the Ethernet, Long Haul Dark Fiber and data center business units. She has held management roles at ICG and Level 3 Communications. Pam has a BSBA in Finance from the University of Denver and an MBA from Regis University.

Greg Friedman - CFO of Vero Networks. Greg was previously EVP at Zayo Group where he managed the datacenter businesses. Prior to that, Greg held various executive and management roles at Zayo, Level 3 Communications, Deloitte, and Capgemini. He received a BS from the University of Pennsylvania and an MBA from the Wharton School.

John Real - Co-founder and EVP of Sales and Marketing. Prior to Vero Networks, John spent over 7 years at Zayo holding various executive roles, charged with leading sales and support for school district networks. Before Zayo, John spent 3 years as CEO of VoicePipe, an internet and telephony provider that was acquired by Zayo in 2007. John started his telecom career at ICG Communications.

Mary White - SVP of E-Rate Vertical. Prior to joining Vero Networks, Mary worked on the Dark Fiber Product Management team at Zayo Group and as the VP of Fiber Infrastructure at Velocity Fiber. She has been involved in building and operating fiber networks in the E-Rate space for over 10 years.

Josh Nelson - VP of Network Services. Josh's career in telecommunications spans over 20 years, touching virtually all facets of the business including network management, design, engineering, construction, and business development. Josh has played a pivotal role in the completion and implementation of 100s of wide area networks across the US.



Experienced Project Team

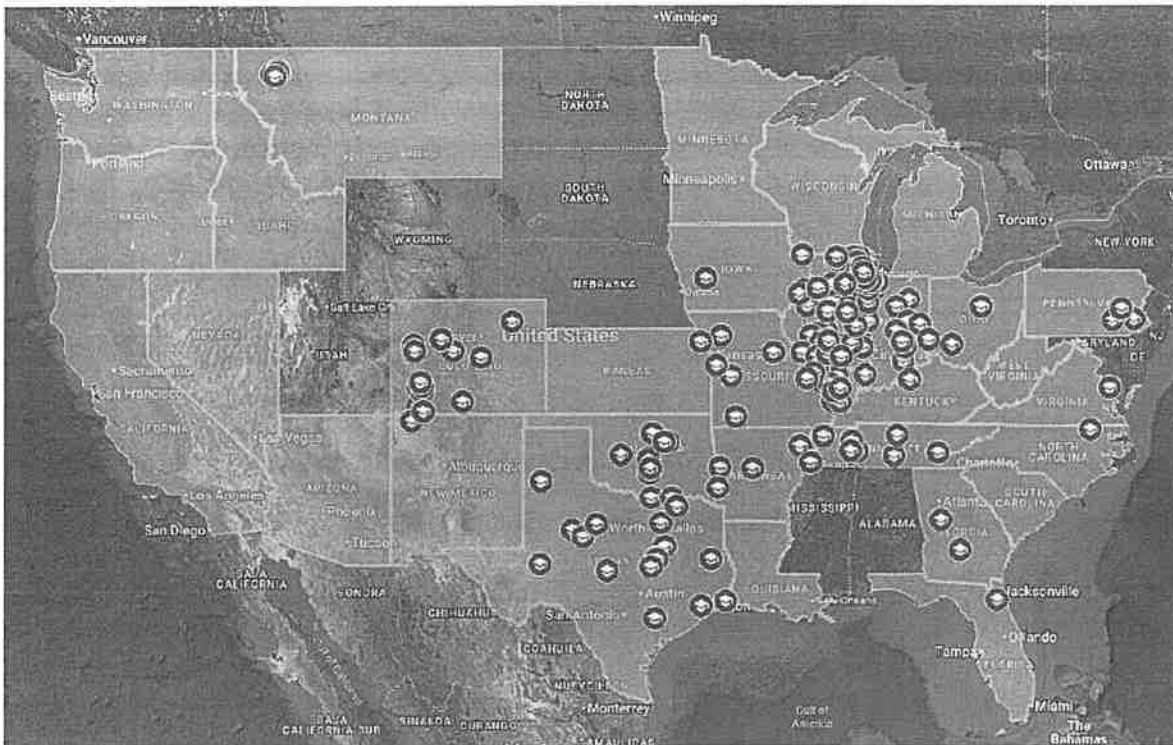
Highly experienced team with the knowledge to deploy your network

At Vero, each new project is assigned a highly qualified and experienced team to ensure a successful project. Here we provide a list of the key project team members who will deliver your network, along with a summary of their qualifications and experience.

Team	Position / Responsibilities	Key Qualifications and Experience
Carla Willits	Director of Operations Overall management and operation of E-Rate construction projects	Carla brings extensive expertise in fiber implementation and project management, having successfully deployed over 200 miles of network nationwide in both rural and urban areas. Since joining Vero, she has contributed to its development, maintaining high standards of customer satisfaction while ensuring operational excellence.
Paul Hornick	Senior Project Manager Management of project lifecycle including, scope, time and budget	Paul is a project manager with 18+ years in telecom/construction that is experienced in leading cross-functional teams and managing full project lifecycles. He ensures scope, schedule, and budget alignment while delivering superior customer experiences through collaboration and clear communication.
Diane Lipa	Project Manager Management of project timeline and budget	Diane has several years of experience in construction management. She is the primary point of contact between the school district and construction teams in the field.
Kevin Milne	Chief Operating Officer (COO) Overall supervision of construction, project management, network operations, and fiber engineering functions	Kevin graduated from Penn State with an MBA in Operations Management. His early career at IBM focused on Semiconductor manufacturing, while the last 15 years has been in Telecommunications. He held senior leadership roles at Comcast and Google Fiber, where he led teams of up to 650 people focused on service delivery, network expansion, process optimization, and project excellence.
Neil Bryan	Director of District Network Services Network consultation, design, and implementation based on District needs	Neil brings more than 24 years of networking experience to his position, including extensive experience with school district LAN/WAN and Internet Access Circuits. Previously, Neil provided network engineering and support to over 160 school districts as a Director of Technology Solutions and Network Manager.

Customer References and Case Studies

160+ School Districts Use Vero Networks



Arkansas

Cossatot River Sch Dist
Jonesboro School District
Mansfield School District
Marion School District
Perryville School District 7

Colorado

Alamosa School Dist Re 11 J
Brush School District R E 2 J
Durango School District 9-R
Eagle Co School Dist Re 50 J
Eagle Valley Library District
Garfield County Sch Dist 16
Lake County School Dist R 1
Plateau Valley School Dist 50
Ridgway School District R-2
Silverton Public Library

Silverton School District 1
Telluride School District R 1
Woodland Park Sch Dist Re 2

Florida

Clay County District Schools

Georgia

Pike County School District
Wilcox County School Dist

Illinois

Abingdon-Avon CUSD 276
Anna CCSD 37
Annawan CUSD 226
Beecher CUSD 200 U
Bismarck School District 1
Brookwood Sch Dist 167

Bunker Hill USD 8
Calhoun Comm USD 40
Carlville CUSD Dist
Channahon School District 17
Charleston School District 1
Christopher USD 99
Community CSD 093
Community High SD 117
Community USD 002
De Soto Consol Sch Dist 86
Dolton East Sch District 149
Donovan CUSD 3
Downers Grove Sch Dist 58
East Dubuque Sch Dist 119
Elmhurst CUSD 205
Elverado C U School Dist 196
Evanston Township HSD 202
Franklin Park Sch Dist 84

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Gurnee School District 56
 Harlem School District 122
 Harvard School District 50
 Hillsboro SD 3
 Homer School District 33C
 Hoover-Schrum MSD 157
 Jacksonville School Dist 117
 Kirby SD 140
 La Moille CUSD 303
 Lemont-Bromberek CSD 113a
 Libertyville Elem SD 70
 Litchfield Comm Unit Dist 12
 Lowpoint-Washburn CUD 21
 Martinsville CUSD 3 C
 Mattoon Sch Dist 2
 Mercer County SD 404
 Millstadt CSD 160
 Morton CUSD 709
 N Chicago CUSD 187
 North Mac CUSD 34
 O'Fallon School District 90
 O'Fallon High SD 203
 Oak Lawn-Hometown SD 123
 Oakland CU School District 5
 Pinckneyville School Dist 50
 Pleasant Plains CU District 8
 Prairie Ctrl Unit Sch Dist 8
 Queen Bee School District 16
 Rantoul City Schools Dist 137
 Red Bud School District 132
 Richmond-Burton Nippersink Consortium
 Ridgeview CUSD 19
 River Trails Sch Dist 26
 Rockford School District 205
 Rockton Sch Dist 40
 Shelbyville CUSD 4
 Sherrard CSD 200
 South Fork SD 14
 South Holland SD 151
 Sparta School District 140
 St Elmo CUSD 202
 Sunnybrook SD 171
 Troy SD 30-C
 Urbana SD 116
 Vienna High School
 Wabash CSD 348
 Wauconda CUD 118
 West Chicago Elem SD 33
 West Frankfort CUSD 168
 Williamsville School Dist 15

Woodlawn CUSD 209

Indiana

Brownstown Cent CSC
 Clark Pleasant CSC
 Edinburgh CSC
 Elwood CSC
 Lake Station CSC
 Liberty-Perry School Corp
 Logansport CSC
 Manchester Comm Schools
 Traders Point Christian Schs
 Tri-Creek School Corporation
 Union County-College Corner
 Jt Sch Dist
 Whiting City School District

Iowa

Audubon Comm SD

Kansas

Atchison Unif Sch Dist 409

Kentucky

Jefferson County Public Sch

Missouri

Cameron R-I School District
 Caruthersville School Dist 18
 Clinton School District
 Crane School District R 3
 Dunklin R-5 School District
 Mexico School District 59
 Raymore-Peculiar SD R2

Montana

Cayuse Prairie Sch Dist 10
 Columbia Falls Sch Dist 6
 Deer Park School District 2
 Fair-Mont-Egan Sch Dist 3
 Kalispell School District 5
 Stillwater Christian School
 West Valley Elem Sch Dist

North Carolina

Weldon City School District

New Mexico

Farmington MSD 5

Ohio

Mansfield City SD

Wilmington City Schools

Oklahoma

Calera Indep School Dist 48
 Cushing Public Schools
 Drumright ISD 39
 Maysville ISD
 Moore Public Schools
 Perry Indep School District 1
 Purcell Public Schools
 Santa Fe South Schools, Inc.
 Stillwater Indep Sch Dist 16
 Turner ISD 5
 Weatherford SD 26

Pennsylvania

Boyertown Area Sch District
 Palmyra Area School District
 Pottsville Area Sch District

Tennessee

Bedford County Sch District
 Decatur County Sch District
 Huntingdon Special SD
 Lebanon Special SD
 Lexington City Elem SD
 Sweetwater City SD

Texas

Blooming Grove ISD
 Bonham ISD
 Brady Indep School District
 Carrollton-Farmers Br SD
 Channelview School District
 Connally ISD
 Crane Indep School District
 Dimmitt ISD
 La Vega Indep Sch District
 Moody Indep School District
 Nacogdoches Indep Sch Dist
 Nederland ISD
 Snyder Indep School District
 Stamford Indep Sch District
 Sweetwater ISD
 Yoakum Indep School District

Virginia

Richmond County SD



Customer References

Proven Team. The Vero Fiber Networks team has a successful track record of constructing and operating networks for K-12 schools, hospitals, universities as well as federal and other government entities. Vero has built and operates fiber networks that provide service to over 160 School Districts in 18 States.

Proven Technology. We encourage you to talk with the people below about how they have transitioned their networks from shared and complicated systems to a private fiber network. Ask about reliability, cost savings, and how easy it is to work with us.

Reference Name	Quick Statement	Contact
Matt Wilder <i>Technology</i> Director/Tech Teacher Audubon Community School District Audubon, IA	"The transition to Vero Fiber was so easy. Our network has been completely reliable and incredibly fast. The internet at our bus barn and pressbox has been awesome since it was installed!"	Matt Wilder mwilder@audubon.k12.ia.us 402-681-4672
Wayne Smith <i>IT Director</i> Caruthersville School District 18 Caruthersville, MO	"Vero has been instrumental in helping us develop an incredibly fast network that will solve our needs for decades to come"	Wayne Smith wsmith@cps18.org 573-333-6100 x1008
Brian Crittenden Santa Fe South Schools Oklahoma City, OK	"This new dedicated network will change how we do things significantly. All schools now have the potential for unlimited bandwidth when we need it."	Brian Crittenden bcrittenden@santafesouth.org 405-601-2639
Anthony Montelongo <i>District IT Director</i> Dimmitt ISD Dimmitt, TX	"We've had a noticeably faster and more reliable network since switching to Vero. This allows us to focus on our mission, not our connectivity."	Anthony Montelongo anthony.montelongo@dimmittisd.net 806.647.3101 ext. 7100
Sami Mohammad Network Operations Supervisor Elmhurst CUSD 205 Elmhurst, IL	"Communication during the build was excellent, with regular updates and quick responses to our questions. The Vero team clearly explained each step, addressed potential concerns before they became issues, and guided us smoothly through setup, making the entire process efficient and stress-free."	Sami Mohammad smohammad@elmhurst205.org

Recent Successful Deployments

More than 160 school districts across the country have selected Vero to upgrade and implement private fiber networks since 2017.

Decades of Experience. Vero's leadership team has been building and operating Wide Area Networks for decades. We have been helping school systems like yours upgrade and implement private fiber networks since 2017. Vero has built and currently operates fiber networks for more than 160 school districts in 18 states. (See the map on page 8 for all our school districts.)

Success Stories on Similar Projects. We provide a brief description of similar projects here, including network size, sites, and speed.

School District	Network Details
 Sunnybrook School District 171 Lansing, IL	Network Sites: 2 sites Network Size: .44 miles Speed: 1 Gbps Network
 Audubon Community School District Audubon, IA	Network Sites: 3 sites Network Size: .49 miles Speed: 2 Gbps Network
 Pottsville Area School District Pottsville, PA	Network Sites: 2 sites Network Size: .44 miles Speed: 5 Gbps Network
 Bonham Independent School District Bonham, TX	Network Sites: 7 sites Network Size: 2.89 miles Speed: 25 Gbps Network

Technical Solution

Our solution brings reliable and dependable network access that is 100% dedicated to your organization—meaning no bandwidth throttling or security risks.

Network Overview

Details of a Dedicated Private Fiber Network. A Dedicated Private Fiber Network is a network that is only used by one customer and no other customers use the same fibers or equipment. This network design brings the reliability and dependability of a private network to Modoc Joint Unified School District that had only been available to large companies in the past. It provides an alternative to using shared Ethernet networks for traffic between the District's locations, and is **perfect for organizations who want to protect their data from hackers.**

Circuits Proposed. The solution Vero is proposing consists of one circuit from the end site back to the hub site at Modoc JUSD - District Office as illustrated in the network diagram on the next page. Each circuit has a capacity of 1 Gbps up to 100 Gbps, depending upon the District's equipment. The total available bandwidth at 10 Gbps per circuit is 10 Gbps at the hub site. Most providers offer circuits that are oversubscribed, meaning that the handoff at the hub site does not equal the sum of all of the individual circuits. Our proposed network supports either a **layer 2 switched** configuration or a **layer 3 routed** topology. The Vero network engineering team has extensive experience in designing networks and will work with the District's team to engineer and implement a solution that best fits the District's needs.

100% Dedicated Network. Unlike other providers—including the District's current provider—that use a shared network to deliver bandwidth to its customers, Vero will deploy a network over fiber-optic cable and equipment that is 100% dedicated to Modoc Joint Unified School District. Vero will construct, own, operate, and maintain this robust network for use by the District throughout the life of the network (>20 Years). The District will be able to bypass shared and congested networks and will not ever be affected by other customers' network traffic.



Site Specifications. At each site, Vero will construct a **12-count single mode fiber cable** into the building to the District's desired location. Vero uses single mode fiber optic cable (SMF-28e) with fusion splices to connect fiber cable creating one continuous fiber connection from the end site to the hub site. In the telecommunications room of each site, fibers are terminated with a fusion splice to a

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Fiber Termination Panel that can be either wall or rack mounted. The fiber is then connected to the District's equipment using a fiber optic patch cable. If the District selects a Leased Lit Solution, Vero will provide the optronics (SFP pluggables or similar) compatible with the District's equipment. In addition to the equipment needed to turn up the service, Vero provides on-site spares to aid in a quick repair in the event of an equipment failure.

Network Design Compatibility. Our network design is compatible with all current manufacturers of network equipment including Cisco, HP, Aruba, Juniper, Extreme Networks, Ruckus, Fortinet, Ciena, and others. Given the network is 100% dedicated fiber it will also be able to support new future technologies that may be developed.

Free Speed Upgrades. Free speed upgrades are included with Vero's proposal at any time during the contract. Within 48-hours' notice, Vero will ship new optical interfaces to upgrade the District's network at any time during the contract at **no additional cost or contract extension**.

Full Control. Through Vero's private fiber solution, the District has complete control of L2 / L3 functionality and is not limited by traditional "Ethernet Network" policies.

Examples of L2 functions are Encapsulation, Frame synchronization, Logical link control (Error & Flow control), Media access control (MAC, LAN switching, Physical addressing, QoS, VLANs).

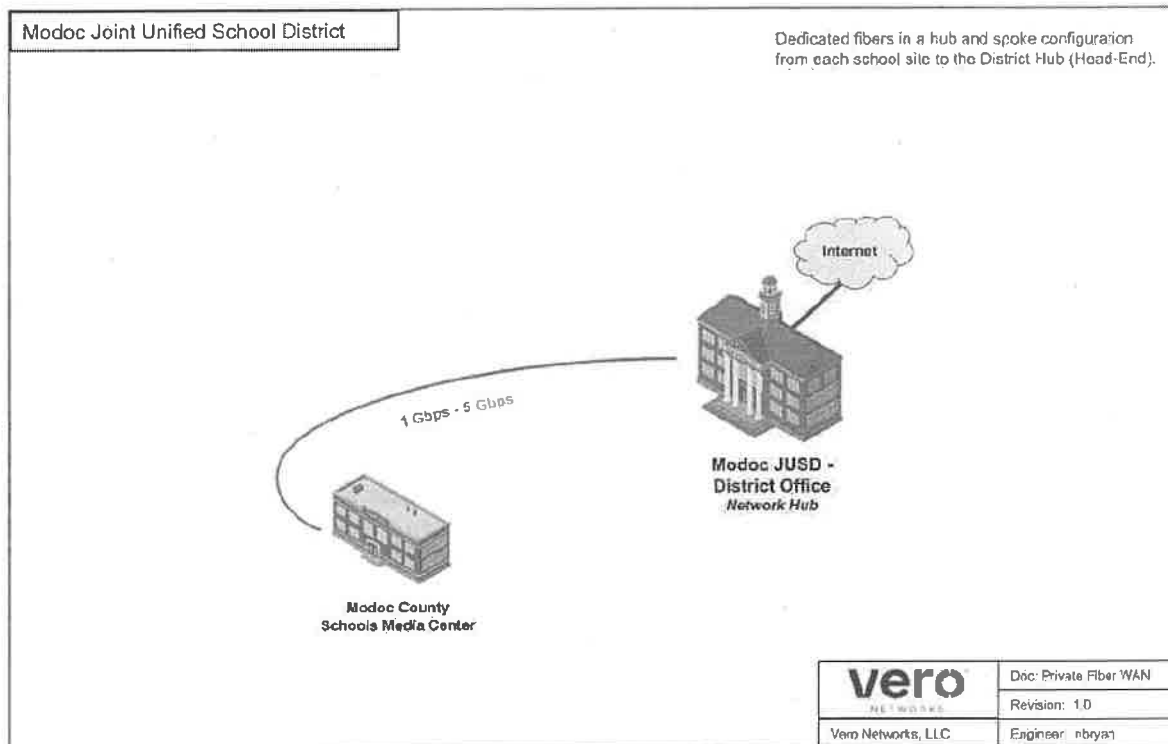
Examples of L3 functions are Packet forwarding, Routing, and managing QoS.



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Network Design

Our design offers the most scalable and reliable network in the market today.



- Dedicated fibers in a hub and spoke configuration from each school site to the District Hub (Head-End)
- Maximum Total Bandwidth at Hub Site: 5 Gbps
- Maximum Bandwidth at each Site: 5 Gbps

Additional HUB Sites

Vero offers the option for the District to add an additional hub site with another internet connection to their network. Having multiple internet connections protects the District from outages from the Internet Access provider, equipment failure and facility outages such as power failures. This optional configuration can be added at any time during the contract term.



Circuit Specifications

Site	Hub Site	Suggested Speed	Maximum Speed*	Fiber Count
Modoc County Schools Media Center	Modoc JUSD - District Office	10 Gbps	100 Gbps	12 Fibers

- Upgrades up to 100 Gbps at no additional charge. 100 Gbps is used for illustrative purposes given limitations of most WAN equipment today.



Network Physical Routes

Visit www.VeroFiber.com/map.html Enter map code 84-17060





100% Service Performance Guarantee

Our network is so well designed that we offer a 99.999% uptime guarantee.

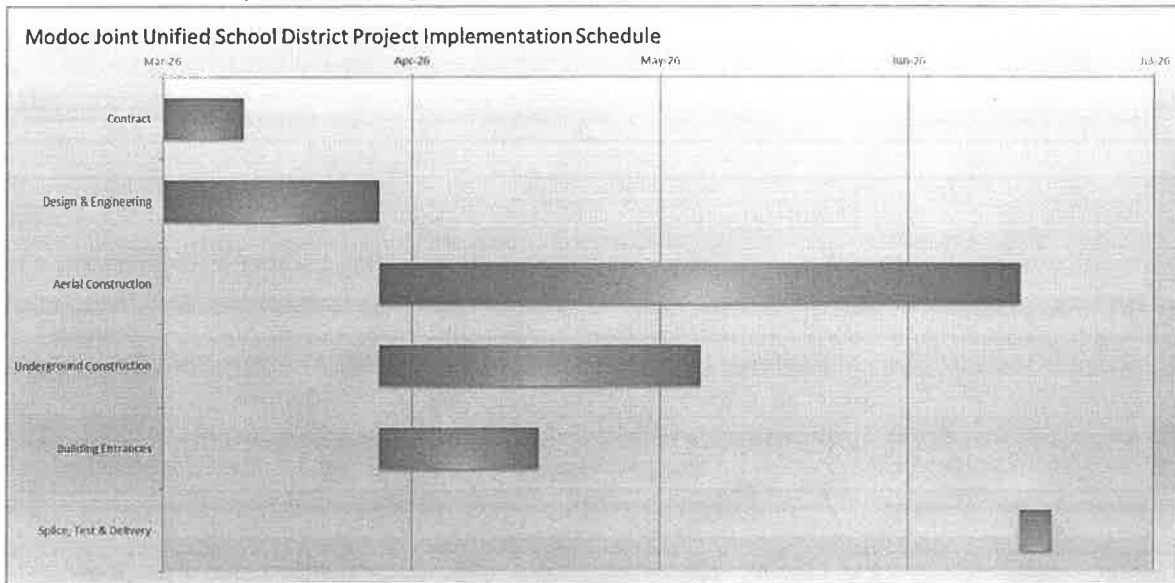
Network Statistic	VERO Fiber Networks Service Performance Guarantee
Availability	99.999% Uptime Vero proposes a custom built network that is designed for maximum uptime and performance. Vero's design is hyper efficient both in terms of network path as well as points of failure.
Latency	<2 ms per link Amazingly fast because the Vero solution doesn't add unnecessary physical network distance or equipment; latency is only limited by the speed of light through fiber.
Packet Loss	Virtually Zero (<0.25%) Packet loss is most often experienced in congested networks (content is arriving at a greater rate than it can be sent by a router). Vero provides home run circuits from the head-end location to each end site location so there are no areas that are subject to bottleneck situations.
Jitter	Virtually Zero (<1ms) Jitter is caused when some packets are queued or delayed in the network while others are not. The Vero solution provides the full channel bandwidth and no queuing will ever be introduced as the District gets its own dedicated fiber paths.
Throughput	Full Rate Because there are no shared or common elements in the Vero solution, the District gets the full bandwidth it has ordered. 10G ordered = 10G delivered at all times.
SLA Remedies	100% Guaranteed Failure to meet relevant SLAs above will result in a credit equal to 100% of the month's MRC associated with the impacted link.

Implementation Plan

This section provides an overarching vision of our approach to Fiber Network Construction and the District's involvement.

Timeline

Vero will be constructing a new fiber optic network for Modoc Joint Unified School District and we expect the project will be complete by July 1, 2026.



Implementation Detail

You might be thinking that a construction project is complicated, time consuming, and full of challenges. We want to assure you that Vero specializes in constructing and operating new Private Fiber Networks and we are up for the challenge. A project of this nature might surprise you how quickly it can be completed and how long the District will be able to benefit from this work.

Project Ownership. Vero will completely own the entire project from start to finish with no involvement needed from the District other than when we are constructing facilities on the District's property.

Frequent Status Updates. We will provide a weekly report detailing the project progress and ask for meetings when we need the District's engagement. Of course, we welcome the opportunity to keep you informed via progress meetings as desired. We recommend weekly meetings as we approach the end of the project to coordinate activation with the District.



Four Phases of Deployment

- **Network Design**
 - Field study to inform engineering
 - Meeting with municipalities about upcoming projects
 - Engineering and filing for permits
 - Obtaining special permits and Rights of Way (DOT, railroads, bridges)
- **Construction**
 - Underground construction
 - Building entries
 - Aerial construction
 - Special crossings (railroads, bridges, interstates)
- **Fiber Installation**
 - Fiber placement
 - Fiber splicing
 - Testing/turn-up
- **Launch**
 - Equipment installation and testing
 - System activation

Project Phases Detail

Phase 1 - Network Design

Engineering. During this phase, we will survey the entire route and optimize the route design for latency and speed of deployment. From this survey, the team will determine routing and complete aerial and underground engineering in preparation for the application/permit submittal process and construction. We will also conduct site visits to each school location to confirm building entrances and internal requirements. At this stage, we also identify all long lead time segments such as DOT, water, and railroad crossings and prioritize those segments in the process.

Permitting. As a public utility provider, we will submit permits to all of the necessary Right of Way (ROW) authorities such as cities, counties and highway departments. In addition, we will apply for any long lead time permits early in the process, such as Railroads and Water crossings.

Phase 2 - Construction

Underground. Vero's preference is to build as much of the network as possible underground. Vero will obtain all necessary ROW agreements, traffic control, and other



special permits for completing underground construction. We will commence placement of conduit and fiber in the approved ROW as soon as permits are secured.

Building Entrances. Vero Fiber Networks will complete construction of building entrances on the District's private property at a time that best suits the operational needs of the District, typically after hours, on weekends, and during school breaks. When available Vero will use existing telecommunications entrances to the building to minimize disruption to school property.

Aerial. Where underground construction is not permissible or feasible, Vero will obtain necessary pole attachment agreements that include "make ready" requirements for attaching fiber optic cables to the poles. In some cases, a secondary pole attachment agreement with a local phone service provider or Cable TV company may be required. During the make ready phase, we will complete any pole load/reinforcement modifications and coordinate with existing pole tenants as to timing of fiber placement. Once the make ready is complete in accordance with the pole attachment agreement(s), we will place fiber on the designated running lines.

Phase 3 - Fiber Installation

Fiber Placement and Splicing. After the conduit is placed, fiber is pulled through the conduit using mule tape. Fiber is then fusion spliced at intersection points and enclosed in a splice case. At the end of fiber cables connections are also made using fusion splices and splice enclosures.

Testing. Upon completion of the fiber placement, all fiber connections will be spliced and each segment will be fully tested (bi-directional OTDR testing), i.e., the endpoint user equipment at the end locations will be installed and tested back to the head-end site and vice versa to ensure the integrity and ability of the completed fiber link to deliver the intended services.

Phase 4 - Launch

System Activation. Existing services will be replaced on a per site basis once the head-end location is operational and all OTDR and equipment testing is complete. A "cut over" time will be established with the District for each site as it comes online. The 'turn up time,' once advance work has been completed, is literally minutes as we work with the District to remove the current WAN to LAN connection and replace it with the new WAN connection and jumper.

Vero's network engineers are available to assist the District with configuration changes to the District's equipment.



Vero Fiber Networks will work with the District to minimize interruption with normal school hours and to perform this work after hours or on weekends if so desired by the District.

Project Management Process and Tools

Our project management process and technology streamlines communication and de-risks project schedules by highlighting issues & corrective actions before they cause delay.

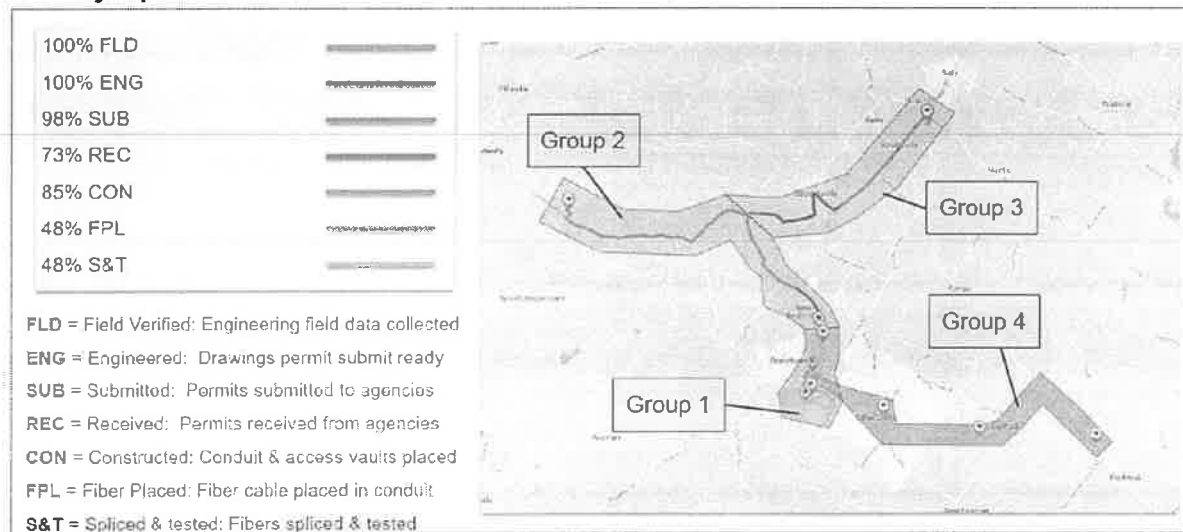
Vero Fiber Networks uses custom developed cloud-based project management tools to manage fiber network deployments. The application is centered around the fiber routes and necessary permits and construction details for each route.

As the project progresses, the information is updated real-time in the system and the progress is visually represented on the map. All of the information is also broken down into footage and percentage complete and summarized in table format.

Project milestones, tasks, issues, and all vendor updates are managed in real-time through our cloud platform. Our project management process and technology streamlines communication and de-risks project schedules by highlighting issues & corrective actions before they cause delay.

Below is an example of the weekly updates and segment milestones report.

Weekly Update



Segment Milestones

Segment Group 2	Footage	FL %	FLD	FLD %	ENG	ENG %	SUB	SUB %	REC	REC %	CON	CON %
City	5,589	48.29 %	5,589	100.00 %	5,589	100.00 %	5,589	100.00 %	0	0.00 %	0	0.00 %
County	3,652	31.55 %	3,652	100.00 %	3,652	100.00 %	3,652	100.00 %	3,652	100.00 %	3,652	100.00 %
Private Property	2,333	20.16 %	2,333	100.00 %	2,333	100.00 %	2,333	100.00 %	1,864	79.90 %	229	9.69 %
Total	11,574		11,574	100.00 %	11,574	100.00 %	11,574	100.00 %	5,516	47.66 %	3,878	33.51 %



Pricing Considerations

Vero prices its service to be the industry leader at any capacity.

The Universal Service Administrative Company requires applicants to evaluate proposals and use price as the primary factor.

When comparing the cost-effectiveness of the fiber service offerings, the expected useful life of the asset is a key consideration when comparing the combined upfront and recurring costs.

In order to compare the cost-effectiveness of fiber service offerings, it is critical to calculate the total costs over the useful life of the service. A new fiber network is expected to have a lifetime of 20 years or more. Given the long useful life and ability to upgrade a private fiber network, applicants should determine a defensible period of time for comparison.

Determining cost per unit: Applicants should determine cost per megabit based upon the actual maximum throughput. For example, a service provider is proposing ten 1 Gig circuits from the remote sites with 5 Gig handoff at the hub site for \$2,000 a month, the price per megabit is \$0.40 ($\$2,000 / 5,000 \text{ bits} = \0.40).

In this case, because Vero includes any speed for the same price, we will use the industry standard of 10 Gigs. Vero's pricing would be for ten 10 Gig circuits with 100 Gig handoff at \$2,000 per month. Vero's price per megabit would be \$0.02 ($\$2,000 / 100,000 \text{ bits} = \0.02). Using this example, the Applicant could normalize the costs to get a true comparison.

Applicants should then identify a specific and comprehensive total cost for each of the responsive proposals received.

Once that is done, applicants should divide the total cost for each option by the number of years in their comparison period to determine annual cost. Compare that annual cost against the annual cost of other responsive proposals received over the duration of the defensible time period. From this comparison, applicants should provide documentation of their findings to their reviewer via EPC with a narrative that summarizes the logic of the comparison. Presenting comprehensive comparison data is an important piece of the cost-effectiveness review process. By providing detailed information it helps the reviewers assess the validity of the cost-effectiveness of a solution more efficiently.



Finally, applicants should score on an apples to apples basis. They should be prepared to explain any assumptions made, such as how they set their comparison period, and cost for Network Equipment for leased dark fiber or self-provisioned fiber and any equipment refresh needs.



Pricing: Leased Lit Fiber

Speed: 1-5 Gbps per location

Below you'll find the total monthly price for all of your requested locations.

Option 1: 3 Year

	Special Construction	Monthly
Total Charges	\$ 0	\$ 4,990
E-Rate Discount (80%)	\$ -	\$ 3,992
After E-Rate Discount(s)	\$ -	\$ 998

*Lowest Corresponding Price (LCP)**

Includes voluntary renewal options

Option 2: 5 Year

	Special Construction	Monthly
Total Charges	\$ 0	\$ 4,790
E-Rate Discount (80%)	\$ -	\$ 3,832
After E-Rate Discount(s)	\$ -	\$ 958

*Lowest Corresponding Price (LCP)**

Includes voluntary renewal options

* Lowest Corresponding Pricing (LCP) above is for a Private Fiber Network solution including dedicated fibers in a home run configuration from the District Hub to each school/end site. All school laterals are constructed with at least 12 fibers to simplify future expansion. Additionally, the District can upgrade at any time to a faster speed for no additional monthly cost. Such upgrades shall not require a contract extension.

* Voluntary renewals are at the District's sole discretion and are intended to provide guaranteed costs with unlimited bandwidth for the next 20 years.

* Taxes and fees are not included in the above monthly price. Taxes will be minimized as much as possible in coordination with the District.

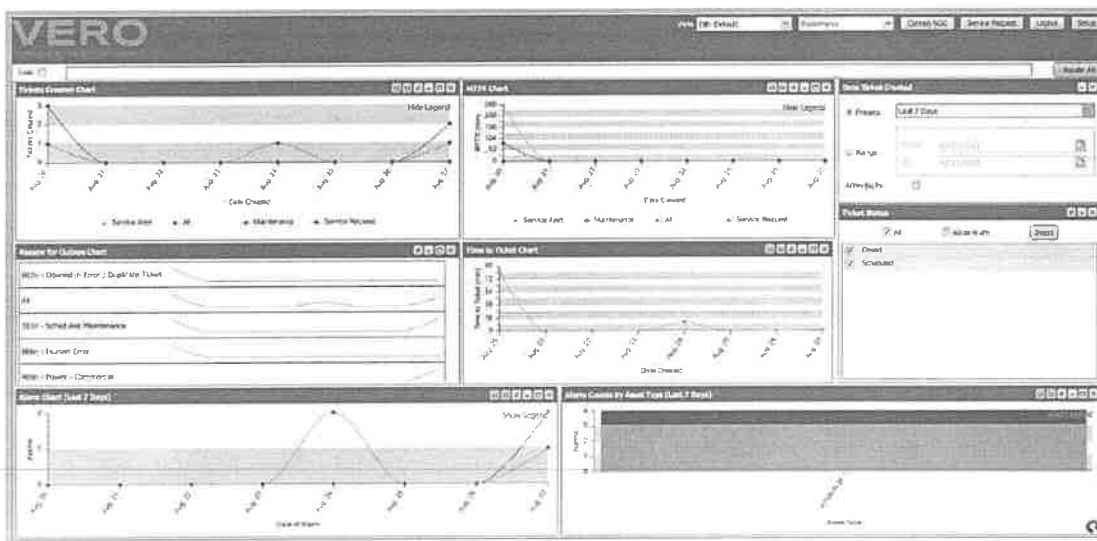
Operations and Maintenance

Our around the clock NOC ensures your network is actively managed.

Network Operations Center (NOC)

Vero's NOC monitors a wide array of metrics to ensure our networks are providing a flawless experience for our school district customers. The NOC provides proactive monitoring and is available 24x7x365 to address network concerns.

We provide a few samples of the metrics our NOC monitors.



NOC Dashboard - used for day-to-day monitoring of network health.

The screenshot displays the VERO NOC Ticket Summary table, which provides a detailed view of network issues and their resolution status.

Ticket ID	Status	Location	Time	Description
10000001	Open	School	2018-08-14 10:00:00	Network connectivity issues in Room 101.
10000002	Open	School	2018-08-14 10:05:00	Network connectivity issues in Room 102.
10000003	Open	School	2018-08-14 10:10:00	Network connectivity issues in Room 103.
10000004	Open	School	2018-08-14 10:15:00	Network connectivity issues in Room 104.
10000005	Open	School	2018-08-14 10:20:00	Network connectivity issues in Room 105.
10000006	Open	School	2018-08-14 10:25:00	Network connectivity issues in Room 106.
10000007	Open	School	2018-08-14 10:30:00	Network connectivity issues in Room 107.
10000008	Open	School	2018-08-14 10:35:00	Network connectivity issues in Room 108.
10000009	Open	School	2018-08-14 10:40:00	Network connectivity issues in Room 109.
10000010	Open	School	2018-08-14 10:45:00	Network connectivity issues in Room 110.
10000011	Open	School	2018-08-14 10:50:00	Network connectivity issues in Room 111.
10000012	Open	School	2018-08-14 10:55:00	Network connectivity issues in Room 112.
10000013	Open	School	2018-08-14 11:00:00	Network connectivity issues in Room 113.
10000014	Open	School	2018-08-14 11:05:00	Network connectivity issues in Room 114.
10000015	Open	School	2018-08-14 11:10:00	Network connectivity issues in Room 115.
10000016	Open	School	2018-08-14 11:15:00	Network connectivity issues in Room 116.
10000017	Open	School	2018-08-14 11:20:00	Network connectivity issues in Room 117.
10000018	Open	School	2018-08-14 11:25:00	Network connectivity issues in Room 118.
10000019	Open	School	2018-08-14 11:30:00	Network connectivity issues in Room 119.
10000020	Open	School	2018-08-14 11:35:00	Network connectivity issues in Room 120.

NOC Ticket Summary - used to understand trends and to diagnose and eliminate issues.

VERO
FIBER NETWORKS

Incident Detail

Update Incident

Title:
Vero Networks - ALM Firmware Update - 8/29/18 11:00 AM - 12:00 PM CDT - Lake County, CO

Ticket Number:
98-451457

Date/Time Submitted:
2018-08-27 09:19:10

Submitter:
noc_default

Asset Name:

Location:
Vero_Networks

Status:
Scheduled

Date/Time Last Edit:
2018-08-27 09:29:00

Date/Time of Alarm:

IP Address:

Service List:

2018-08-27 09:29:00 zmarkowski
Status : Unresolved
Maintenance Summary : Vero Networks - ALM Firmware Update - 8/29/18 11:00 AM - 12:00 PM CDT - Lake County, CO
Update : Set date/time for this maintenance activity.
Next Steps : Deferring until maintenance window

NOC Ticket Detail - used to manage individual issues for rapid repair and provide updates.



Priority Trouble Reporting

Unlike large, national companies serving 100,000+ of customers, Vero will never route your technical support call through offshore call centers repeatedly asking you to upgrade and reboot all your devices. At Vero, you are speaking to a true network Engineer within a matter of minutes who is working to isolate the trouble and dispatch technicians as quickly as possible.

Vero's Network Operation Center is available 24x7x365.

Executive Contact List for Priority Customers

Your satisfaction is our primary goal. Please use the following list of contacts to bring any concerns to our attention.

ESCALATION POINT OF CONTACT	DIRECT PHONE NUMBER
Direct Tier 2 Network Operations Center	1-800-691-VERO (8376) Option 3
Network Operations Manager	Chris Rogers / 918-218-9100
Director - Network Operations	Ken Korte / 630-808-7081
COO	Kevin Milne / 719-648-5459
CEO	Pamela Moore / 720-270-4926



Included Operations and Maintenance Procedures

As part of the pricing included in this proposal, all of the following operations and maintenance procedures are provided at ZERO incremental cost to the District.

Vero will work with Modoc Joint Unified School District to minimize interruptions during normal school hours and to perform maintenance after hours or on weekends at the District's request.

24x7x365 Network Operations Center

Vero's Network Operations Center is available 24x7x365 to address network concerns. NOC contact information will be provided.

Local Sparing of Network Modules

In the unlikely event of a module failure, we will spare additional module units at the District's hub location to enable replacement units to be swapped in quickly.

Emergency Maintenance SLA of Two Hours

Outside plant failures, while rare, are treated on an individual case basis due to the complexity and multiple non-Vero controlled factors (i.e., storms, pole damage, cable cuts, accidents). Our emergency maintenance service level agreement (SLA) guarantees that our locally-based Outside Plant (OSP) contractors will be on-site within 2 hours. We guarantee availability of WAN services will exceed 99.999% uptime.

vero NETWORKS

Summary

We challenge you to compare the status quo with upgrading to the benefits of a Vero Private Fiber Networks.

Experience

The Vero Fiber Networks team has extensive experience building and operating Private Fiber Networks and working through the complexities of the E-Rate process. Further, the team has spent the majority of their careers supporting customers running mission critical applications (e.g. financial services, hospitals, trading and brokerage firms and the largest wireless carriers). Downtime for these firms can result in lost customers, lost revenue and major business disruptions. As such, service availability is a key part of our operational DNA.



Forever Network

Vero is confident that a Private Fiber Network will support Modoc Joint Unified School District's connectivity needs for many decades to come. So much so that we will commit to any and all speed upgrades throughout the contract for no additional cost AND provide a money back guarantee that our service will be 100% available without interruption or it's free.



Contact Us!

Please reach out to us to learn more about our company, our services and experience supporting school districts just like Modoc Joint Unified School District.





Sample Service Agreement

SERVICES AGREEMENT

This Master Service Agreement, along with all Attachments ("**Agreement**") is made effective as of _____, 20____ ("**Effective Date**") by and between Vero Fiber Networks, LLC, a Colorado limited liability company, and its affiliates and subsidiaries with an address of 1023 Walnut Street, Boulder, CO 80302 ("**Vero**") and _____, with an address of _____ ("**Customer**"). Each may be referred to herein as a "**Party**" and collectively as the "**Parties**."

ARTICLE 1 - GENERAL

1.1 Agreement Structure. The purpose of this Agreement is to provide general terms, conditions and a framework within which Customer may from time to time purchase certain telecommunications and related infrastructure services ("**Services**") from Vero for its use. Additional terms and conditions that apply to each type of Service are set forth in the attached service description (each a "**Service Description**"). This Agreement, the applicable Service Descriptions and Service Orders (as defined in Section 1.2 below) and any other attachments are hereby incorporated herein and shall collectively be referred to as the "**Agreement**."

1.2 Orders for Services. Customer may request Vero to provide a Service by submitting a service order in a form provided by Vero from time to time ("**Service Order**") in accordance with the procedures set forth in this Agreement. Customer acknowledges and agrees that Customer is solely responsible for the accuracy of all Service Orders and other information that it provides to Vero. Each accepted Service Order shall incorporate by reference, and shall be subject to, the terms and conditions of this Agreement and the applicable Service Description. All Service Orders shall be subject to availability and acceptance by Vero. Customer may add Locations to an existing Service Order upon approval by Vero.

ARTICLE 2 - PAYMENT TERMS

2.1 Billing Commencement. Vero may commence billing and Customer shall be liable for payment for Services upon the Service Activation Date.

2.2 Invoicing and Payment Terms. The Service Order shall set forth the Non-Recurring and Recurring Charges. The Recurring Charge shall be the recurring fee for the Service. The Recurring Charge may be specified as a Monthly Recurring Charge ("MRC"), a Quarterly Recurring Charge ("QRC") or an Annual Recurring Charge ("ARC"). The Non-Recurring and Recurring Charges, plus any other amounts due, are payable in full within thirty (30) days from date of invoice ("**Due Date**"). Invoice amounts not paid on or before the Due Date shall bear interest at the rate of one and one-half percent (1.5%) per month or the highest lawful rate, whichever is lower.

2.3 Invoice Disputes. To the extent that Customer disputes any portion of an invoice, Customer shall notify Vero in writing and provide detailed documentation supporting its dispute within forty-five (45) days of the invoice date or the Customer's right to any billing adjustment shall be waived. In the event of a billing dispute, Customer shall timely pay all undisputed amounts. If the dispute is resolved against Customer, Customer shall immediately pay such amounts due.

ARTICLE 3 - TERM AND RENEWAL

3.1 Term. The Term of this Agreement shall continue so long as there is an effective Service Order. The term of each Service Order shall commence on the Service Activation Date for such Service and continue for the period of time specified in that Service Order. Any renewal term options shall be as set forth in the Service Order. Following expiration of any Term or Renewal Term, the Service Order shall automatically renew for one (1) month periods (collectively, the "**Service Term**") until terminated by either Party upon at least ninety (90) days prior written notice.



3.2 Deferred Capital Fee.

Each agreement signed by the Customer pursuant to this Agreement shall contain a requirement for Customer to reimburse Vero's unrecovered Costs should the Customer elect to terminate the contract prior to the end of the Initial Term (the "Deferred Capital Fee.") The Deferred Capital Fee shall be paid in addition to any amounts due under the agreement through the date of termination. The Deferred Capital Fee shall be based on the pricing option selected by the Customer and shall be calculated as follows:

If the Service Order is terminated in this month of the initial Term:	The Deferred Capital Fee is:
Month 0-12	
Month 13-24	
Month 25-36	
Month 37-48	
Month 49-60	

ARTICLE 4 - SERVICE REQUESTS AND DELIVERY

4.1 Service Order Acceptance. Vero may accept or reject any submitted Service Order in its sole discretion. Unless otherwise provided in the Agreement, Customer's obligations specified in an accepted Service Order are non-cancellable.

4.2 Service Activation. After Vero has determined that the Service conforms to the relevant Service Specifications (including power and OTDR testing to verify performance within industry standard for calculated budget loss), Vero will notify Customer that the Service is delivered, meets the related Service Specifications and is available for use by Customer ("Service Activation Notice"). The "Service Activation Date" shall be the earlier of (i) the date on which Customer begins using the Service for any purpose other than testing or (ii) the date that Vero has sent the Service Activation Notice to Customer. Customer shall have two (2) days in which to notify Vero that it is rejecting the Service that does not meet the Service Specifications. If Customer has notified Vero within such two (2) day period that the Service does not meet the Service Specifications, and provided that such notification is legitimate, then Vero shall take such steps reasonably necessary to cause the Service to meet the Service Specifications, at which time Vero shall issue a new Service Activation Notice and the acceptance process above shall be repeated. Customer's failure or delay to test the Service or failure or delay to utilize the Service on or after the Service Activation Notice date shall not prevent Vero from billing Customer for the Service. The billing of any recurring charges shall begin on the Service Activation Date and continue throughout the Service Term.

4.3 Incrementally Delivered Locations. Unless otherwise specified in a Service Order, Vero may incrementally deliver individual Locations, when ready and may charge a proportionate share of the MRC for any Locations delivered prior to all Locations being delivered. "Location" shall mean each individual Customer building (or other location) to which Vero is providing Service.

ARTICLE 5 – EQUIPMENT AND INSTALLATION

5.1 Access and Customer Premises Obligations. In support of Vero meeting the Estimated Delivery Date, Customer specifically acknowledges that Customer is responsible for all work and Costs on the premise side of each Demarcation Point, including technically compatible cross-connections. "Demarcation Point" is the network interface point specified on a Service Order where Vero hands off Service to Customer. Customer shall be responsible for providing any needed easement for, securing all rights and paying all costs associated with building access, occupancy, and any other fees related to terminating Vero's fiber in the Customer's premises and otherwise conducting typical telecommunication operations at the premises ("Customer Requirements").



5.2 Vero Facilities. Vero, or its agent, may provide, install, maintain, repair, operate and control Vero's, conduit, fiber optic cable, fiber termination panels or any other equipment ("**Vero Facilities**"). Customer shall be liable for any loss of or damage to Vero Facilities caused by Customer's negligence, intentional acts, or unauthorized maintenance and shall reimburse Vero for the same. If, on responding to a Customer initiated service call, Vero reasonably determines that the cause of the service deficiency was a failure, malfunction or the inadequacy of facilities or equipment other than Vero Facilities, Customer shall compensate Vero for actual time and materials expended during the service call and for any work performed by Vero on non-Vero facilities.

ARTICLE 6 – USE OF SERVICE

6.1 Subject to the limitations set forth in this Schedule, Customer shall use the Service solely for lawful purposes. In no event whatsoever shall Customer directly or indirectly transfer, sell, assign, swap, exchange, lease, sublease, license, sublicense, resell or grant indefeasible or other rights of use in or to all or any part of the optical fiber strands as "dark fiber" as such term is commonly understood in the telecommunications industry. A violation of this provision shall be a material default and shall subject Customer to immediate termination.

6.2 Except as expressly set forth herein, the lease does not include the right of Customer to own, control, access, maintain, splice, adjust, align, cut, modify or revise any portion of the Vero network. Customer will not install any equipment to be used with the Service that damages or interferes with Vero network.

ARTICLE 7 - DEFAULT; SUSPENSION OF SERVICE

7.1 Customer Default.

7.1.1 Customer is in default of this Agreement if Customer (a) fails to cure any monetary breach within ten (10) days of receiving notice of the breach from Vero; or (b) fails to cure any non-monetary breach of any terms of the agreement within thirty (30) days of receiving notice of the breach from Vero (each such event shall be a "**Customer Default**").

7.1.2 In the event of a Customer Default, Vero may suspend Services to Customer until Customer remedies the Customer Default, or Vero may terminate this Agreement and/or any or all of the Services being provided hereunder. Vero may at its sole option, but without any obligation, cure a non-monetary breach at Customer's expense at any point and invoice Customer for the same. These remedies are in addition to and not a substitute for all other remedies contained in this Agreement or available to Vero at law or in equity.

7.2 Vero Default.

7.2.1 Vero is in default of this Agreement if Vero fails to cure any non-monetary breach of any material term of this Agreement within thirty (30) days of receiving written notice of the breach from Customer ("**Vero Default**"); provided, however, that Customer expressly acknowledges that Service related failure or degradation in performance is not subject to a claim of Vero Default. Customer's sole and exclusive remedy for any failure of Service shall be as set forth in the attached Service Level Agreement.

ARTICLE 8 – TAXES AND OTHER FEES AND SURCHARGES

All charges for the Services are exclusive of any taxes and other fees and surcharges (as defined below). Except for taxes based on Vero's net income, Customer shall be responsible for payment of all applicable taxes that arise in any jurisdiction, including, without limitation, property taxes, value added, consumption, sales, use, gross receipts, excise, access and bypass ("**Taxes**"). Customer shall also be responsible for any property tax surcharges, additional government fees (including without limitation USF, Federal and State regulatory fees), franchise fees, rights of way



fees or charges, license or permit fees, and any other duties, fees, charges or surcharges imposed on incident to, or based upon the provision, sale, or use of the Services ("**Other Fees and Surcharges**"). If applicable to the Services being purchased by Customer, such Other Fees and Surcharges will be listed on Customer's Invoice. If Customer is entitled to an exemption from any of the Taxes or Other Fees and Surcharges, Customer is responsible for presenting Vero with a valid exemption certificate (in a form reasonably acceptable to Vero). Certain taxes and fees paid by Vero, such as property taxes on the network, are not eligible for exemption. Vero will give effect to any valid exemption certificate provided in accordance with the foregoing sentence to the extent it applies to any Service billed by Vero to Customer following Vero's receipt of such exemption certificate.

ARTICLE 9 - LIMITATION OF LIABILITY

9.1 General Limitations. To the extent allowed by law, Vero shall enjoy any statutory protections granted to utility providers and shall not be liable for injury to or death of any person and for damage to or loss of any property arising out of or attributable to its operations and performance under this Agreement. Vero's total liability for any and all causes and claims whether based in contract, warranty, negligence or otherwise shall be limited to the lesser of (i) the actual direct damages sustained by Customer; or (ii) an amount equivalent to the total MRC received by Vero from Customer over the preceding three (3) months for the Service affected. Excluding payments due under any Service Order that have not been paid, no cause of action under any theory which accrued more than one (1) year prior to the filing of a complaint alleging such cause of action may be asserted by either Party against the other Party.

9.2 Special Damages. EXCEPT FOR A PARTY'S INDEMNIFICATION OBLIGATIONS SET FORTH BELOW IN ARTICLE 10 AND EXCEPT FOR CLAIMS ARISING FROM A PARTY'S INTENTIONAL MISCONDUCT, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES WHATSOEVER, ARISING OUT OF, OR IN CONNECTION WITH, THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO, LOST PROFITS, LOST REVENUE, LOSS OF GOODWILL, LOSS OF ANTICIPATED SAVINGS, LOSS OF DATA, INCURRED OR SUFFERED BY EITHER PARTY, WHETHER IN AN ACTION IN CONTRACT OR TORT, EVEN IF THE OTHER PARTY OR ANY OTHER PERSON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT AS EXPRESSLY SET FORTH IN THE AGREEMENT, VERO MAKES NO WARRANTY, EXPRESS, IMPLIED, STATUTORY OR OTHERWISE AS TO THE DESCRIPTION, QUALITY, MERCHANTABILITY, COMPLETENESS OR FITNESS FOR ANY PARTICULAR PURPOSE OR USE OF THE SERVICE, LOCAL ACCESS OR ANY OTHER MATTER, AND ANY SUCH WARRANTIES ARE HEREBY EXCLUDED AND DISCLAIMED.

9.3 No Liability for Certain Actions. Vero is not responsible for the content of any information transmitted or received through the Services. Other than as expressly stated herein, Customer shall be solely responsible for the security and confidentiality of information it transmits using a Service. Vero exercises no control over, and accepts no responsibility for, the content of the information passing through its network, or Customer equipment, and use of any such Service is at Customer's own risk.

ARTICLE 10 - INDEMNIFICATION

10.1 Indemnification. Each Party shall indemnify, defend and hold harmless ("**Indemnifying Party**") the other Party, its directors, officers, employees, and agents, successors and assigns ("**Indemnified Party**"), from all damages, costs, expenses and liabilities, including reasonable attorney's fees and disbursements, sustained in any action commenced by any third party in connection with the Indemnifying Party's performance of, or failure to perform, its obligations and duties under this Agreement except for those damages, costs, expenses and liabilities arising from the negligence or willful misconduct of the Indemnified Party; provided, however, that Vero is not obligated to indemnify Customer, and Customer shall defend and indemnify Vero hereunder, for any claims by any third party, including end users, arising from services provided by Customer that incorporate any of the Services including but not limited to (a) violation of any applicable law by end users; (b) damage to property or personal injury (including death) arising out of the acts or omissions of end users; (c) termination or suspension of Services of Customer or end users, due to a Customer Default; or (d) claims by a third party, including without limitation end users, arising out of or related to the use or misuse of any Service.



10.2 Indemnification Procedures. The Indemnified Party shall promptly notify the Indemnifying Party in writing of any such suit or claim and shall take such action as may be necessary to avoid default or other adverse consequences in connection with such claim. The Indemnifying Party shall have the right to select counsel and to control the defense and settlement of such claim; provided, however, that the Indemnified Party shall be entitled to participate in the defense of such claim and to employ counsel at its own expense to assist in handling the claim, and provided further, that the Indemnifying Party shall not take any action in defense or settlement of the claim that would negatively impact the Indemnified Party. The Indemnified Party shall provide cooperation and participation of its personnel as required for the defense at the cost and expense of the Indemnifying Party.

ARTICLE 11 - FORCE MAJEURE

Neither Party shall be liable for any failure of performance hereunder due to causes beyond its reasonable control including, but not limited to, acts of third parties not under the direction or actual control of the Party delayed or unable to perform including, but not limited to, acts of God, fire, explosion, third party actions, flood, storm, or other similar catastrophe, any law, order, regulation, direction, action, request or failure to act of the government, or any department, agency, commission, court, or bureau of a government, or any civil or military authority, national emergency, insurrection, riot, war, strike, lockout, or work stoppage (each, a "**Force Majeure Event**"). The Party claiming relief under this Section shall promptly notify the other Party of the occurrence or existence of the Force Majeure Event and of the termination of such event.

ARTICLE 12 - MISCELLANEOUS PROVISIONS

12.1 Subject to Laws. This Agreement is subject to all applicable federal, state and local laws, and regulations, rulings and orders of governmental agencies, including, but not limited to, the Communications Act of 1934, as amended, the Telecommunications Act of 1996, the Rules and Regulations of the Federal Communications Commission ("**FCC**"), Vero's applicable tariffs, if any, and the obtaining and continuance of any required approval or authorization of the FCC or any governmental body. Either Party may terminate its obligations under this Agreement and/or a Service Description and/or a Service Order without liability if ordered to do so by the final order or ruling of a court or other governmental agency or if such order or ruling would make it impossible for either Party to carry out its obligations under this Agreement.

12.2 Governing Law. This Agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by the laws of the State of Colorado.

12.3 Relationship of Parties. This Agreement does not create a partnership, joint venture or agency relationship between the Vero and Customer. Neither Party shall have any authority to bind the other Party to any agreement, understanding or other instrument, in any manner whatsoever.

12.4 Notices. Notices under this Agreement shall be in writing and delivered by certified mail, return receipt requested, or by nationally recognized courier to the persons whose names and business addresses appear below, and such notice shall be effective on the date of receipt, or refusal of delivery, by the receiving Party. **If Customer is disconnecting Service(s) for any reason, it also must deliver notice to Vero by email to "disco@veronetworks.com"**

If to Vero:	If to Customer:
Vero Fiber Networks, LLC	
Attn: Chief Legal Officer	
P.O. Box #1110	
Boulder, CO 80306	



12.5 No Third Party Beneficiaries. The representations, warranties, covenants and agreements of the Parties set forth herein are not intended for, nor shall they be for the benefit of or enforceable by, any third party or person not a Party hereto.

12.6 Entire Agreement. This Agreement and each Attachment constitutes the entire understanding between the Parties relating to the rights, duties and obligations granted and assumed herein. Any prior agreements, promises, negotiations or representations regarding the subject matter hereof are of no force or effect. No alteration or variation of the terms of any provision shall be valid unless made in writing and signed by a duly authorized representative of Vero and the Customer. In the event that any one or more of the provisions of this Agreement shall for any reason be held to be invalid or unenforceable, the remaining provisions of this Agreement shall be unimpaired, and shall remain in effect and be binding upon the Parties. No course of dealing between the Parties and no failure to exercise any right hereunder shall be construed as a waiver of any provision hereof.

12.7 Counterparts/Electronic Signatures. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Vero Fiber Networks, LLC			
Signature:		Signature:	
Name:		Name:	
Title:		Title:	

ATTACHMENT 1

SERVICE DESCRIPTIONS AND SERVICE LEVEL AGREEMENT

LEASED DARK FIBER SERVICES DESCRIPTION

A fiber-based Service where Vero owns and operates telecommunications facilities and is in the business of leasing dark fiber optic strands within the Vero network ("Dark Fiber"). Customer leases capacity (i.e. a specific number of fiber strands) on the Vero-owned fiber network. Customer pays Vero a non-recurring and/or recurring charge for the lease and maintenance of the Dark Fiber. As of the Service Activation Date for any Dark Fiber ordered under a Service Order, Vero agrees to lease to Customer, and Customer agrees to lease from Vero, the number of strands of Dark Fiber in the configuration described in the Service Order. Any materials, equipment, fiber optic cable and other personal property shall remain Vero's personal property even if installed to the real property of the Customer. Customer shall keep Vero's facilities and the Dark Fiber free from all liens, including but not limited to mechanics liens, and encumbrances by reason of the use of the Dark Fiber by Customer. Customer shall be responsible for obtaining and maintaining any rights or licenses required for it to lease, use, occupy or operate the Dark Fiber.

LEASED LIT FIBER SERVICES DESCRIPTION

A fiber-based broadband Service where Vero owns, maintains, lights and manages the network, and Customer pays a recurring charge to have data transported over that network. Customer is responsible for any data or other information it transmits over the network. Any materials, equipment, fiber optic cable and other personal property shall remain Vero's personal property even if installed to the real property of the Customer. Customer shall keep Vero's facilities and the network free from all liens, including but not limited to mechanics liens, and encumbrances by reason of the use of the Dark Fiber by Customer. Customer shall be responsible for obtaining and maintaining any rights or licenses required for it to lease, use, occupy or operate the network.

SERVICE LEVEL AGREEMENT

In the event of a Service Outage, other than for Force Majeure or the result of Customer's actions and/or equipment, Customer shall receive as its remedy the following Service Level Credit. The Service Level Credit in any month shall not exceed 100% of the recurring charge attributable to that month. "Service Outage" shall mean that the Service is unable to transmit data.

Service Measurement	Objective	Remedy
Availability	99.999%	100% of MRC for impacted Location
Latency	<10ms	100% of MRC for impacted Location
Mean Time to Repair a Service Outage	4 hours	100% of MRC for impacted Location



ATTACHMENT 2

Technical Support, Maintenance, Relocation & Repair Procedures

1. **Purpose.** Vero shall provide Routine Maintenance and Non-Routine Maintenance as defined in and in accordance with this Attachment. This Exhibit describes the policies and procedures Vero utilizes to monitor and maintain the Service throughout the duration of the Service Term. Vero shall ensure that the Service is maintained according to the specifications and procedures specified herein, through application of commercially reasonable and accepted industry standards and in accordance with manufacturers' specifications. The purpose and result of monitoring and maintenance shall be to maintain (in the case of routine maintenance) or restore (in the case of non-routine maintenance) the functionality of the Service. Vero reserves the right to modify these procedures as appropriate to ensure that performance specifications are achieved.
2. **Technical Support.** Vero's Network Operations Center ("NOC") oversees Service maintenance and repair and is available on a twenty-four (24) hour per day, seven (7) days per week basis (24x7). Vero utilizes only qualified personnel, office services, vehicles, and all tools and materials required for the safe and proper performance of network monitoring, maintenance procedures and emergency restoration.
3. **Routine Maintenance.** Routine Maintenance is maintenance and repairs that Vero deems necessary to ensure proper functioning of the Vero network, Vero shall perform routine and preventative maintenance, including route patrol and all cable and locate activities as a part of the local "Call Before You Dig" program. Planned network maintenance that does or does not potentially involve the disruption of functionality of the Service is also considered Routine Maintenance. The nature of such a planned Routine Maintenance activity is such that it can be pre-scheduled so as to allow notification to Customer as appropriate. The Vero NOC will generally conduct such planned Routine Maintenance outside normal working hours anytime between 12:00 AM to 6:00 AM (local time) seven (7) days a week. Vero will use commercially reasonable efforts to provide Customer with ten (10) business days prior notice of Routine Maintenance that is service affecting and five (5) business days prior notice of Routine Maintenance that is not service affecting. All maintenance other than Routine Maintenance as described above shall be deemed to be Non-Routine Maintenance.
4. **Non-Routine & Emergency Maintenance.** Non-Routine Maintenance is repair, restoration or maintenance that restores the functionality of the Services. For any Non-Routine and/or emergency Maintenance (including, but not limited to, repairs required due to cable cuts, fires, remodeling work or other acts of third parties or Force Majeure events), Customer will first use commercially reasonable efforts to determine that any disruption in the functionality of the Service is not on the Customer's side of the Demarcation Point. In the event Vero is required to respond to a perceived or actual interruption of Customer's service and it is determined that the interruption was the result of Customer's actions and/or equipment and not attributed to the failure of Vero's services, Vero reserves the right to charge the Customer the full amount of such Non-Routine Maintenance expense. After verifying that the problem is not on Customer's side of the Demarcation Point, Customer shall open a Trouble Case for Technical Support by contacting Vero Customer Support at (800) 691-8376 or submit a request at www.veronetworks.com.
5. **Fiber Optic Cable Repair & Restoration.** Following receipt of Customer's notification of a Trouble Case, Vero shall use its best efforts to respond on-site (if necessary) to the affected location(s) within two (2) hours of the initial Trouble Case, provided Vero has all necessary access to the Customer Location(s), including Customer's Premises. In the event of a cable failure, Vero shall use its best efforts to begin Service restoration within four (4) hours following identification of such failure. Vero shall use its best efforts to then restore the functionality of the Service no later than six (6) hours following initiation of restoration activities. During an outage Vero shall contact Customer on a regular basis, to update the status of restoration. Vero is responsible for ensuring that the maintenance personnel are properly trained and otherwise qualified to perform the maintenance on the Services. Customer shall procure for Vero reasonable 24x7x365 access to Customer's Location(s) for purposes of both Routine and Non-Routine Maintenance.
6. **Relocation.** Customer acknowledges and agrees that, after the Service Activation Date, Vero may be required (i) by any governmental authority under the power of eminent domain or otherwise, (ii) by the grantor or provider of any underlying right, (iii) by any other person having the authority to so require, or (iv) by the occurrence of any Force Majeure Event, to relocate a portion(s) of the Vero network.



ATTACHMENT 3

ADDITIONAL TERMS APPLICABLE TO UNIVERSAL SERVICE (E-RATE) CUSTOMERS

Customer may seek funding through the Federal Universal Service Fund program known as "E-Rate" for some or all of the Services purchased under the Agreement. E-Rate is administered by the Schools and Libraries Division ("SLD") of the Universal Service Fund Administrative Company ("USAC") (sometimes collectively or individually referred to herein as "USAC/SLD" and/or "E-Rate Program"). The Federal Communications Commission ("FCC") has promulgated regulations that govern the participation in the E-Rate Program. Both parties agree to adhere to FCC regulations as well as the rules established by SLD and USAC regarding participation in the E-Rate Program. The eligibility or ineligibility of products or services for E-Rate funding is solely the responsibility of the Customer, USAC/SLD and/or the FCC. Vero makes no representations or warranties regarding such eligibility.

1. Reimbursement of USAC/SLD. If USAC/SLD seeks reimbursement from Vero of E-Rate funds as a result of Customer's failure to comply with the E-Rate rules or regulations, including Customer delays in submitting required forms or contracts; or, if USAC/SLD determines that Service(s) that it had previously approved for discounts are not eligible and funds must be returned (other than as the result of Vero's failure to comply with the E-Rate requirements), then Customer shall reimburse Vero for any such funds Vero must return to USAC/SLD within ninety (90) days of notice from USAC/SLD seeking reimbursement. In addition, Customer agrees and acknowledges that a determination of ineligibility does not affect the obligations set forth in the Agreement, including those obligations related to payments, fees and early termination fees.

2. Requested Information. If requested, Customer will promptly provide Vero with final copies of the following E-Rate related materials (including all attachments) prepared by or for Customer: (i) Form 471 and Item 21 Attachment; if appropriate, (ii) Form 486; (iii) Form 500; (iv) Service Substitution Request; (v) Service Certification Form; and, (vi) Form 472-BEAR. If the Customer issues purchase orders, Customer shall clearly delineate between eligible and non-eligible Services on those orders.

3. Service Substitutions and Suspension of Payments. Vero will provide services and Service Components only as approved by the SLD and may suspend activities pending approval of service substitution requests. Insofar as Vero services are being reimbursed with E-Rate funds and Vero becomes aware that USAC/SLD has suspended payment resulting from a possible program rule violation or breach of the Agreement by Customer and, accordingly, suspension of services, Vero may continue Services upon execution of an agreement mutually satisfactory to both parties.

4. Non-Appropriations. By executing the Agreement and ordering Services, Customer warrants that Customer has funds appropriated and available to pay all amounts due hereunder through the end of Customer's current fiscal period. Customer further agrees to request all appropriations and funding necessary to pay for the Services for each subsequent fiscal period through the end of the Initial Term. In the event Customer is unable to obtain the necessary appropriations or funding for the Service(s), Customer may terminate the Service(s) upon the following conditions: (i) Customer has taken all actions necessary to obtain adequate appropriations or funding; (ii) despite Customer's best efforts funds have not been appropriated and are otherwise unavailable to pay for the Service(s); and (iii) Customer has negotiated in good faith with Vero to develop revised terms, an alternative payment schedule or a new agreement to accommodate Customer's budget for such Service(s). No penalty shall accrue to Customer in the event this provision is exercised, and Customer shall not be obligated or liable for any future payments due or any damages as a result of termination under this Attachment.



ATTACHMENT 4

SERVICE ORDER



Customer Name:
Customer ID:
Customer Location:

Service Order ID:
Service Order Date:
SPI or BEAR:

Vero Fiber Networks, LLC
PO Box 1110
Boulder, CO 80306
303-350-4060

Customer Info			Customer Authorized Agent Info		
Customer Name:			Name:		
Street Address:			Title:		
Street Address 2:			Phone (Primary):		
City/State:			Phone (Secondary):		
Zip:			Email:		

Product	Bandwidth/ # of Fibers	A Location	Z Location	Qty	Term (Months)	Monthly Recurring Charge	Non-Recurring Charge
Leased Lft Fiber	2G			1	60		\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
Subtotal						\$0.00	\$0.00
			Estimated Telecom Fees and Surcharges ¹			\$0.00	\$0.00
Total						\$0.00	\$0.00

Special Terms and Conditions NEW SITES: Vero will add any new future school sites or additional connection between existing sites at the same MRC per site as the ones listed above. Any NRC or special construction (if applicable) will be at the same cost per foot as the sites above. If Vero is unable to connect a new site within the MRC/NRC, and/or special construction costs, the district may file a new Form 470 to bid out those specific sites. Pricing listed is applicable to both the bandwidth described above as well as bandwidth upgrades up to 25G for the duration of the contract and any applicable renewal options. The initial start of services are contingent upon funding commitment from USAC.

Renewal Options Voluntary Renewals: _____ Renewal terms: _____
--

This Service Order is attached to and incorporated into the Master Services Agreement between Vero Fiber Networks, LLC (Vero) and Customer (the "Agreement"). The Services described in this Service Order are subject to the Terms and Conditions contained in the Agreement. In the event of any conflict between the terms and conditions in this Service Order and the Agreement, the Service Order shall control. By signing this Service Order, you represent that you are the authorized Customer representative and the information above is true and correct. This price above does not include applicable taxes, fees, or surcharges or other charges which are additional and may change. Each party may use electronic signature to sign this Service Order, provided the electronic signature method used by Customer is acceptable to Vero. "Acceptance" of this Service Order by Vero shall consist of the prior of (a) Vero's counter signature of this Service Order or (b) Vero's initiation of the Service described above at Customer's location. I acknowledge that I have read and understand the Agreement and General Terms.

Signature: _____ Print Name: _____ Title: _____ Date: _____	Vero Signature: _____ Print Name: _____ Title: _____ Date: _____
---	---

Spectrum Business

Response to Request for Proposal for Modoc Joint Unified School District

Form 470 Application Number: 260011719

Presented To:
Rachel White
Senior Advisor
113 E Azalea Drive
Long Beach, MS 39560
rachel@erateadvisors.com

Presented By:
Anthony Thompson
Vertical Major Account Executive
5835 Eastside Road
Redding, CA 96001
(530) 768-1143
anthony.thompson1@charter.com



Charter Communications Operating, LLC SPIN: 143050436

Spectrum
BUSINESS®



January 23, 2026

Rachel White
Senior Advisor
Modoc Joint Unified School District
113 E Azalea Drive
Long Beach, MS 39560
rachel@erateadvisors.com

Dear Rachel:

Spectrum Business¹ ("Spectrum") is pleased to submit the enclosed response to your Request for Proposal ("RFP") highlighting the benefits of adding network solutions to your existing services. Our response demonstrates Spectrum's ability to continue to provide network solutions that will keep Modoc Joint Unified School District on the cutting edge.

As an existing Spectrum customer, Modoc Joint Unified School District will continue to enjoy best-in-class services and be in a better position to seamlessly integrate new services into your telecommunications inventory.

Growing our partnership ensures Modoc Joint Unified School District benefit from a strong telecommunications foundation and maximizes your ability to create new opportunities and drive innovation in your community. Spectrum provides advanced broadband services to more than 16,000 schools and libraries representing over 2,500 school districts across the country, making us one of the top service providers within the E-Rate program.

Thank you for the opportunity to respond to your Request for Proposal ("RFP"). Anthony Thompson is leading Spectrum's effort. Please do not hesitate to contact Anthony at (530) 768-1143 or anthony.thompson1@charter.com.

Sincerely,

DocuSigned by:

D52C378564984E5
Geno Maestas

Director, Sales Vertical Accounts

¹ As of February 20, 2025, Spectrum Enterprise is known as Spectrum Business. Spectrum Business is a commercial brand of Charter Communications, Inc. The legal entity submitting this proposal is Charter Communications Operating, LLC, a subsidiary of Charter Communications, Inc.

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TERMS OF OFFER

This proposal alone shall not be considered an acceptance of an offer by Modoc Joint Unified School District ("Customer") or otherwise be sufficient to create a binding contract between Modoc Joint Unified School District and Spectrum.

Spectrum's bid is based upon services being delivered under the terms of the Spectrum Business Agreement for Enterprise Services which incorporates the Spectrum Commercial Terms of Service (available at <https://enterprise.spectrum.com/legal/terms-and-conditions.html> or any successor URL) plus any related attachments, Service Level Agreements and applicable Service Order(s) (collectively, the "Agreement").

Spectrum remains open to negotiating the Agreement, and once a mutually negotiated contract is entered into by the parties, it shall supersede and replace any terms and conditions of the RFP.

In the event only a portion of Spectrum's proposal is accepted, Spectrum reserves the right to further negotiate the terms of such partial acceptance prior to final bid award acceptance by Spectrum.

In the event of a bid award to Spectrum by Modoc Joint Unified School District based on this proposal, if the full Agreement is not executed by the applicable Federal Communications Commission ("FCC") submission deadline due to delays in negotiation, and the parties have not terminated such negotiations, then for purposes of FCC rules and related Universal Service Administrative Company ("USAC") requirements, an agreement incorporating the terms of the Spectrum Business Agreement for Enterprise Services and the bid locations, services, bandwidth capacities, and pricing contained in this proposal will be deemed to exist.

The terms of this proposal are confidential and should not be disclosed directly or indirectly to any third party, except as may be required by law.

The qualifications stated herein apply to all parts, provisions, and documents of the RFP and Spectrum's response, regardless of whether an explicit exception or qualification is taken thereto by Spectrum.

TERMS AND ABBREVIATIONS

Technology evolves at a rapid pace and Spectrum stays on the cutting edge of that evolution. The terms used to describe specific technologies or services are sometimes cumbersome and become abbreviated for colloquial use. We have provided a list of the terms used throughout this proposal and their corresponding abbreviations for your convenience. Capitalized terms used but not defined herein shall have the meanings assigned in the Agreement.

GENERAL TERMS	ABBREVIATION
INFORMATION TECHNOLOGY	IT
SERVICE PROPOSAL TERMS	ABBREVIATION
MONTHLY RECURRING CHARGE	MRC
ONE-TIME CHARGE	OTC
QUANTITY	QTY
INTERNET PROTOCOL	IP
ETHERNET SERVICES TERMS	ABBREVIATION
CUSTOMER PREMISE EQUIPMENT	CPE
ETHERNET PRIVATE LINE	EPL
ETHERNET PRIVATE LOCAL AREA NETWORK	EP-LAN
ETHERNET VIRTUAL PRIVATE LINE	EVPL
METRO ETHERNET FORUM	MEF
USER-TO-NETWORK INTERFACE	UNI
WIDE AREA NETWORK	WAN
INTERNET TERMS	ABBREVIATION
DEDICATED FIBER INTERNET	DFI
SECURE DEDICATED FIBER INTERNET	SDFI
ENTERPRISE INTERNET	EI
LOCAL AREA NETWORK	LAN
SPECTRUM BUSINESS NETWORK OPERATIONS CENTER	SBNOC
SERVICE LEVEL AGREEMENT	SLA

EXECUTIVE SUMMARY

Spectrum is pleased to provide this response illustrating our ability to provide Modoc Joint Unified School District with network solutions. We take pride in being an innovative resource for businesses, schools and communities. Our reliable and economical service is a natural fit with your mission.

Bring Advanced and Affordable Technology to Your Schools and Libraries

Advanced network solutions and computing technologies in the classroom have become vital to education. Unfortunately, today's challenging economic environment has put education and technology budgets under tremendous pressure. It is a challenge for schools to get access to affordable technologies that help drive greater student achievements.

The Federal Government created the E-Rate program to help fund communications services for schools and libraries. This program offers 20-90 percent off standard retail rates on qualified communications services to eligible schools and libraries.

Spectrum's Solution

Since 1998, Spectrum has worked with thousands of E-Rate accounts. Our experience in this area provides E-Rate specialists who understand:

- ▶ rules and regulations to participate in the program, and
- ▶ billing and standard discounts

Federally funded E-Rate discounts have made today's technology more affordable.

Get Powerful Services with the Financial Benefits of E-Rate

Research shows that technology use is a top-five indicator of better discipline, better attendance, and increases in college enrollment. Educational organizations are leveraging E-Rate by partnering with Spectrum to reduce cost and implement technology for greater student achievement.

Unsurpassed Expertise and Customer Support

A network of specially trained, industry experts support Spectrum. We have around-the-clock, U.S. based business support centers and knowledgeable, locally based technicians who are specifically trained to help with your unique needs. Our dedicated work ethic, shared knowledge, and proprietary systems allow us to ensure that the solutions we are proposing to Modoc Joint Unified School District will match your specific and discrete needs.

When you collaborate with Spectrum for network solutions, we assign an account team who will support your services and address your needs:

- ▶ **Account Manager:** a dedicated, market expert who is available for consultation.
- ▶ **Sales Engineering:** trained technical experts who customize designs based on your requirements.
- ▶ **E-Rate Specialists:** experienced with E-Rate rules and regulations and are billing and standard discounts experts
- ▶ **Project Management:** customer focused experts who manage your build and communicate with you every step of the way.
- ▶ **Client Services:** your point of contact; responsible for providing you with accurate billing and consultation on future growth.
- ▶ **Spectrum Business Network Operations Center ("SBNOC") and Spectrum Business Technical Support ("SBTS"):** 24/7 facilities that work together to continuously monitor the network and provide a resource for technical support.

Customers have direct access to our Government Subsidized Programs ("GSP") department which specializes in government-funded programs for eligible customers.

To support E-Rate program participation, Spectrum:

- ▶ Provides to the Customer an ("FCC") Form 471 Funding Recommendation Letter after the FCC Form 470 and awarded Agreement review.
- ▶ Reviews FCC Form 471 for possible errors and omissions and distributes to the customer accompanying Receipt Acknowledgement Letter ("RAL") Modification recommendation necessary to maximize eligible funding.
- ▶ Monitors Service Provider Invoicing ("SPI") submissions and SPI discount application (FCC Form 474), and
- ▶ Will be available to address program questions or concerns via email.

Continuity Plan

As your incumbent provider, Spectrum has developed this proposal based on our experience and understanding of your requirements. By choosing once again to collaborate with Spectrum, you will be choosing a vendor with the proven infrastructure and experienced team currently in place to support the provision of services under the E-Rate program. Spectrum's objective is to maintain our partnership with you while continuing to focus on responsiveness, transparency, and continuity of services. With that focus we have developed our response to the RFP, and Spectrum is excited to have the opportunity to expand our relationship with Modoc Joint Unified School District.

IMPLEMENTATION PLAN

Upon award of the project, Spectrum will meet with Customer's technical staff to create the project work plan. The work plan will include an assessment of site readiness with specific recommendations based upon site visits. A project work schedule will be jointly prepared with Customer, identifying key project milestones.

Sample Implementation Timeline

Description	Resource	Result	Time Duration
Project Initiation	Internal	Project released to Spectrum's Service Delivery team. Project manager makes contact with Customer	1 week
Project Initiation	Internal	Internal kickoff design review, develop deployment strategy, review timelines, risks, project materials ordered, construction tasks begin	1 week
Project Execution	External	External kickoff call with Customer	1 week
Project Execution & Control	Internal / External	Recurring internal / external project meetings to update status, review action items, and go over project risks	1 week
Project Execution & Control	Internal / External	Weekly recurring internal and Customer project meetings, material receipt, fiber construction activities, facility build-outs, equipment deployment, provisioning, risk mitigation, test and turn-up for sites that become ready	4 weeks
Project Closure	Internal / External	Test and turn-up documents delivered to Customer, SBNOC enrollment for monitoring	1 week

Spectrum's project implementation plan is to be used as an estimate only. Milestones are projected dates. Actual dates and time frames may vary due to, but not limited to, inclement weather.

The team that will be assigned to this project is experienced in designing, implementing and maintaining large scale networks. We have project managers in-house who will be dedicated to this project and who will be the point of contact for the entire project life cycle. Our project managers understand the importance of deadlines and customer expectations.

Spectrum operates with a team concept so that cross-checking of work outputs and resource backup is always in place, and more than one individual understands each

process from beginning to end. Qualified personnel with depth of knowledge in the same processes and procedures used in this project are accessible in the event an assigned team member becomes unavailable.

Upon completion of the construction, the project will be handed off to a local network technician who will install the Spectrum provided and owned Cisco or comparable switch(es), as applicable, at Customer's site. The network technician will work with the SBNOC to verify connectivity and to provision the correct bandwidth. Once installation and testing are complete, Customer will be notified that the Service is available for use.

SPECTRUM SERVICE PROPOSAL

Spectrum's proposal, including pricing, is subject to the following contingencies:

- ▶ Final engineering, design and site visits; and
- ▶ Acceptance of and entering into the Agreement (as may be negotiated by the parties as stated in the Terms of Offer section above), which shall govern the contractual relationship between the parties and the provision of the services under such contract.

Investment for Spectrum Services

Service Location	A or Z Loc	Service	Bandwidth / Product Description	Initial Order Term (Months)	MRR	OTC
136 Henderson St, Alturas, CA 96101	A	EPL	1 Gbps	36	\$575.50	\$0.00
906 W 4th St, Alturas, CA 96101	Z	EPL	1 Gbps	36	\$575.50	\$0.00
136 Henderson St, Alturas, CA 96101	A	EPL	2 Gbps	36	\$580.00	\$0.00
906 W 4th St, Alturas, CA 96101	Z	EPL	2 Gbps	36	\$580.00	\$0.00
136 Henderson St, Alturas, CA 96101	A	EPL	5 Gbps	36	\$1,025.00	\$0.00
906 W 4th St, Alturas, CA 96101	Z	EPL	5 Gbps	36	\$1,025.00	\$0.00
136 Henderson St, Alturas, CA 96101	A	EPL	1 Gbps	60	\$382.00	\$0.00
906 W 4th St, Alturas, CA 96101	Z	EPL	1 Gbps	60	\$382.00	\$0.00
136 Henderson St, Alturas, CA 96101	A	EPL	2 Gbps	60	\$600.00	\$0.00
906 W 4th St, Alturas, CA 96101	Z	EPL	2 Gbps	60	\$600.00	\$0.00
136 Henderson St, Alturas, CA 96101	A	EPL	5 Gbps	60	\$910.00	\$0.00
906 W 4th St, Alturas, CA 96101	Z	EPL	5 Gbps	60	\$910.00	\$0.00

Pricing is provided only for the sites shown in the Service Proposal. Pricing for additional sites shall be determined upon Spectrum's receipt of site information for the new service location, evaluation of the requested services, performance of surveys, and other information that may be required.



Pricing shown above is exclusive of taxes, fees and surcharges. The MRCs and OTCs are subject to taxes, fees and surcharges as described in Section 7(b) (Taxes, Surcharges and Fees) of the Agreement.

E-Rate Funding Contingency

Customer's Service Order shall incorporate the following clause as it relates to funding:

Customer may submit this Service Order and the Agreement to the Schools and Libraries Division of the Universal Service Administrative Company, (i.e., the entity appointed by the Federal Communications Commission to administer the Universal Service Program with respect to Schools and Libraries (E-Rate) funding) as part of any application seeking a federal subsidy or funding.

Customer is responsible for notifying Spectrum of its election of either the Service Provider Invoice (SPI) or Billed Entity Applicant Reimbursement (BEAR) discount method by May 15th prior to the applicable funding year. Customer must complete and return an E-Rate Discount Election Form to Spectrum prior to such date, or Customer will be deemed to have chosen the BEAR discount method for the funding year.

Upon Spectrum's receipt of appropriate notice that Customer is an approved E-Rate program participant for a Service, Spectrum will invoice Customer for the Service in accordance with E-Rate guidelines and/or rules. If Spectrum invoices Customer for a Service pursuant to any E-Rate program rates, discounts or credits in advance of receiving such notice and Customer's request for E-Rate program funding is denied, limited or reduced, Spectrum will invoice Customer and Customer will pay the difference between such invoiced amount(s) and the actual amount of the charges for the Service as described in this Service Order. Notwithstanding anything herein to the contrary, Customer's obligations under this Service Order shall remain in full force and effect in the event Customer withdraws or is removed from the E-Rate program, receives E-Rate program funding that is less than Customer's requested funding amount, or is denied E-Rate program funding for any Service described in this Service Order. For the avoidance of doubt, Customer is solely responsible for all charges for services, as described in this Service Order, that were installed prior to the E-Rate program funding year start date.

Upgrade Path

Spectrum agrees to include the following clause in applicable Service Orders:

Customer shall have the option to add Services or, if applicable, increase speed and bandwidth during the Order Term of the Service Order, provided Spectrum is able to accommodate Customer's request. Customer will notify Spectrum of its desired additional Services or increased speed and bandwidth and shall be responsible for the

corresponding increase in MRCs for such additional Services or increased speed and bandwidth, as well as construction and installation costs (if applicable). Added services may be coterminous with the Initial Order Term of the original Service Order if the parties agree upon appropriate MRCs and any OTCs to account for the decreased Initial Order Term for such additional Services. Spectrum agrees to include language within individual Service Orders that set forth the specific upgrade options available to the Customer during the Order Term.

California Teleconnect Funding Contingency

Customer's Service Order shall incorporate the following clause as it relates to funding:

If state funding for the California Teleconnect Fund ("CTF") is exhausted, or if Customer fails to qualify for CTF discounts, Customer will be back-billed for CTF discounts advanced by Spectrum. Furthermore, if Customer fails to receive E-Rate discounts from the Universal Service Administrative Company ("USAC"), Customer will be back-billed for all such discounts advanced by Spectrum. Customer is required to comply with all federal E-Rate and CTF rules. Spectrum reserves the right to suspend both CTF and E-Rate discounts to Customer in the event that Customer (i) fails to abide by all federal E-Rate and CTF rules, or (ii) withdraws its request for E-Rate and/or CTF funding.



Modoc Joint Unified School District

Notice of Request for Proposal

Wide Area Network services

NOTICE IS HEREBY GIVEN to request proposals for Wide Area Network services from qualified providers according to the requirements of this document. E-rate, State, and local requirements govern this procurement.

Please review the Service Proposal for pricing, Initial Order Term, Service Location(s), bandwidth information, and service offering.

Spectrum agrees to comply with all local, State, and Federal laws as applicable for Spectrum services.

E-rate Category 1 Services - Wide Area Network
RFP #MJUSD-260011719-WAN

Modoc Joint Unified School

District, hereinafter referred to as the
Agency

Address:	906 W 4th St Alturas CA 96101
Date RFP published:	December 26, 2025
Proposals are due by:	January 23, 2026
FCC Form 470#:	260011719

Acknowledged.

GENERAL INFORMATION

Proposals will be emailed according to the following:

1. Rachel White - rachel@erateadvisors.com
2. Subject line: Response RFP #MJUSD-260011719-WAN
3. Attach the proposal and all documents as PDF document(s). The pricing document must be stand-alone, separate from all other information.

Acknowledged.

Please include all components above to avoid disqualification. SPAM and/or robotic responses will not be considered valid bid responses and will be disqualified from consideration.

Acknowledged.

The AGENCY depends on E-rate and local funding to acquire the services identified in this RFP. Failure to obtain the requisite E-rate or local funding in any contractual year, will make the contract resulting from this RFP voidable at the option of the AGENCY. Each proposal must conform and be responsive to the requirements of this RFP.

Please review the E-Rate Funding Contingency clause provided within the Service Proposal.

The AGENCY reserves the right to waive any informalities or irregularities in received submittals. Also, AGENCY reserves the right to reject all submittals and negotiate contract terms with one or more proposers for one or more work items. The AGENCY retains the sole discretion to determine compliance issues and whether a proposer is responsive, responsible, and qualified.

Any errors or omissions in Spectrum's response due to errors or omissions in the RFP shall not be the responsibility of Spectrum. Spectrum reserves the right to revise its response in the event of any errors or omissions in the RFP.

In the event only a portion of Spectrum's proposal is accepted, Spectrum reserves the right to further negotiate the terms of such partial acceptance prior to final bid award acceptance by Spectrum.

Schedule of Events

EVENT	DATE
Post FCC Form 470 and RFP	December 26, 2025

Deadline to submit questions	January 12, 2026
Deadline to submit proposals	January 23, 2026
Notice of Intent to Award	Prior to the close of the FCC Form 471 window
Contract begins	July 1, 2025

Acknowledged.

So long as Customer properly performs all necessary site preparation and provides Spectrum with all required consents, Spectrum shall endeavor to meet the July 1 service activation date for USAC funding. However, due to time constraints which are required for construction, design, permits, and various other factors, Spectrum may not be able to meet the USAC funding date. Therefore, Spectrum encourages new customers to file for funding at the earliest availability within USAC's guidelines and obtain a Funding Commitment Decision Letter, to allow Spectrum as much time as possible to meet the July 1 service activation date. Additionally, it may be in the best interest of Spectrum's new customers to file through USAC for temporary funding for their current provider for a period sufficient to cover Spectrum's implementation timeline. Spectrum's implementation goal is 90 to 120 days after full execution of the Agreement and applicable Service Order by the parties. However, upon award an updated timeline will be provided after a project team has been assigned.

Questions

Interested proposers should direct questions in writing to Rachel White at rachel@erateadvisors.com **no later than January 12, 2026**. Answers to questions and any addenda, as needed, will be posted in the E-rate Productivity Center website no later than January 16, 2026.

Acknowledged.

Submittal Requirements

1. The proposer shall submit one (1) electronic copy in protected PDF format via email to Rachel White at rachel@erateadvisors.com. The submittal must include the following:
 - Statement of Requirements

Acknowledged.

- Cost detail – including hardware costs, installation, and warranties. Separate costs that are ineligible for E-Rate discount

Please review the Service Proposal for pricing, Initial Order Term, Service Location(s), bandwidth information, and service offering.

- Disclosure of all contract terms, including proof of State Master Contract participation if applicable.

Please review the Sample Agreement provided in the Appendix.

- Service Provider Identification Number (SPIN)

Charter Communications Operating, LLC's SPIN is 143050436.

- Service level agreement

Spectrum's Service Level Agreement(s) ("SLA(s)") shall apply and shall supersede and replace the SLA(s) outlined in this RFP, if applicable. Please review the applicable SLA(s) included with this proposal for details related to, among other things, availability, performance/service interruptions, maintenance, issue resolution, and credit procedures, as applicable.

2. Proposals submitted in response to this RFP shall become the property of the AGENCY and be considered public documents under applicable state law.

The terms of this proposal are confidential and should not be disclosed directly or indirectly to any third party, except as may be required by law.

3. Any proposer failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

Acknowledged.

Network Requirements

Point-to-point Ethernet fiber line delivered to each identified site. Wireless solutions will NOT be accepted. The transport must be Layer 2, capable of carrying DOT1Q tagging between sites and an MTU of 1600 or greater. All proposals must include full-time rate with the option to increase speed if needed. Burstable rates are not desired. The District requires the ability to increase OR decrease the circuit speed at any site for the duration of the contract.

Please review the Service Proposal for pricing, Initial Order Term, Service Location(s), bandwidth information, and service offering.

Please also review the Upgrade Path clause provided within the Service Proposal.

Customer shall not reduce Services or decrease speed and bandwidth from those set forth under the Service Order except as provided in the Agreement or as otherwise agreed to in writing by Spectrum. Disconnects are subject to Termination Charges as set forth in Section 13 of the Agreement.

Any charges associated with Service and Equipment installations, changes, or additions requested by Customer subsequent to executing a Service Order for the applicable Service Location are the sole financial responsibility of customer. Spectrum shall notify Customer of any additional OTCs and/or adjustments to MRCs associated with or applicable to such Customer change requests prior to making any such change.

Customer's failure to accept such additional charges within 5 business days of receiving such notice shall be deemed a rejection by customer, and Spectrum shall not be liable to perform any work giving rise to such charges. For accepted charges, Customer shall be assessed such additional OTCs and/or adjustments of the MRCs either (i) in advance of implementation of the change request or (ii) beginning on Customer's next and/or subsequent invoice(s).

Agency circuit handoff location must be at MDF room designated by the Agency. In sites where the MDF room is not at MPoE location, Provider must extend connection/handoff to MDF room. The point of connection must be extended into the main distribution frame (MDF), which serves the entire campus LAN. Any conduit, conduit support, messengers, supporting components, and cabling required to extend the service shall be provided by the Provider. The equipment shall be rack-mounted and will use space in the existing District-owned racks/enclosures.

Spectrum's obligation is to provide Services to the Customer-accessible interface device or equipment installed by Spectrum at the Spectrum Network Demarcation Point ("Demarcation Point") which is the point of interconnection between the Spectrum Equipment or other facilities and the wiring at the Service Location.

Additional charges may be applicable to extend facilities to the Demarcation Point for any sites identified as a Type II Service Location.

Identified Sites:

A Location	Z Location	Bandwidth option
------------	------------	------------------

136 Henderson St Alturas CA 96101	906 W 4th St Alturas CA 96101	1 Gbps - 5 Gbps
--------------------------------------	----------------------------------	-----------------

Contract options should include pricing for 36 and 60 months, starting July 1, 2026. The proposals must include all installation charges and monthly pricing. The contract must also allow for adds/moves/changes. Proposals based on a State Master Contract are desired but not required.

Please review the Service Proposal for pricing, Initial Order Term, Service Location(s), bandwidth information, and service offering.

Please also review the Upgrade Path clause provided within the Service Proposal.

E-Rate Requirements

- 1. E-rate Proficiency:** AGENCY expects the Proposer to be thoroughly familiar with the Proposer's responsibilities as a Service Provider in the E-rate program.

Please review Spectrum's Executive Summary above.

- 2. Service Provider Identification Number:** Proposers must possess and provide a valid E-rate Service Provider Identification Number (SPIN).

Charter Communications Operating, LLC's SPIN is 143050436.

- 3. FCC Registration Number:** Proposers must provide a valid Federal Communications Commission Registration Number (FCCRN) and evidence of "Green Light" status with the Federal Communications Commission (FCC).

Charter Communications Operating, LLC's FRN is 002526580, and is in good standing with the FCC and USAC. Please review Spectrum's evidence of green light status below:

The screenshot displays the FCC's Commission Registration System (CORES) interface. At the top, the FCC logo and 'Commission Registration System (CORES)' are visible. Below this, the 'FRN Financial' section is active, showing a table of FRN entries. The table has columns for FRN, FRN Name, Red Light Status, and Action. A single entry is shown for FRN 002526580, Charter Communications Operating, LLC, with a 'Green Light' status and a 'View/Make Payments' link.

FRN	FRN Name	Red Light Status	Action
002526580	Charter Communications Operating, LLC	Green Light	View/Make Payments

- 4. FCC Form 473:** The proposer awarded the services based on this RFP agrees to submit the Service Provider Annual Certification (SPAC) form promptly every year.

The SPAC (Form 473) for FY2025 has been filed with USAC, effective as of July 28, 2025.

- 5. FCC Form 474:** The service provider will be responsible for invoicing the Schools and Libraries Division (SLD) of the Universal Services Administrative Company (USAC) for the balance, using the FCC Form 474, Service Provider Invoice (SPI) method. The District will not pay more than its share of cost and will not be responsible for invoicing the SLD using the FCC Form 472, also known as the BEAR Form. The District will only be responsible for its percentage of the "eligible" equipment and services and 100% of "ineligible" equipment and services.

Spectrum will provide discounts via the Form 474 (SPI Form) if the funding has been approved through the E-Rate program, in which case discounts will be applied to the billing account via credit adjustments. Alternatively, funding may be obtained by filing a Form 472 (BEAR Form). Spectrum will only invoice USAC via Form 474 once funding has been committed and both the Form 486 and Receipt of Service Confirmation Form have been filed with USAC.

- 6. Invoicing:** Depending on the resulting contract, invoicing will begin on or after July 1, 2026 , or at the completion of the project.

Spectrum invoices for MRCs, plus applicable taxes, fees, and surcharges, in advance on a monthly basis. Spectrum invoices for OTCs for construction or installation charges after the Billing Start Date or as specified in the Service Order. All other charges, including usage-based charges (e.g., phone usage, pay-per view charges), will be invoiced monthly in arrears. Service Charges are payable within thirty (30) days after the date appearing on the invoice. If Spectrum fails to present a Service Charge in a timely manner, such failure shall not constitute a waiver of the charges for the Services to which it relates, and Customer shall be responsible for and pay such Service Charges when invoiced in accordance with these payment terms.

- 7. Lowest Corresponding Price:** The proposal acknowledges that all pricing in the proposal submitted as a result of this RFP is considered the Lowest Corresponding Price (LCP). Any deviation of the LCP must be fully explained in the proposal.

Spectrum complies with all FCC Lowest Corresponding Price (LCP) rules and all applicable laws, ordinances, rules and regulations related to its performance obligations under the Agreement.

- 8. Contingency:** The services/project procured using this RFP may be contingent upon the approval of E-rate funding as requested. Services/Products should not be delivered to AGENCY until a Notice to Proceed has been issued by AGENCY to the Service Provider.

Please review the E-Rate Funding Contingency clause provided within the Service Proposal.

- 9. Right to cancel:** The AGENCY reserves the right to cancel the services/project regardless of the status of E-rate funding.

Acknowledged.

- 10. Program Integrity Assurance (PIA) review:** The winning proposer agrees to respond to AGENCY or its representatives regarding inquiries from the Universal Services Administrative Company (USAC) or the FCC within five (5) business days.

Upon award, Spectrum will endeavor to respond to an inquiry within the requested time period.

- 11. California Teleconnect Fund (CTF):** The proposer should be an eligible California Teleconnect Fund provider.

Please review the California Teleconnect Fund clause provided within the Service Proposal.

Evaluation and Award

An award will be given to the provider offering the most advantageous proposal for wide area network (WAN) services. The AGENCY shall not be obligated to accept the lowest-priced proposal but will make an award in the AGENCY's best interest after all factors have been evaluated. All proposals in response to this RFP will receive a fair and impartial evaluation by the AGENCY. In conducting this evaluation, the AGENCY may obtain and use information, in addition to that contained in the proposals, from any source desired. Customers on each Provider's reference list may be contacted, as may other customers selected by the AGENCY and listed by the Provider as a reference. The AGENCY shall evaluate at its sole discretion, and its decision shall be final. Public Contracts Code section 20118.2 shall govern the evaluation of proposals,

selection of Provider, and contract negotiations associated with this Request for Proposals.

RFP proposals will be rated on the following:

Criteria	Weight
Pricing	40%
Vendor Experience and Ability to Perform	20%
Implementation and Support Plan	20%
Prior Experience with Proposer	15%
E-rate Experience of Proposer	5%

Acknowledged Spectrum reference(s) may be provided upon bid award or thereafter, subject to obtaining the prior applicable consents from any such references.

APPENDIX

- Ethernet Services for K-12 Education
- Ethernet Service Level Agreement
- Spectrum Sample Agreement

Ethernet Services



Accelerate performance with a secure, reliable, private network

Organizations are modernizing their networks with new technologies, deploying cloud-first strategies, embracing multi-cloud connectivity and enabling hybrid networking to bring their IT strategy to life. As the WAN evolves, modern networking solutions, such as Ethernet, deliver the enhanced performance and security that enterprises demand.

With speeds up to 100 Gbps, our Ethernet Services provide secure, reliable connectivity to power applications and transfer data. Spectrum Business® for enterprise is a nationwide network partner that can connect your locations throughout the U.S., empowering you to leverage bandwidth-intensive applications and fortify business continuity plans. Seamlessly connect your network locations with confidence, backed by an end-to-end, 100% availability service-level agreement (SLA) all the way to the handoff point at your location.

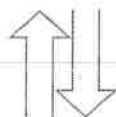
Partner with an experienced provider that can put your organization's network modernization on the fast track. Committed to your success, our expert network engineers work with you to design a tailored solution. We provide you with a dedicated project manager to oversee seamless installation with 100%, 24/7/365 U.S.-based support, while a client services manager will ensure swift resolution of any issues. Furthermore, our portal gives you the network visibility required to ensure a positive experience for your organization.

Product highlights



High reliability

Accelerate the capabilities of your mission-critical applications with a dependable WAN or with a dependable private network.



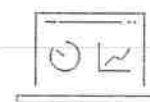
Exceptional performance

Improve business productivity and the transport of time-sensitive data using your low-latency network.



Inherent security

Rely on your private Ethernet network to help reduce security and regulatory compliance risks or to isolate traffic.



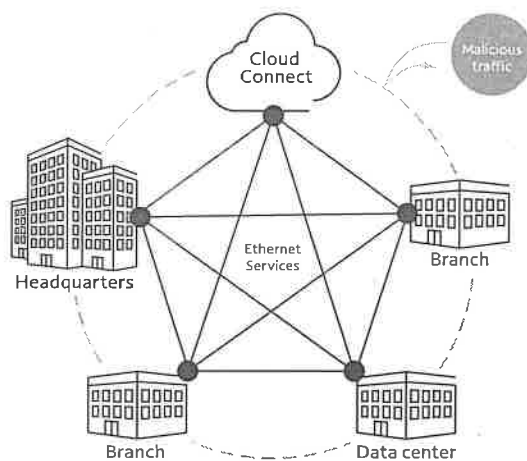
Hybrid WAN integration

Integrate your data centers and mission-critical network locations with public and private clouds for a flexible, agile and high-performing hybrid SD-WAN.

Scalable, secure connections linking your users, locations and the cloud

Spectrum Business Ethernet Services

Private WAN connectivity helps protect network locations from external threats, like DDoS attacks, while supporting low-latency and high-bandwidth applications.



Available services

- **Cloud Connect:** Extend your network with fast, secure and dependable private connections to cloud service providers with a service backed by an SLA that includes 100% uptime all the way to the handoff point at your location.
- **Dedicated Fiber Internet:** Achieve dedicated internet connectivity with symmetrical upload and download speeds, bandwidth up to 100 Gbps and backed by an SLA that includes 100% uptime all the way to the handoff point at your location.
- **Secure Dedicated Fiber Internet:** Connect with confidence when you integrate fast, dependable, dedicated fiber internet service with enterprise-level cybersecurity protection in one affordable and remarkably simple solution. The service is backed by a 100% uptime SLA all the way to the handoff point at your location.
- **Enterprise Network Edge:** Improve the network experience for your teams with an enterprise-grade managed solution that brings together connectivity, equipment and network management to support hybrid networks and workforces. Powered by Fortinet, the solution simplifies IT operations by providing networking with security features and optional integrated WiFi and switching in a multi-cloud-ready platform.
- **Managed Network Edge:** Simplify the deployment and management of your network with this modular, all-in-one solution. Delivered over the Cisco Meraki platform, Managed Network Edge offers security features, routing, SD-WAN, WiFi, switching, smart cameras and environmental sensors. Achieve flexibility and scalability with connectivity, equipment and network management from a single partner.
- **Secure Access with Cisco Duo:** Help protect your organization from unauthorized access to sensitive systems, regulatory violations and data loss that can disrupt your business. Capabilities that include multi-factor authentication and identity management allow IT to set access policies by user and device, regardless of location.
- **Cloud Security with Cisco+ Secure Connect:** Allow remote users to access cloud SaaS applications and the internet securely and directly without reliance on a traditional centralized or premises-based security solution. This feature-rich cloud-based security service includes secure web gateway, cloud access security broker, identity management, zero trust network access and more.

Learn more

enterprise.spectrum.com/Ethernet

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Spectrum Business

Service Level Agreement for Enterprise Services: Ethernet

This Service Level Agreement ("SLA") for fiber-based Spectrum Business ("Spectrum") Ethernet Service and Spectrum Cloud Connect Service (individually the "Service" and collectively the "Services") is a part of, and hereby incorporated by reference into the Spectrum Business Agreement for Enterprise Services (including the terms and conditions, attachments, and Service Orders described therein, the "Service Agreement"). To the extent any provision of this SLA conflicts with the Service Agreement, this SLA shall control. Performance tier goals for the Services ("SLA Targets") are set forth in the tables below. Capitalized words used but not defined herein shall have the meanings assigned to them in the Service Agreement.

I. Priority Classifications and Definitions

Priority classifications for Service Disruptions and Service Degradations are described as follows:

Priority	Criteria
Priority 1	- Service Disruption resulting in a total loss of Service; or - Service Degradation to the point where Customer is unable to use the Service (each a "Priority 1 Outage")
Priority 2	Service Degradation where Customer is able to use the Service
Priority 3	- A service issue that does not impact the Service; or - A single non-circuit specific quality of Service inquiry

As used in this SLA, the following terms have the meanings assigned below:

"Service Disruption" is defined as an outage, disruption, or degradation, other than an Excluded Disruption, that interferes with the ability of a Spectrum network to transmit and receive network traffic between Customer's Service Locations. The Service Disruption period begins on the earlier of (i) when Spectrum opens a trouble ticket in connection with a Service Disruption that Spectrum detects and verifies, or (ii) when Customer reports a Service Disruption by contacting Enterprise Technical Support, and Spectrum validates that the Service is affected and creates a corresponding trouble ticket. The Service Disruption ends when the affected Service has been restored.

"Service Degradation" means a degradation of the Service, such as failure of the Service to achieve the SLA Targets for Latency/Frame Delay, Jitter/Frame Delay Variation, or Packet Delivery.

"Excluded Disruptions" means (i) planned outages, (ii) routine or urgent maintenance, (iii) time when Spectrum is unable to gain access to Customer's Service Location to troubleshoot, repair or replace equipment or the Service, (iv) service problems resulting from acts or omissions of Customer or Customer's representatives or agents, (v) Customer equipment failures, (vi) Service issues for Cloud Connect Service beyond the Peering Point (vi) Customer does not release the Service for testing, and (viii) Force Majeure Events.

II. SLA Targets for Ethernet and Cloud Connect Services

Spectrum Ethernet Services and Cloud Connect Peering Point SLA Targets ¹				
Performance Tier	Metro 0 – ≤ 155 miles ³	Regional > 155 – ≤ 746 miles ³	National ²	
			> 746 – ≤ 1,500 miles ³	> 1,500 miles ³
Service Availability	100%	100%	100%	100%
MTTR	4 hrs.	4 hrs.	4 hrs.	4 hrs.
Latency	≤ 10ms	≤ 25ms	≤ 60ms	≤ 95ms
Packet Delivery	≥ 99.99%	≥ 99.99%	≥ 99.99%	≥ 99.99%
Jitter	≤ 1ms	≤ 4ms	≤ 8ms	≤ 8ms

¹ Measured as described below.

² Notwithstanding the table above, for Service Locations that require use of a third-party service provider to deliver the Services, the SLA Targets shall be those reflected in the National > 1,500 miles column regardless of fiber route distance.

³ Refers to the length of the actual fiber route.

Ethernet Service SLA Targets are measured end to end (i.e. from any two applicable Customer edge devices or network interface devices ("NID") at the Service Location) at the individual circuit or Service level, and any applicable credits are issued only for the affected circuit or Service (the "Affected Service").

The Cloud Connect Service SLA Target for Service Availability is measured between Spectrum's NID located at Customer's Service Location and the point of physical handoff of the Service to the cloud service provider's cloud peering point ("Peering Point").

III. SLA Calculations

1. Service Availability

"Service Availability" is calculated as the total number of minutes in a calendar month, less the number of minutes in the calendar month that the Service is unavailable due to a Priority 1 Outage ("Downtime"), with such difference divided by the total number of minutes in the calendar month, and expressed as a percentage.

Service Availability per calendar month is calculated as follows:

$$\text{Service Availability} = \frac{\text{Total number of minutes in the calendar month} - \text{Downtime}}{\text{Total number of minutes in a calendar month}} \times 100$$

2. Mean Time to Restore (MTTR)

The MTTR SLA Target is applicable to Priority 1 Outages and is measured each calendar month as the average time for Spectrum to restore Priority 1 Outages, calculated as the cumulative length of time it takes Spectrum to restore a Service following a Priority 1 Outage divided by the corresponding number of trouble tickets for Priority 1 Outages opened during the respective calendar month for the Service.

MTTR per calendar month is calculated as follows:

$$\text{Mean Time to Restore} = \frac{\text{Cumulative length of time to restore Priority 1 Outage(s) per Service in the calendar month}}{\text{Total number of Priority 1 Outage trouble tickets per Service in the calendar month}}$$

3. Latency/Frame Delay

Latency or Frame Delay is the average roundtrip network delay, measured every five (5) minutes during a calendar month (except during an Excluded Disruption), to adequately determine a consistent average monthly performance level for frame delay for each Service. The roundtrip delay is expressed in milliseconds (ms).

Latency/Frame Delay is calculated as follows:

Latency or Frame Delay Average (ms) =	$\frac{\text{Sum of the roundtrip delay measurements for a Service in the calendar month}}{\text{Total number of measurements for a Service in the calendar month}}$
--	--

4. Packet Delivery

Packet Delivery is defined as the percentage of frames that are successfully received compared to the total frames that are sent in a calendar month (except during an Excluded Disruption). The percentage calculation is based on frames that are transmitted from a network origination point and received at a network destination point.

Packet Delivery is calculated as follows:

Packet Delivery (%) =	$\frac{\text{Number of frames delivered in the calendar month}}{\text{Total frames sent in the calendar month}} \times 100$
------------------------------	---

5. Jitter/Frame Delay Variation

Jitter or Frame Delay Variation is defined as the variation in delay for two consecutive frames that are transmitted (one way) from a network origination point and received at a network destination point. Spectrum measures a sample set of frames every five (5) minutes during a calendar month (except during an Excluded Disruption), and determines the average delay between consecutive frames within each sample set. The monthly Jitter/Frame Delay Variation is calculated as the average of all of the frame delay variation measurements during such calendar month and is expressed in milliseconds (ms).

Jitter or Frame Delay Variation is calculated as follows:

Jitter or Frame Delay Variation Average (ms) =	$\frac{\text{Sum of the Frame Delay Variation measurements for a Service in the calendar month}}{\text{Total number of measurements for a Service in the calendar month}}$
---	--

IV. Remedies

1. Service Credits

If a Service fails to satisfy the SLA Targets during any calendar month and Customer is in compliance with the terms of the Service Agreement and this SLA, then Customer may request credit equal to the corresponding percentage of the monthly recurring charges ("MRC") for the Affected Service as set forth in the tables below. Any credit to be applied will be offset against any amounts due from Customer to Spectrum in the billing cycle following the date Spectrum makes its credit determination. Credit requests must be submitted to Spectrum within thirty (30) days of the calendar month in which the SLA Target was missed. Spectrum will exercise commercially reasonable efforts to respond to such credit requests within 30 days of receipt thereof.

Service Availability Credits		
Downtime		Credit
> 0	< 1 hour	10% of MRC
≥ 1 hour	< 2 hours	20% of MRC
≥ 2 hours	< 4 hours	30% of MRC
≥ 4 hours	< 8 hours	40% of MRC
≥ 8 hours	< 12 hours	50% of MRC
≥ 12 hours	< 16 hours	80% of MRC
≥ 16 hours		100%

Mean Time To Restore ("MTTR") Credits		Latency/Frame Delay (Roundtrip) Credit	Jitter/Frame Delay Variation Credit	Packet Delivery Credit
MTTR > 4 hours < 8 hours	40% of MRC	50% of MRC	50% of MRC	50% of MRC
MTTR ≥ 8 hours	50% of MRC			

All SLA Targets are monthly measurements, and Customer may request only one credit per SLA Target per month for the Affected Service. Should one event impact more than one SLA hereunder, Customer shall receive the single highest of the qualifying credits only. Service Credits hereunder shall not be cumulative per Service. The aggregate credit amount due to Customer in any month will not exceed 100% of the MRC for the Affected Service. Except as set forth below, the credits described in this SLA shall constitute Customer's sole and exclusive remedy, and Spectrum's sole and exclusive liability, with respect to any missed SLA Targets.

2. Chronic Priority 1 Outages

If Customer experiences and reports three (3) separate Priority 1 Outages where the Downtime exceeds four (4) hours during each Priority 1 Outage within three (3) consecutive calendar months, then Customer may terminate the Affected Service without charge or liability by providing at least thirty (30) days written notice to Spectrum; provided, however, that (i) Customer may only terminate the Affected Service; (ii) Customer must exercise its right to terminate the Affected Service by providing written notice to Spectrum within thirty (30) days after the event giving rise to Customer's termination right; (iii) Customer shall have paid Spectrum all amounts due at the time of such termination for all Services provided by Spectrum pursuant to the Service Agreement, and (iv) the foregoing termination right provides the sole and exclusive remedy of Customer and the sole and exclusive liability of Spectrum for chronic Priority 1 Outages and Customer shall not be eligible for any additional credits.

V. Network Maintenance

Maintenance Notice:

Customer understands that from time to time Spectrum will perform network maintenance for network improvements and preventive maintenance. In some cases Spectrum will need to perform urgent network maintenance, which will usually be conducted within the routine maintenance windows. Spectrum will use reasonable efforts to provide advance notice of the approximate time, duration, and reason for any urgent maintenance outside of the routine maintenance windows.

Maintenance Windows:

Routine maintenance may be performed Monday – Friday 12 a.m. – 6 a.m. local time.

SPECTRUM BUSINESS

AGREEMENT FOR ENTERPRISE SERVICES

The customer identified below ("Customer") hereby acknowledges and agrees to the Commercial Terms of Service available at <https://enterprise.spectrum.com/legal/terms-and-conditions.html> (or subsequent URL) ("Terms of Service"), which is incorporated herein by reference, with respect to any service order(s) placed by Customer and accepted by Spectrum hereafter (each, a "Service Order"), which together with this document constitute the "Service Agreement" by and between the Customer and Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the service(s) hereunder ("Spectrum").

Spectrum Sales Contact Information	
Spectrum Account Executive:	
Office:	Mobile:
Email:	

Customer Information				
Customer Name (Exact Legal Name):				
Street Address:	Suite:	City:	State:	Zip:
Customer's Main Tel. No.:				
Customer Contact Name:	E-mail:		Tel No:	
Billing Address:	Suite:	City:	State:	Zip:
Billing Contact Name:	E-mail:		Tel No:	

Agreement

BY EXECUTING THIS SERVICE AGREEMENT BELOW, CUSTOMER ACKNOWLEDGES THAT: (1) CUSTOMER ACCEPTS AND AGREES TO BE BOUND BY THE TERMS OF SERVICE, INCLUDING THE ARBITRATION SECTION THEREOF, WHICH PROVIDES THAT THE PARTIES DESIRE TO RESOLVE ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THE SERVICE AGREEMENT THROUGH ARBITRATION; AND (2) BY AGREEING TO ARBITRATION, CUSTOMER IS GIVING UP VARIOUS RIGHTS, INCLUDING THE RIGHT TO TRIAL BY JURY AND TO BRING CLAIMS AS CLASS ACTIONS.

Authorized Signature for Customer	Charter Communications Operating, LLC By: Charter Communications, Inc., its Manager
By: FOR INFORMATIONAL PURPOSES ONLY	By: FOR INFORMATIONAL PURPOSES ONLY
Name: FOR INFORMATIONAL PURPOSES ONLY	Name: FOR INFORMATIONAL PURPOSES ONLY
Title: FOR INFORMATIONAL PURPOSES ONLY	Title: FOR INFORMATIONAL PURPOSES ONLY
Date: FOR INFORMATIONAL PURPOSES ONLY	Date: FOR INFORMATIONAL PURPOSES ONLY

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement ("Agreement") is entered into as of January 1, 2026 ("Effective Date"), by and between **Modoc Joint Unified School District**, a California public school district ("District"), and **Christine Armstrong**, an individual piano accompanist ("Contractor").

1. Services

Contractor agrees to provide piano accompaniment services for the **Modoc High School Choir**, including accompaniment during rehearsals, performances, and related musical activities as requested by the Choir Director (the "Services").

Contractor will generally provide Services **three (3) days per week, approximately one (1) hour per day**, with additional rehearsals or services provided **as requested by the Choir Director** and mutually agreed upon by the parties.

2. Compensation

District agrees to compensate Contractor at a rate of **\$50.00 per hour** for all Services performed.

Contractor shall submit an itemized invoice to the District detailing dates, hours worked, and Services provided. Payment shall be made in accordance with District payment policies following receipt and approval of each invoice.

In addition, should any musical activities that require out of town/overnight travel come up for the Modoc High School Choir, the Contractor will be covered for any travel costs/hotel accommodations that may arise.

3. Term

This Agreement shall commence on the Effective Date of **January 1, 2026 (1/1/26)**, and shall continue through **June 30, 2026 (6/30/26)**, unless earlier terminated in accordance with Section 8 of this Agreement.

4. Independent Contractor Status

Contractor is an **independent contractor** and not an employee of the District. Nothing in this Agreement shall be construed to create an employer-employee relationship, partnership, joint venture, or agency relationship.

Contractor shall be solely responsible for:

- All federal, state, and local taxes arising from compensation paid under this Agreement;
- Any insurance, benefits, or licenses required to perform the Services;
- Compliance with all applicable laws and regulations.

5. Control of Work

Contractor shall determine the manner and means of performing the Services, subject to coordination with the Choir Director regarding rehearsal schedules, performance requirements, and educational objectives.

6. Confidentiality

Contractor agrees to maintain the confidentiality of any student information and District records in accordance with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA).

7. Background and Compliance Requirements

Contractor agrees to comply with all District policies applicable to independent contractors working on campus, including but not limited to background check or fingerprinting requirements mandated by California law.

8. Termination

Either party may terminate this Agreement **with or without cause** upon **30 day written notice** to the other party. Contractor shall be compensated for Services satisfactorily performed through the effective date of termination.

9. Indemnification

To the extent permitted by law, Contractor agrees to indemnify and hold harmless the District, its board members, officers, employees, and agents from any claims, damages, or liabilities arising out of Contractor's performance of the Services under this Agreement, except to the extent caused by the District's sole negligence or willful misconduct.

10. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the **State of California**.

11. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations or agreements, whether written or oral. Any amendment must be in writing and signed by both parties.

12. Signatures

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Modoc Joint Unified School District Representative

Title: _____

Date: _____

Signature: _____

Christine Armstrong

Date: _____

Signature: _____

Modoc Middle School

MODOC JOINT UNIFIED SCHOOL DISTRICT

906 West 4th Street, Alturas, California 96101

Beckie Lewis, Superintendent

MEMORANDUM

To: Beckie Lewis, Superintendent
Modoc Joint Unified School District

From: Matt McCandless, Principal
Modoc Middle School

Date: January 22, 2026

SUBJECT: CURRICULUM ADOPTION RECOMMENDATION

During the 2025-2026 school year, MMS staff, with assistance from MCOE, took on a review of available Mathematics curriculum in an effort to bring our program up to date. Our current curriculum is based on the previous 2013 adoption by the state and lacks nearly 13 years of advancement in this discipline and also the benefits of technology and teaching methods developed in that time. As math is a core area tested by the state, having a modern curriculum is essential to our focus in this area.

On January 6, 2026, MMS subject matter teacher Colleen Cooper-Vanosdell and myself joined with staff from AES, MHS and other Modoc County schools to conduct an extensive hands-on review of the available programs and rated them on areas such as ease of use, integration of reading & writing strategies, integration of technology, vocabulary development, and fit for our students and community. Based on that assessment, we would like to recommend the following programs be purchased for Modoc Middle School:

Mathematics: **MidSchoolMath**
PO Box 2276
Taos, NM 87571
(575) 224-1480
<https://www.midschoolmath.com/>

We currently have samples of this program and can obtain access to online portions as well. Please consider taking this recommendation to the MJUSD board to begin the adoption process.



Matt McCandless, Principal
(530)233-7201 ext. 301

Memorandum

To: Modoc Joint Unified School District Board of Trustees

From: Beckie Lewis
Superintendent, MJUSD

Date: February 11, 2026

Subject: Summary of Board Policy & Administrative Regulation Updates from January 2026

Based on the attached January 2026 CSBA Policy Guide, I have completed a review and am recommending the following policy updates for Board adoption. These revisions ensure District policies remain aligned with current state and federal law, recent court decisions, and guidance from relevant regulatory agencies. I am recommending adoption on a single reading, as certain policy language must be updated prior to March 1, 2026.

- BP 0450
- AR 0450
- BP 1340
- AR 1340
- BP 1445 **New Policy*
- AR 1445 **New Regulation*
- BP 5125
- AR 5125
- BP 5125.1
- AR 5125.1
- E(1) 5125.1

I recommend that we rescind the following BP and AR. These will be replaced with the new BP & AR 1445.

- BP 5145.13
- AR 5145.13

CSBA POLICY GUIDE SHEET

January 2026

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

Board Policy 0450 - Comprehensive Safety Plan

Policy updated in conjunction with the accompanying administrative regulation.

Administrative Regulation 0450 - Comprehensive Safety Plan

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

Board Policy 1340 - Access to District Records

Policy reviewed in conjunction with the accompanying administrative regulation.

Administrative Regulation 1340 - Access to District Records

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

NEW - Board Policy 1445 - Response to Immigration Enforcement

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

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

NEW - Administrative Regulation 1445 - Response to Immigration Enforcement

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

Board Policy 5125 - Student Records

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

Administrative Regulation 5125 - Student Records

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

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

Board Policy 5125.1 - Release of Directory Information

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

Administrative Regulation 5125.1 - Release of Directory Information

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

Exhibit(1) 5125.1 - Release of Directory Information

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

DELETE - Board Policy 5145.13 - Response to Immigration Enforcement

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

DELETE - Administrative Regulation 5145.13 - Response to Immigration Enforcement

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

Policy 0450: Comprehensive Safety Plan

Status: ADOPTED

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

CSBA NOTE: The following policy is optional and may be revised to reflect district practice. Pursuant to Education Code 32280-32289.5, districts are responsible for ensuring that a comprehensive school safety plan (CSSP) with specified components is in place for each district school. As required by Education Code 32282 and 32288, the California Department of Education (CDE) has posted on its website a compliance checklist for developing CSSPs and best practices for reviewing and approving the plans. CSSPs are reviewed through the annual audits required by Education Code 41020 to ensure that they are updated and approved by March 1 of each year.

Additionally, Education Code 32280.5 encourages each school with an enrollment of 100 students or more to, on or before, July 1, 2030, implement a web-based or app-based school safety program that includes specified components.

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

CSBA NOTE: Pursuant to Education Code 32281 and 32286, each school is required to adopt a CSSP (Option 1 below). However, districts with an average daily attendance (ADA) of 2,500 or less are authorized by Education Code 32281 to develop a districtwide comprehensive safety plan in lieu of developing school plans; thus, those districts may select either Option 1 or 2 to reflect district practice. Any district may choose to develop both district and school plans.

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

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

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

OPTION 1 ENDS HERE

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

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

OPTION 2 ENDS HERE

CSBA NOTE: The following two paragraphs apply to all districts. Education Code 32286 requires that the school site council review and update the CSSP by March 1 of each year. In districts with ADA of 2,500 or less that choose to develop a districtwide plan in accordance with Option 2 above, the Superintendent or designee may conduct the annual review.

Education Code 32288 requires the updated plan(s) to be submitted to the Governing Board for approval. The Board may choose to delegate to the Superintendent or designee the responsibility to review and approve the updated plans, but the Board remains responsible for ensuring compliance with the law.

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

CSBA NOTE: Pursuant to Education Code 32282, the annual evaluation of the CSSP is required to include ensuring that the plan provides appropriate adaptations for students with disabilities.

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

CSBA NOTE: The following paragraph is optional and may be revised to reflect district practice. Education Code

32280 states the legislative intent that all school staff be trained on the CSSP.

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

CSBA NOTE: Education Code 32288 requires that districts notify CDE if a school has not complied with the CSSP requirements. In the event that the Superintendent of Public Instruction determines that there has been a willful failure by a district to make any report required by Education Code 32280-32289, Education Code 32287 provides that the district may be fined up to \$2,000.

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

Tactical Response Plan

CSBA NOTE: The following section is optional. Pursuant to Education Code 32281, the Board may, after consulting with law enforcement officials, elect to have the district, rather than the school site council, develop those portions of the CSSP that include tactical responses to criminal incidents that may result in death or serious bodily injury.

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

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

Safety Plan(s) Access and Reporting

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

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

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

CSBA NOTE: Pursuant to Education Code 32289.5, the district is required to provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools, as specified.

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

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

State	Description
5 CCR 11987-11987.7	<u>School Community Violence Prevention Program requirements</u>
5 CCR 11992-11993	<u>Persistently dangerous schools; definition</u>
CA Constitution Article 1, Section 28	<u>Right to Safe Schools</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination</u>
Ed. Code 32260-32262	<u>Interagency School Safety Demonstration Act of 1985</u>
Ed. Code 32270	<u>School safety cadre</u>
Ed. Code 32280-32289.5	<u>School safety plans</u>
Ed. Code 32290	<u>Safety devices</u>

Regulation 0450: Comprehensive Safety Plan

Status: ADOPTED

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

CSBA NOTE: The following optional administrative regulation should be revised to reflect district practice.

Pursuant to Education Code 234.5, the California Department of Education (CDE) has posted on its website a list of statewide resources for youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying, and youth affected by gangs, gun violence, and psychological trauma caused by violence at home, at school, and in the community.

Additionally, schoolsafety.gov, a website developed by the federal government, provides schools with actionable recommendations to create safe and supportive learning environments and includes the Federal Clearinghouse on School Safety Evidence-Based Practices, required by 6 USC 665k, to serve as a resource to identify and publish online evidence-based practices and recommendations to improve school safety.

Development and Review of Comprehensive School Safety Plan

CSBA NOTE: The following section reflects requirements for the development of site-level comprehensive school safety plans (CSSP) pursuant to Education Code 32280-32289 and is for use by districts that selected Option 1 in the accompanying Board policy. Districts with an average daily attendance of 2,500 or less that selected Option 2 in the accompanying Board policy (i.e., that have developed a districtwide comprehensive safety plan applicable to all school sites in lieu of individual site plans, as authorized by Education Code 32281) should omit this section.

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

CSBA NOTE: The following paragraph is optional. Education Code 32280 encourages districts to develop the CSSP in cooperation with persons involved in protecting the health and safety of students and the prevention of campus crime and violence, including, as amended by SB 848 (Ch. 460, Statutes of 2025), the district's public entity risk pool joint powers authority or insurance provider.

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

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

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

CSBA NOTE: Item #5 below may be modified to specify other groups or individuals who will be represented on the committee. For example, the committee might include representatives of social service agencies, other city or county agencies, health care and emergency service providers, community-based organizations, and/or students.

5. Other members, if desired

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

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

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

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

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

After the first evaluation or review is conducted, and after each annual evaluation or review, a school employee, a student's parent/guardian or educational rights holder, or a student may bring concerns about an individual student's ability to access disaster safety procedures described in the CSSP to the principal. (Education Code 32282)

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

Content of the Comprehensive Safety Plan

CSBA NOTE: Education Code 32282, as amended by SB 848, requires districts to assess the current status of crime committed on school campuses and at school related functions in the CSSP.

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

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. In assessing the current status of crime as required by Education Code 32282, districts may contract with a consultant, work with local law enforcement, develop their own local assessment, and/or use available instruments such as the, "California Healthy Kids Survey," or the Centers for Disease Control and Prevention's, "Youth Risk Behavior Survey."

The assessment may include, but not be limited to, law enforcement crime data, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

CSBA NOTE: Education Code 32282 requires that the following components be included in the districtwide and/or school site comprehensive safety plan. The district may expand this list to require other components at its discretion.

The plan shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

CSBA NOTE: Education Code 32282, as amended by SB 848, adds child neglect to the child abuse reporting procedures required to be included in the CSSP and requires that, by July 1, 2026, the CSSP be updated to include procedures for the supervision and protection of children from child abuse or neglect or sex offenses, as specified below.

1. Child abuse or neglect reporting procedures consistent with Penal Code 11164-11174.3, including procedures specifically designed to address the supervision and protection of children from child abuse or neglect or sex offenses

2. Routine and emergency disaster procedures including, but not limited to:

- a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act, the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act of 1973

CSBA NOTE: Education Code 32282 requires districts to incorporate earthquake emergency procedures into the CSSP, as specified in Items #2b and #2c below. For further details about required components of these procedures, see BP/AR 3516 - Emergencies and Disaster Preparedness Plan and AR 3516.3 - Earthquake Emergency Procedure System.

- b. An earthquake emergency procedure system as specified
- c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

CSBA NOTE: Beginning with the 2026-27 fiscal year, Education Code 32282 requires the district to develop a procedure to identify appropriate refuge shelters for all students and staff to be used in the event of an evacuation order by local authorities and notify the local authorities of the identified refuge. Additionally, Education Code 32282 requires each school serving more than 50 students in a high or very high fire hazard severity zone to coordinate the procedure to identify appropriate refuge shelters with local authorities, and, as part of the CSSP, to develop a communication and evacuation plan which can be used in the event of an early notice evacuation warning, allowing enough time to evacuate all students and staff.

- d. Commencing with the 2026-27 school year, a procedure to identify appropriate refuge shelter for all students and staff to be used in the event of an evacuation order and, for any school in a high or very high fire hazard severity zone, a communication and evacuation plan to be used in the event of an early notice evacuation warning that allows enough time to evacuate all students and staff

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

CSBA NOTE: Education Code 234.1 requires the Governing Board to adopt policy prohibiting discrimination, harassment, intimidation, and bullying based on specified characteristics and requires school personnel who witness such acts to take immediate steps to intervene when safe to do so. For more information regarding the prohibition of discrimination, harassment, intimidation, and bullying, see BP 0410 - Nondiscrimination in District Programs and Activities and BP 5145.3 - Nondiscrimination/Harassment. Additionally, the district's complaint process is required to include a timeline for investigating and resolving complaints and an appeals process; see BP/AR 1312.3 - Uniform Complaint Procedures.

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4
6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"
7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
8. A safe and orderly school environment conducive to learning
9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

CSBA NOTE: Pursuant to Education Code 32282, schools are required to include in their CSSPs procedures for conducting tactical responses to criminal incidents, as specified in Item #10. Such procedures are required to be based on the specific needs and context of each school and community.

Pursuant to Education Code 32281, the Board may elect to have district administrators, rather than the school site council, develop those portions of the CSSP that include tactical responses to criminal incidents

that may result in death or serious bodily injury. For more information regarding tactical response plans, see the accompanying Board policy.

10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions

CSBA NOTE: Pursuant to Education Code 32282, if the district's CSSP includes procedures to prepare for active shooters or other armed assailants by conducting a drill, the district is required to comply with the requirements specified in Item #11, below.

11. If procedures to prepare for active shooters or other armed assailants by conducting a drill are included in the CSSP, the CSSP shall specify that:
 - a. The school will not conduct a high-intensity drill, as defined in Education Code 32282
 - b. Real weapons, gunfire blanks, or explosions will not be used in the conducting of the drill
 - c. A trauma-informed approach as specified in Education Code 32282 will be used in the design and execution of any drill
12. Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school

CSBA NOTE: Pursuant to Education Code 32282, the CSSP is required to include procedures to respond to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds.

13. Procedures to respond to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds

CSBA NOTE: Pursuant to Education Code 32282, as amended by SB 98 (Ch. 124, Statutes of 2025), the CSSP is, by March 1, 2026, required to include procedures specifically designed to notify parents/guardians and district staff when the school confirms the presence of immigration enforcement on the school site. Districts may consult with CSBA's District and County Office of Education Legal Services or district legal counsel when developing notification procedures. For more information regarding response to immigration enforcement, see BP/AR 1445 -Response to Immigration Enforcement.

14. Procedures specifically designed to notify parents/guardians and district staff when the school confirms that an officer or employee of an agency conducting immigration enforcement is on school grounds as specified in Education Code 32282

CSBA NOTE: Item #15 is for districts that serve students in middle school, junior high school, high school, or adult school and should be modified to reflect the students served by the district.

15. For schools that serve students in any of grades 7-12, a protocol in the event a student is suffering or is reasonably believed to be suffering from an opioid overdose

CSBA NOTE: Pursuant to Education Code 32282, the CSSP is required to include an instructional continuity plan to establish communication and provide instruction to students when in-person instruction is disrupted due to an emergency. For more information regarding instructional continuity plans, see CDE's, "Instructional Continuity Plan Guidance," available on its website.

16. An instructional continuity plan to establish communication with students and their families and provide instruction to students when in-person instruction is disrupted due to an emergency, as specified in Education Code 32282

CSBA NOTE: Pursuant to Education Code 48901.7, as amended by AB 962 (Ch. 284, Statutes of 2025), a student may not be prohibited from possessing or using a smartphone in the case of an emergency or in response to a perceived threat of danger, unless explicitly addressed in the CSSP. Item #17 is for use by districts that have prohibited student use of smartphones during emergencies or in response to a perceived threat of danger in BP 5131.8 - Mobile Communication Devices.

17. Explicit procedures to prohibit the use of smartphones in the case of an emergency or in response to a perceived threat of danger if such use is prohibited in Board Policy 5131.8 - Mobile Communication Devices (Education Code 48901.7)

CSBA NOTE: The following list reflects material previously listed on CDE's website related to Safe Schools Planning. The components are optional and should be revised to reflect district practice.

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

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

CSBA NOTE: Education Code 32261 and 32282 encourage, but do not require, all CSSPs to include policies and procedures aimed at the prevention of bullying, as defined in Education Code 48900(r).

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

CSBA NOTE: Education Code 32261 encourages, but does not require, CSSPs to include Item #3, below.

3. Strategies aimed at preventing potential incidents involving crime and violence on school campuses, including vandalism, drug and alcohol abuse, gang membership and violence, hate crimes, bullying, including bullying committed personally or by means of an electronic act, teen relationship violence, and discrimination and harassment, including sexual harassment
4. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education and literacy, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence
5. Parent/guardian and community involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

CSBA NOTE: When providing parents/guardians with school safety materials and emergency communications, CDE encourages districts to do so in language(s) understandable to parents/guardians, as appropriate for the school site.

6. Provision of safety materials and emergency communications in language(s) understandable to parents/guardians

CSBA NOTE: CSBA's Research and Policy Fact Sheet, "School Safety: Firearm Safety and Storage," provides guidance and best practices related to the safe storage of firearms.

7. Annual notification to parents/guardians related to the safe storage of firearms
8. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students
9. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction
10. District policy prohibiting the possession of firearms and ammunition on school grounds
11. Measures to prevent or minimize the influence of gangs on campus

CSBA NOTE: Education Code 32281, as amended by SB 848, authorizes the principal, upon receiving verification from law enforcement, to notify parents/guardians and employees in writing that a violent crime or sex offense has occurred on the school site. Pursuant to Education Code 32281, as amended by SB 848, a "violent crime" is (1) any act for which a student could be expelled and which meets the definition listed in Education Code 67381, including willful homicide, forcible rape, robbery, and aggravated assault, as defined in the, "Federal Bureau of Investigation's Uniform Crime Reporting Handbook," (2) a violent felony listed in Penal Code 667.5, and (3) a serious felony listed in Penal Code 1192.7. "Sex offense" means any offense listed in Education Code 44010. Education Code 32281 encourages that the notice be sent no later than the second workday after receiving verification from law enforcement.

20 USC 7912 requires that all students attending a "persistently dangerous" school be provided notice of the designation and an option to transfer to a different school within the district. See BP/AR 5116.1 - Intradistrict Open Enrollment.

12. Procedures for receiving verification from law enforcement when a violent crime or sex offense has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime
13. Procedures for the early identification and threat assessment of, and appropriate response to, suspicious and/or threatening digital media content
14. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

CSBA NOTE: Pursuant to Government Code 8586.5, the California Cybersecurity Integration Center (CSIC) serves as the central organizing hub of the state government's cybersecurity preparedness and response activities and coordinates cyber intelligence and information sharing, and is required to coordinate information sharing, including cyber threat information, with school districts. Government Code 11549.3 authorizes districts, at district expense, to request the Military Department, in consultation with CSIC, to perform an independent security assessment of the district or individual district school. Districts are encouraged to consult with the California Office of Emergency Services (OES) and utilize resources such as the State Threat Assessment System and Regional Fusion Centers to help assess potential threats. For more information see OES' website.

Pursuant to Education Code 35266 districts that experience a cyberattack, as defined, which impacts more than 500 students or personnel, are required to report such cyberattack to CSIC.

15. Independent security assessment of the school's network infrastructure and selected web applications to identify vulnerabilities and provide recommendations to improve cybersecurity

CSBA NOTE: Education Code 32282.1 does not require, but encourages, that CSSPs include the strategies described in Item #16 below, to the extent the district uses the listed professionals. CDE's, "The Comprehensive School Safety Plan: Recommended Components," available on its website, includes athletic coaches in the list of professionals and specifies that community intervention professionals include those who speak languages other than English.

16. Guidelines for the roles and responsibilities of mental health professionals, athletic coaches, community intervention professionals, school counselors, school resource officers, and police officers on school campuses

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

- a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
 - b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
 - c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity
17. Strategies for suicide prevention and intervention

CSBA NOTE: Policies and/or plans for maintaining a safe school environment during a pandemic, as described in Item #18 below, may be included in the district's comprehensive safety plan. Such policies may include BP 3516.5 - Emergency Schedules, BP 4113.5 - Working Remotely, BP 4119.41 - Employees with Infectious Disease, BP/AR 5141.22 - Infectious Diseases, and BP/AR 6158 - Independent Study.

18. District policy and/or plan related to pandemics

CSBA NOTE: Penal Code 626.8 provides that a person may be guilty of a misdemeanor for infringing with or disrupting a school activity, remaining on campus after having been asked to leave, reentering within seven days of being asked to leave, establishing a continued pattern of unauthorized entry, or willfully or knowingly creating a disruption with the intent to threaten the immediate physical safety of a student in preschool or grades K-8 who is arriving at, attending, or leaving school; see BP/AR 3515.2 - Disruptions.

19. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after

having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

20. Crisis prevention and intervention strategies, which may include the following:

- a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate
- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure
- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media
- f. Communication with parents/guardians of reunification plans and the necessity of cooperating with first responders
- g. Development of a method for the reporting of violent incidents
- h. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

CSBA NOTE: Education Code 49390 and 49393 require certificated and classified employees of the district, or other school officials such as Board members, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle school or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, to immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. "Threat or perceived threat" means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent/guardian, student, or other individual.

21. Training on assessment and reporting of potential threats, violence prevention, and intervention techniques

Such training shall include preparation to implement the elements of the CSSP

CSBA NOTE: Pursuant to Education Code 32284, the CSSP may, at the discretion of the Board, include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school. No state funds may be used for this purpose.

22. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

23. Continuity of operations procedures to ensure that the district's essential functions are not disrupted during an emergency, to the extent possible

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

State

Description

5 CCR 11987-11987.7

School Community Violence Prevention Program requirements

5 CCR 11992-11993

Persistently dangerous schools: definition

Policy 1340: Access To District Records

Status: ADOPTED

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

CSBA NOTE: The following optional policy and accompanying administrative regulation reflect requirements of the California Public Records Act (CPRA) (Government Code 7920.000 - 7930.215) pertaining to public access to public records of the district. "Public records," as defined by Government Code 7920.530, include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics; see "Definitions" in the accompanying administrative regulation. For information regarding retention of records, see BP/AR 3580 - District Records, AR 4112.6/4212.6/4312.6 - Personnel Files, and BP/AR 5125 - Student Records.

Because the rules and regulations surrounding CPRA disclosures are complex, it is recommended that districts with questions about an appropriate response to a CPRA request consult CSBA's District and County Office of Education Legal Services or district legal counsel.

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

CSBA NOTE: In *City of San Jose v. Superior Court*, the California Supreme Court held that communications regarding public business that have been sent, received, or stored by public officials on a personal account or device are not categorically exempt from disclosure under the CPRA. The court noted that public agencies are required to disclose all applicable records that can be located "with reasonable effort," including those records contained on a public official's or employee's personal device, regardless of whether they were transmitted through district servers. Such searches need not be extraordinarily extensive or intrusive. For further information, see CSBA's, "Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications." Also see AR 3580 - District Records, BP 4040 - Employee Use of Technology, and BB 9012 - Board Member Electronic Communications.

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

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

CSBA NOTE: The following paragraph is optional.

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

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

State	Description
5 CCR 430-438	<u>Individual student records</u>
CA Constitution Article 1, Section 3	<u>Right of access to governmental information</u>
Civil Code 1798.3	Personal information
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 35145	Public meetings
Ed. Code 35170	Authority to secure copyrights
Ed. Code 35250	<u>Duty to keep certain records and reports</u>
Ed. Code 35266	Cybersecurity
Ed. Code 41020	Requirement for annual audit

Regulation 1340: Access To District Records

Status: ADOPTED

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

CSBA NOTE: Article 1, Section 3 of the California Constitution grants any person the right to access information concerning meetings and writings of state and local government bodies, officials, and agencies as long as the constitutional rights of privacy and due process are protected. Courts broadly interpret rules or laws granting access and narrowly interpret those denying access; thus, the burden is on the district to demonstrate the need for restricting access to public records.

The following optional administrative regulation lists those records defined as public and, in contrast, those defined as exempt and/or confidential, to which there is no public access.

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

Definitions

CSBA NOTE: Pursuant to Government Code 7920.530, a "public record" includes any writing that relates to district business as defined below.

Emails and other electronic communications related in a substantive manner to district business are considered public records. Furthermore, in *City of San Jose v. Superior Court*, the California Supreme Court held that using a personal account or personal device to send, receive, or store communications regarding public business does not categorically exclude those records from disclosure upon request under the California Public Records Act (CPRA) (Government Code 7920.000 - 7930.215). The court noted that public agencies are required to disclose all applicable records that can be located "with reasonable effort," including those records contained on a public employee's or official's personal device or account. Such searches need not be extraordinarily extensive or intrusive. For further information, see CSBA's, "Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications." Also see the accompanying Board policy, AR 3580 - District Records, BP 4040 - Employee Use of Technology, and BB 9012 - Board Member Electronic Communications.

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

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

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

Public Records

CSBA NOTE: While not specifically enumerated in Government Code 7920.530, Items #1-15 below are items which fall within the definition of "public records."

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

1. Proposed and approved district budgets and annual audits (Education Code 41020, 42103)
2. Statistical compilations
3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings (Education Code 35145)
6. Meeting agendas (Government Code 54957.5)

7. Official communications between the district and other government agencies

CSBA NOTE: District and school plans, such as the district's local control and accountability plan, school plans for student achievement, and comprehensive school safety plan, are required to generally be accessible to the public. However, pursuant to Education Code 32281, the Governing Board may choose to prohibit disclosure of those portions of the comprehensive safety plan that include tactical responses to criminal incidents that may result in death or serious bodily injury at the school site. See BP 0450 - Comprehensive Safety Plan.

8. District and school plans, and the information and data relevant to the development and evaluation of such plans, unless otherwise prohibited by law
9. Initial proposals of exclusive employee representatives and of the district, once presented at a district Governing Board meeting (Government Code 3547)

CSBA NOTE: Government Code 7927.200 exempts from disclosure those records pertaining to pending litigation until the pending litigation or claim has been finally adjudicated or otherwise settled. However, the Attorney General opined in 71 Ops.Cal.Atty.Gen. 235 (1988) that certain records predating the filing of a lawsuit are subject to disclosure. In *Fairley v. Superior Court*, a California Court of Appeal concurred and held that documents were exempted only if they were prepared for use in litigation. See Item #2 in "Exempt and Confidential Public Records," below. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel with questions regarding disclosure of documents related to litigation.

10. Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code 7927.200, 7927.205)
11. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

CSBA NOTE: Generally, the names and salaries of public employees are subject to disclosure under the CPRA. In *Sacramento County Employees Retirement System v. Superior Court*, a California Court of Appeal held that the names and corresponding pension benefits of members of a county retirement system are subject to disclosure and are not considered "individual records of members" protected by Government Code 31532. However, in *International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County*, the California Supreme Court recognized that, in some instances, the salaries of certain employees might be exempt from disclosure, depending on the facts and circumstances. It is recommended that districts with questions about the disclosure of employee information consult CSBA's District and County Office of Education Legal Services or district legal counsel.

12. Documents containing names, salaries, and pension benefits of district employees
13. Employment contracts and settlement agreements (Government Code 53262)
14. Instructional materials including, but not limited to, textbooks (Education Code 49091.10)

CSBA NOTE: Pursuant to Government Code 7928.801, any executed contract for the purchase of goods or services by the district, including the price and terms of payment, is a public record subject to disclosure under the CPRA. It is recommended that districts with questions about contracting with entities for goods or services outside of California, or pursuant to federal law, consult CSBA's District and County Office of Education Legal Services or district legal counsel.

15. Executed contracts for the purchase of goods or services, even if the contract contains provisions specifying that the contract is confidential or a proprietary record of the vendor (Government Code 7928.801)

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

Exempt and Confidential Public Records

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

1. Preliminary drafts, notes, and interagency or intradistrict memoranda that are not retained by the district in the

ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 7927.500)

2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 7927.200, 7927.205)

CSBA NOTE: The Safe at Home address confidentiality program has been in existence pursuant to Government Code 6205-6210 and 6215-6216 to protect victims of domestic violence, sexual assault, stalking, human trafficking, and elder or dependent adult abuse, and members of their households, as well as district employees who face threats of violence, or violence or harassment from the public because of the employee's work for the district. This type of protection has been extended to district employees and Board members who face threats of violence, or violence or harassment from the public because of the employee's work for the district, and, pursuant to Government Code 6205-6210, to victims of child abduction and members of their households. Government Code 6207 provides that, when creating a public record, the district may not include actual residences of students, parents/guardians, or employees when a substitute address is designated through the Safe at Home program. Districts are required to accept the program participation card issued by the Secretary of State and to substitute a post office box as the participant's address.

3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 7927.700)

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

- a. To an agent or a family member of the employee
- b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
- c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed
- d. Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, personal email address, or birth date, and the district shall remove the home address, home telephone number, and personal cell phone number from any mailing list of the district except a list used exclusively to contact the employee
- e. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

CSBA NOTE: Pursuant to Government Code 7928.205, the district is prohibited from publicly posting online the information specified below of any elected or appointed official, such as a Board member, without first obtaining the written permission of that individual.

4. The home address, telephone number, or both the name and assessor parcel number associated with the home address of any elected or appointed official posted by the district online without first obtaining the written permission of that individual (Government Code 7928.205)
5. Student records, except directory information and other records to the extent permitted by law and district policy (Education Code 49073, 49076; 20 USC 1232g; 34 CFR 99.1-99.8)
6. Test questions, scoring keys, and other examination data except as provided by law (Government Code 7929.605)
7. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 7928.705)

8. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in an unfair competitive disadvantage to the person supplying the information (Government Code 7925.000)
9. Library circulation and patron use records of a borrower or patron including, but not limited to, name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to persons acting within the scope of their duties in the administration of the library; to persons authorized in writing, by the individual to whom the records pertain, to inspect the records; or by court order (Government Code 7927.100, 7927.105)

CSBA NOTE: The following exemption protects attorney-client privileged communications and attorney work product, as well as other work product prepared for use in pending litigation or claims. Pursuant to the Rules of Professional Conduct of the State Bar of California, when an attorney has been hired to represent the district as a whole, this privilege may only be waived by the Board.

In *Los Angeles County Board of Supervisors v. Superior Court*, the California Supreme Court held that invoices for the services of district counsel, or portions of those invoices, may be privileged and therefore exempt from disclosure. It is recommended that districts with questions about disclosable records in response to a CPRA request for legal invoices consult CSBA's District and County Office of Education Legal Services or district legal counsel.

10. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 7927.705)
11. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 7929.200)

CSBA NOTE: Item #12 is related to the information technology security of the district. Government Code 11549.3, authorizes districts, at district expense, to request the Military Department, in consultation with the California Cybersecurity Integration Center, to perform an independent security assessment of the district or individual district school. During the process of conducting an independent security assessment pursuant to Government Code 11549.3, information and records concerning the independent security assessment are confidential and are not disclosable.

12. Information security record if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, an information technology system of the district (Government Code 7929.210)
13. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code 7924.110)
14. Minutes of Board meetings held in closed session (Government Code 54957.2)
15. Computer software developed by the district (Government Code 7922.585)
16. 16. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 7926.400, 7930.000-7930.215)

CSBA NOTE: Pursuant to Government Code 7930.205, as amended by AB 1004 (Ch. 132, Statutes of 2025), tribal financial information is exempt from disclosure. Government Code 8450, as added by AB 1004, provides that any record that contains financial information provided by an Indian tribe to a public agency as a condition of or requirement for receiving financial assistance is confidential, not considered to be a public record, and not be open to public inspection.

17. 17. Tribal financial information as a condition of or requirement for receiving financial assistance (Government Code 7930.205, 8450)
18. Any other records listed as exempt from public disclosure in the CPRA or other statutes

CSBA NOTE: Item #19 below reflects an exemption often referred to as the "catch-all" or "public interest" exemption pursuant to Government Code 7922.000. This exemption allows a district to withhold a record

CSBA NOTE: Government Code 7922.535, as amended by AB 370 (Ch. 34, Statutes of 2025), includes in the definition of "unusual circumstances" the need to search for, collect, and examine records during a cyberattack, as specified. However, a district is not relieved of its obligation to comply with a CPRA request when the requested record is maintained in a location other than on the electronic server or system affected by the cyberattack, or maintained in a nonelectronic format.

5. In the case of electronic records, the inability to access its electronic servers or systems due to a cyberattack in order to search for and obtain a record that the district believes is responsive to a request and is maintained on the servers or systems in an electronic format, and only until the district regains its ability to access its electronic servers or systems and search for and obtain electronic records that may be responsive to a request

CSBA NOTE: Government Code 7922.535 includes in the definition of "unusual circumstances" the need to search for, collect, and examine records when the state of emergency currently, and, as amended by AB 370, directly affects, the district's ability to timely respond to a CPRA request.

6. The need to search for, collect, and appropriately examine records during a state of emergency proclaimed by the Governor pursuant to the California Emergency Services Act in the jurisdiction where the district is located when the state of emergency currently and directly affects, due to the state of emergency, the district's ability to timely respond to staffing shortages or closure of facilities where the requested records are located (Government Code 8567)

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

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

CSBA NOTE: Government Code 7922.530 states that copies of records must be provided "promptly." The term "promptly" is not defined in law, but Government Code 7922.500 also states that a district may not delay or obstruct the inspection or copying of records. Thus, if the records are held in a manner that allows for prompt disclosure, the records generally should not be withheld because of the 10-day response period or the 14-day extension detailed above.

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

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

CSBA NOTE: The following optional paragraph is for use by districts that charge for copies. See the accompanying Board policy which authorizes the district to charge for copies of public records or other materials requested by individuals or groups, so long as in accordance with law and as specified in this administrative regulation.

Government Code 7922.530 permits, but does not require, the district to charge a person requesting a physical copy of a record a fee covering the direct costs of duplication; however, no fee may be charged to a person who wishes to inspect but not copy a record. In *North County Parents Organization for Children with Special Needs v. Department of Education*, the court determined that direct costs include only the cost of running the copy machine and possibly the expense of the person operating it. Examples of costs that do not fit this definition include costs associated with searching, reviewing, or redacting the record; assisting the requester in formulating the request; responding to the request; or employee time to sit with the requester during inspection of the record.

Pursuant to Government Code 7922.530, members of the public who request to inspect a disclosable record of the district have the right to use their own equipment on district premises, without being charged any fees or costs, to photograph, copy, or reproduce the record in a manner that does not require the equipment to make physical contact with the record.

Additionally, Government Code 7922.575 allows recovery of direct costs when the district would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals or requires data compilation, extraction, or programming to produce the record. In *National Lawyers Guild, San Francisco Bay Area Chapter v. City of Hayward*, the California Supreme Court clarified that the term "data extraction" does not include the process of redacting exempt material from otherwise disclosable electronic records

based on analysis of the specific facts of the situation and in light of the competing public interests. Additionally, this exemption includes the "deliberative process privilege" which is designed to protect a district's decision-making process in order to encourage candid discussions within the district. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when determining whether a request for a record falls under this exemption.

19. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 7922.000)

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

CSBA NOTE: Pursuant to Government Code 8310.3, districts are prohibited from collecting or disclosing to federal government authorities any personal information regarding an individual's religious beliefs, practices, or affiliation for the purpose of compiling a list, registry, or database of individuals based on religious affiliation, national origin, or ethnicity.

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

CSBA NOTE: Unless an exception applies, Education Code 234.7, as amended by AB 495 (Ch. 664, Statutes of 2025), prohibits district staff, to the extent practicable, from disclosing or providing in writing, verbally, or in any other manner to an officer or employee of an agency conducting immigration enforcement most student records and personnel records. For more information regarding the prohibition against disclosing student and personnel records as it relates to immigration enforcement, and limited exceptions, see BP/AR 1445 - Response to Immigration Enforcement and BP/AR 5125 - Student Records.

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

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

CSBA NOTE: In *Los Angeles Times v. Alameda Corridor Transportation Authority*, a California Court of Appeal held that the CPRA does not require written requests and therefore a public record request may be made orally, by phone, or in writing, including by email, fax, or hand delivery. The district may ask, but not require, that the person put an oral request in writing.

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

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

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

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency, such as a state agency or city, having a substantial interest in the determination of the request or among two or more components of the district, such as two different school sites, with substantial interest in the request
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

and that a public agency may not recover costs for the compilation or redaction of video footage.

Due to the complex nature of cost recovery standards under the CPRA it is recommended that districts with questions regarding the permissibility of fees consult CSBA's District and County Office of Education Legal Services or district legal counsel.

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

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

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

The Superintendent or designee may impose any reasonable limit on the use of personal equipment to photograph, copy, or reproduce a disclosable record that is necessary to protect the safety of the records, or to prevent the copying of records from being an unreasonable burden to the orderly function of the district and its employees. Additionally, the Superintendent or designee may impose any limit that is necessary to maintain the integrity of, or ensure the long-term preservation of, historic or high-value records. (Government Code 7922.530)

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

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

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

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

Assistance in Identifying Requested Records

CSBA NOTE: Government Code 7922.600 requires the district to assist a person requesting to inspect or obtain a copy of a public record as specified below. Pursuant to Government Code 7922.605, this assistance is not required if the district grants the request and the records are made available or if the request is denied on the grounds that the records are confidential as specified in Government Code 7920.505.

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

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

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

deemed satisfied,

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

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

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

State	Description
5 CCR 430-438	<u>Individual student records</u>
CA Constitution Article 1, Section 3	<u>Right of access to governmental information</u>
Civil Code 1798.3	Personal information
Ed. Code 234.7	<u>Student protections relating to immigration and citizenship status</u>
Ed. Code 35145	<u>Public meetings</u>
Ed. Code 35170	<u>Authority to secure copyrights</u>
Ed. Code 35250	<u>Duty to keep certain records and reports</u>
Ed. Code 35266	Cybersecurity
Ed. Code 41020	<u>Requirement for annual audit</u>
Ed. Code 42103	<u>Budget notification</u>
Ed. Code 44031	<u>Personnel file contents and inspection</u>
Ed. Code 44839	<u>Medical certificates; periodic medical examination</u>
Ed. Code 49060-49079	<u>Student records</u>
Ed. Code 49091.10	<u>Parental review of curriculum and instruction</u>
Gov. Code 11549.3	<u>Office of Information Security</u>
Gov. Code 3547	<u>Proposals relating to representation</u>
Gov. Code 53262	<u>Employment contracts</u>
Gov. Code 54957.2	<u>Minute book record of closed sessions</u>
Gov. Code 54957.5	<u>Agendas and other writings distributed for discussion or consideration</u>
Gov. Code 6205-6210	Address confidentiality; victims of domestic violence, sexual assault, stalking, human trafficking, child abduction, and elder and dependent adult abuse
Gov. Code 6215-6216	Address confidentiality; reproductive health care providers, employees, volunteers, patients, and other individuals who face threats or violence
Gov. Code 7920.000-7930.215	<u>California Public Records Act</u>
Gov. Code 81008	<u>Political Reform Act, public records; inspection and reproduction</u>
Gov. Code 8310.3	<u>California Religious Freedom Act</u>
Gov. Code 8450	Tribal financial information
Gov. Code 8550-8669.7	California Emergency Services Act
Gov. Code 8586.5	Office of Emergency Services; California Cybersecurity Information Center
Federal	Description
20 USC 1232g	<u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>

Policy 1445: Response To Immigration Enforcement

Status: ADOPTED

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

CSBA NOTE: Pursuant to Education Code 234.7, as amended by AB 495 (Ch. 664, Statutes of 2025), districts are mandated to update their policies by March 1, 2026, with language that is equivalent to the model policy language (2025 MPL) developed by the California Attorney General in "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes," (2025 Guidance) published on December 1, 2025. The 2025 Guidance is available on the Office of the Attorney General's website.

This Board policy and the accompanying administrative regulation alone do not necessarily contain all of the 2025 MPL or its equivalent. For more information regarding response to immigration enforcement, additional language that may be equivalent to the 2025 MPL, and related issues, see the accompanying administrative regulation, BP 0410 - Nondiscrimination in District Programs and Activities, BP/AR 0450 - Comprehensive Safety Plan, BP/AR 1340 - Access to District Records, BP/AR 5111 - Admission, AR 5111.1 - District Residency, BP/AR 5125 - Student Records, AR/E 5125.1 - Release of Directory Information, and BP 5131.2 - Bullying. However, each district will need to determine on its own the collection of policy documents that contain the remainder of the 2025 MPL or its equivalent. Therefore, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when determining whether other policies should be updated to comply with the March 1, 2026 deadline.

CDE monitors compliance with the requirement to adopt policies in accordance with Education Code 234.7 during its Federal Program Monitoring (FPM) review process. Additionally, pursuant to Education Code 234.7, as amended by AB 495, districts are required to make their policies that include the 2025 MPL or its equivalent available to the California Department of Education (CDE), which has created a webpage to upload them by March 1, 2026.

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

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

1. Solicit or collect information or documents regarding the citizenship or immigration status of a student or the student's family members (Education Code 234.7)
2. Seek or require information or documents, to the exclusion of other permissible information or documents, regarding the citizenship or immigration status of a student or the student's family members (Education Code 234.7)

CSBA NOTE: Unless an exception applies, Education Code 234.7, as amended by AB 495, prohibits district staff, to the extent practicable, from disclosing or providing in writing, verbally, or in any other manner to an officer or employee of an agency conducting immigration enforcement certain information about students or staff. Similarly, unless an exception applies, Government Code 7285.2 prohibits district staff from providing voluntary consent to an immigration enforcement agent to access, review, or obtain employee records.

3. To the extent practicable, disclose or provide in writing, verbally, or in any other manner to an officer or employee of an agency conducting immigration enforcement:
 - a. The education records of or any information about a student or a student's family or household such as personal information as defined in Civil Code 1798.3, information about a student's home, or information about a student's travel schedule without parent/guardian written consent (Education Code 234.7)
 - b. The personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information (Education Code 234.7; Government Code 7285.2)

CSBA NOTE: Under the Fourth Amendment to the U.S. Constitution, an officer or employee of an agency conducting immigration enforcement may enter district-provided transportation, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring without a valid judicial warrant or court order if an authorized district employee grants permission. Education Code 234.7, as amended by AB 495, removes the authority of any district

employee to grant such permission. Specifically, unless an exception applies, district staff are prohibited from granting permission to an officer or employee of an agency conducting immigration enforcement to enter a school bus or other transportation provided by the district, a nonpublic area of a school, or a nonpublic area where any school-sponsored program or activity is occurring.

Education Code 234.7 does not address granting permission to enter district property or facilities that are not district schools, such as a district's administrative offices, or district-sponsored activities that are not school-sponsored activities, such as district-wide professional development. However, Government Code 7285.1 prohibits district staff from providing voluntary consent to an immigration enforcement agent to enter any nonpublic area of a place of labor. Item #4 applies the prohibition to all nonpublic areas of any district property or facility and to all district-sponsored activities and should be modified, along with the applicable portion of the accompanying administrative regulation, to reflect district practice.

4. Grant permission to an officer or employee of an agency conducting immigration enforcement to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring (Education Code 234.7; Government Code 7285.1)

CSBA NOTE: Due to federal preemption, state law may not require or permit district staff to obstruct, interfere with, or otherwise impede an officer or employee of an agency conducting immigration enforcement who nonetheless enters a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring. The following paragraph reiterates this caution.

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

CSBA NOTE: Education Code 234.7, as amended by AB 495, requires the Superintendent to report to the Governing Board in a timely manner, and in a manner that ensures the confidentiality and privacy of any potentially identifying information, any requests for information or access to any district-provided transportation, a nonpublic area of any school, or a nonpublic area where any school-sponsored program or activity is occurring by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. In light of the scope of Item #4 above, the following paragraph also encompasses requests for access to a nonpublic area of any district property or facilities, or a nonpublic area where any district-sponsored program or activity is occurring.

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

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

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

CSBA NOTE: Education Code 234.1 mandates that districts adopt policy prohibiting discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Education Code 220 and Penal Code 422.55. Education Code 234.1 expressly includes immigration status among the protected categories. For language fulfilling this mandate, see BP 0410 - Nondiscrimination in District Programs and Activities and BP 5145.3 - Nondiscrimination/Harassment.

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

CSBA NOTE: Government Code 8310.3 prohibits districts from disclosing information about immigration status or religion for use in the compilation of a registry for immigration enforcement or otherwise assisting in the creation of

such a registry. The 2025 MPL contains a similar prohibition. For more information regarding the prohibition of disclosing information for use in the compilation of a registry for immigration enforcement purposes, see BP 0410 - Nondiscrimination in District Programs and Activities and BP 5125 - Student Records.

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

CSBA NOTE: Pursuant to Education Code 234.7, as amended by AB 495, a district is required to provide parents/guardians with specified information regarding their children's right to a free public education regardless of immigration status, and other related information. For more information, see the accompanying administrative regulation.

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

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

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

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

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

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

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

Regulation 1445: Response To Immigration Enforcement

Status: ADOPTED

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

CSBA NOTE: Pursuant to Education Code 234.7, as amended by AB 495 (Ch. 664, Statutes of 2025), districts are mandated to update their policies by March 1, 2026, with language that is equivalent to the model policy language (2025 MPL) developed by the California Attorney General in "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes," (2025 Guidance) published on December 1, 2025. The 2025 Guidance is available on the Office of the Attorney General's website.

This administrative regulation and the accompanying Board policy alone do not contain all of the 2025 MPL or its equivalent. For more information regarding response to immigration enforcement, additional language that may be equivalent to the 2025 MPL, and related issues, see the accompanying Board policy, BP 0410 - Nondiscrimination in District Programs and Activities, BP/AR 0450 - Comprehensive Safety Plan, BP/AR 1340 - Access to District Records, BP/AR 5111 - Admission, AR 5111.1 - District Residency, BP/AR 5125 - Student Records, AR/E 5125.1 - Release of Directory Information, and BP 5131.2 - Bullying. However, each district will need to determine on its own the collection of policy documents that contain the remainder of the 2025 MPL or its equivalent. Therefore, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when determining whether other policies should be updated to comply with the March 1, 2026 deadline.

The 2025 Guidance recommends that, if feasible, districts designate an immigrant affairs liaison to facilitate training programs for staff, help provide non-legal advice to families, and assist in communications with other educational agencies and local and state government stakeholders. The following administrative regulation should be revised to reflect any such position established by the district and its responsibilities.

Responding to Requests for Information or Documents

CSBA NOTE: Unless an exception applies, Education Code 234.7, as amended by AB 495, prohibits district staff, to the extent practicable, from disclosing or providing in writing, verbally, or in any other manner to an officer or employee of an agency conducting immigration enforcement most student or personnel records.

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

1. The request is for student directory information

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

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

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

- a. The signature and signature date of the parent/guardian, or student if the student is at least 18 years of age
- b. A description of the records to be disclosed
- c. The reason for the release of information
- d. The parties or class of parties receiving the information
- e. A copy of the records to be released, if requested by the parent/guardian or student

CSBA NOTE: The following list is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice and the applicable collective bargaining agreement.

4. For records or information about a district employee, the employee has provided written consent and the district's human resource department or equivalent has been consulted

Such written consent shall include all of the following:

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

CSBA NOTE: The following list is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice and, for Item #3, the applicable collective bargaining agreement.

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

1. Make a copy of the request and notify the Superintendent or designee
2. For requests regarding student information, provide the student's parent/guardian, or the student, if the student is at least 18 years of age, with notice, a description of the request, and any documentation provided to the district describing the request, unless prohibited by a valid judicial subpoena, judicial warrant, or court order, or in cases involving investigation of child abuse, neglect, or dependency
3. For requests regarding district employee information, provide the employee with notice, a description of the request, and any documentation provided to the district describing the request, unless prohibited by a valid judicial subpoena, judicial warrant, or court order

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

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

CSBA NOTE: Under the Fourth Amendment to the U.S. Constitution, an officer or employee of an agency conducting immigration enforcement may enter district-provided transportation, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring without a valid judicial warrant or court order if an authorized district employee gives permission. Education Code 234.7, as amended by AB 495, removes the authority of any district employee to give such permission. Specifically, unless an exception applies, district staff are prohibited from granting permission to an officer or employee of an agency conducting immigration enforcement to enter a school bus, or other transportation provided by the district, a nonpublic area of a school, or a nonpublic area in a which school-sponsored program or activity is occurring.

Education Code 234.7 does not address granting permission to enter district property or facilities that are not district schools, such as a district's administrative offices, or district-sponsored activities that are not school-sponsored activities, such as district-wide professional development. However, Government Code 7285.1 prohibits districts staff from providing voluntary consent to an immigration enforcement agent to enter any nonpublic areas of a place of labor. This section applies the prohibition to all nonpublic areas of any district property or facility and to all district-sponsored activities and should be modified, along with the applicable portion of the accompanying Board policy, to reflect district practice.

If an officer or employee of an agency conducting immigration enforcement requests access to a student, such as for purposes of interviewing, searching, or detaining the student, or permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where

any district-sponsored program or activity is occurring, district staff shall take the following actions:

CSBA NOTE: The following list is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice.

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

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

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

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

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

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

1. The officer or employee provides a valid judicial warrant or court order
2. Permission is required to be granted by state or federal law or in order to administer a state or federally supported educational program
3. The officer or employee is a sworn law enforcement officer, declares that exigent circumstances exist, and demands immediate access

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

CSBA NOTE: While not required by law, the 2025 MPL includes requirements that the district post signs at school entrances containing school hours and registration requirements and that the district adopt measures for responding to outsiders in a manner that avoids classroom interruptions. For procedures applicable to all visitors, see BP/AR 1250 - Visitors/Outsiders.

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

CSBA NOTE: The following paragraph is consistent with the 2025 MPL but not required by law, and should be

modified to reflect district practice.

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

Responding to Immigration Enforcement Activity on District Property

CSBA NOTE: Pursuant to Education Code 32282, as amended by SB 98 (Ch. 124, Statutes of 2025), comprehensive school safety plans are, by March 1, 2026, required to include procedures specifically designed to notify parents/guardians and district staff when a school confirms the presence of immigration enforcement on the school site.

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

CSBA NOTE: The following paragraph is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice, including whether the district maintains a district police or security department.

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

CSBA NOTE: Due to federal preemption, state law may not require or permit district staff to obstruct, interfere with, or otherwise impede an officer or employee of an agency conducting immigration enforcement who nonetheless enters a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring. The following paragraph reiterates this caution.

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

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

CSBA NOTE: The following list is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice.

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

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

The Superintendent or designee shall encourage parents/guardians to update their emergency contact information as needed at any time. The Superintendent or designee shall notify parents/guardians that the district will only use information provided on the emergency cards in response to specific emergency situations and not for any other

purpose. (Education Code 234.7)

CSBA NOTE: The following list is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice.

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

CSBA NOTE: Family Code 6552, as amended by AB 495, changes the definition of "relative", for purposes of a Caregiver's Authorization Affidavit, to include any adult who is related to the child by blood, adoption, or affinity within the fifth degree of kinship, including all stepparents, stepsiblings, and all relatives whose status is preceded by the words "great," "great-great," or "grand." The 2025 Guidance encourages families to consider completing a Caregiver Authorization Affidavit, which would give a relative the authority to make educational and medical decisions for the student.

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

CSBA NOTE: Education Code 48204.4 provides that a student complies with district residency requirements if the student's parent/guardian was a resident of California and departed against the parent/guardian's will due to a transfer by a government agency that had custody of the parent/guardian, a lawful order from a court or government agency authorizing removal, or removal or departure pursuant to the federal Immigration and Nationality Act. For more information regarding district residency, see AR 5111.1 - District Residency.

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

CSBA NOTE: The following paragraph is consistent with the 2025 MPL but not required by law, and should be deleted or modified to reflect district practice.

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

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

State	Description
Civ. Code 1798.3	Information Practices Act of 1977; definitions
Ed. Code 200	<u>Prohibition of discrimination</u>
Ed. Code 200	<u>Equal rights and opportunities in state educational institutions</u>
Ed. Code 234.1	<u>Student protections relating to discrimination, harassment, intimidation, and bullying</u>
Ed. Code 234.7	<u>Student protections relating to immigration and citizenship status</u>
Ed. Code 32282	Comprehensive School Safety Plan
Ed. Code 48204.4	<u>Evidence of residency for school enrollment</u>
Ed. Code 48906	Exception to parent/guardian notifications
Ed. Code 48980	Parent/Guardian notifications

Policy 5125: Student Records

Status: ADOPTED

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

CSBA NOTE: The following mandated policy and accompanying administrative regulation address student records, which are governed by both federal and state law, including the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g, 34 CFR 99.1-99.8), the Protection of Pupil Rights Amendment (PPRA) (20 USC 1232h), the Children's Online Privacy Protection Act (COPPA) (15 USC 6501-6506, 16 CFR 312), Education Code 49069.7 and 49073.1, K-12 Pupil Online Personal Information Protection Act (Business and Professions Code 22584), Early Learning Personal Information Protection Act (Business and Professions Code 22586), and 5 CCR 430-438. For information regarding public access to certain records in accordance with the California Public Records Act (CPRA) (Government Code 7920.000 - 7930.215), see BP/AR 1340 - Access to District Records and BB 9012 - Board Member Electronic Communications. For information regarding retention of records, see BP/AR 3580 - District Records and AR 4112.6/4212.6/4312.6 - Personnel Files.

Pursuant to 5 CCR 431, districts are mandated to establish policies and procedures to implement state law and regulations regarding student records, including policies and procedures which (1) enumerate and describe the student records collected and maintained by the district, (2) ensure security of the records, and (3) guarantee access to authorized persons within five days of a request. Education Code 49069.7 mandates procedures related to review of student records by parent/guardian. See the accompanying administrative regulation for additional language implementing these mandates.

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

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

CSBA NOTE: The privacy of online information of students in prekindergarten (preK) through grade 12 is addressed in Privacy Rights for California Minors in the Digital World (Business and Professions Code 22580-22582), the K-12 Pupil Online Personal Information and Protection Act (Business and Professions Code 22584-22585), and the Early Learning Personal Information Protection Act (Business and Professions Code 22586-22587), which prohibit an operator of a website, online service or application, or mobile application from knowingly using, disclosing, or compiling the personal information of a minor for the purpose of marketing or advertising specified types of products or services; allowing a third party to use, disclose, or compile such information; or selling or disclosing specified student information or knowingly using such student information to engage in targeted advertising to students or parents/guardians or to amass a profile about a preK-12 student. Covered student information includes any personally identifiable information or materials created or provided by a student, parent/guardian, or district employee, such as name, contact information, educational record, discipline records, test results, health records, and socioeconomic information. Pursuant to Business and Professions Code 22584 and 22586, an operator is required to delete data under the control of the school or district upon the request of the school or district. However, Business and Professions Code 22584 does not require the deletion of student records held by a national assessment provider when the records only include standardized test results.

Additionally, pursuant to Business and Professions Code 22584 and 22586, an operator is required to delete a student's covered information that is not subject to the California Consumer Privacy Act which is under the operator's control, as specified below. Business and Professions Code 22584 and 22586 do not require the deletion of mandatory permanent student records or any official records or files directly related to a student and maintained by the operator, school, or district.

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

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

CSBA NOTE: Pursuant to Education Code 49076.7, a district is prohibited from soliciting or collecting social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. One such exception is the collection of the last four digits of the social security number for the purpose of establishing eligibility for a federal benefit program.

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

CSBA NOTE: Unless an exception applies, Education Code 234.7, as amended by AB 495 (Ch. 664, Statutes of 2025), prohibits the collection and disclosure of information or documents regarding the citizenship or immigration status of students or their family members. For more information regarding the prohibition against collecting and disclosing citizenship or immigration status of students or their family members, and limited exceptions, see BP/AR 1445 - Response to Immigration Enforcement and BP/AR 1340 - Access to District Records.

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

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

CSBA NOTE: Pursuant to Family Code 6323.5, districts are required to develop protocols to comply with a court's restraining order that prohibits a party from accessing records and information pertaining to the education, daycare, health care, recreational activities, or employment of a minor child of the parties, which may include prohibiting access to a parent/guardian who would otherwise be entitled to the records. The protocols must, at a minimum, (1) designate an appropriate employee(s) who is responsible for receiving protective order(s), (2) establish a means of ensuring that the restrained party is not able to access the prohibited records or information, and (3) implement a procedure for submitting a copy of the restraining order including confirmation of when and to whom it was submitted. It is recommended that districts with questions about complying with these procedures consult CSBA's District and County Office of Education Legal Services or district legal counsel.

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

Student Records from Social Media

CSBA NOTE: The following section is optional and may be revised to reflect district practice. Pursuant to Education Code 49073.6, any district considering a program to gather information from students' social media activity, as defined, is required to first notify students and parents/guardians and provide an opportunity for public comment. The notification may be provided as part of the annual parent/guardian notification required pursuant to Education Code 48980. If such a program is then adopted, the district is required to comply with program requirements reflected in "Student Records from Social Media" in the accompanying administrative regulation.

It is recommended that the district consult CSBA's District and County Office of Education Legal Services or district legal counsel before gathering any other online information that does not meet the definition of social media in Education Code 49073.6.

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

Retention, Disclosure, and Security of Student Records

CSBA NOTE: The use of artificial intelligence (AI) may pose risks to keeping student records private and secure. CSBA's, "Understanding Artificial Intelligence in K-12 Education: What Governance Teams Should Know," cautions districts to consider whether information about students shared with or stored in an AI-enabled system is subject to federal or state privacy laws and whether interactions between students and AI systems may create records that are required to be protected by law, such as when a chatbot or automated tutor generates written guidance to a student.

Pursuant to Education Code 33328.5, the Superintendent of Public Instruction has convened a working group related to AI in public schools in order to develop guidance on the safe use of AI in education and, subsequently, to develop a model policy on the safe and effective use of AI. For more information on AI, see BP 0441 - Artificial Intelligence, BP/E(1) 4040 - Employee Use of Technology, BP 5131.9 - Academic Honesty, and BP/AR 6163.4 - Student Use of Technology.

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

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

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

CSBA NOTE: Education Code 49073.1 authorizes districts to enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or for software designed for this purpose. A district that chooses to enter into such a contract is mandated to adopt policy allowing such contracts and is required to ensure that the contract includes all the provisions specified in Education Code 49073.1. Also see BP 3312 - Contracts.

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

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

State	Description
5 CCR 16020-16027	Destruction of records of school districts
5 CCR 430-438	<u>Individual student records</u>
Bus. and Prof. Code 22580-22582	<u>Privacy rights for California minors in the digital world</u>
Bus. and Prof. Code 22584-22585	<u>Student Online Personal Information Protection Act</u>
Bus. and Prof. Code 22586-22587	<u>Early Learning Personal Information Protection Act</u>
Code of Civil Procedure 1985.3	<u>Subpoena duces tecum</u>
Ed. Code 17604	<u>Delegation of powers to agents</u>
Ed. Code 220.3	Prohibition of requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression
Ed. Code 234.7	<u>Student protections relating to immigration and citizenship status</u>
Ed. Code 33328.5	Statewide AI Task Force
Ed. Code 35266	<u>Reporting of cyberattacks</u>
Ed. Code 48201	<u>Transfer student's record for acts that resulted in suspension or expulsion</u>
Ed. Code 48853.5	<u>Foster youth placement, immunizations</u>
Ed. Code 48902	<u>Notification of law enforcement of specified violations</u>
Ed. Code 48904-48904.3	<u>Withholding grades, diplomas, or transcripts</u>
Ed. Code 48918	<u>Rules governing expulsion procedures</u>
Ed. Code 48980	<u>Parent/Guardian notifications</u>
Ed. Code 48985	<u>Notices to parents/guardians in language other than English</u>
Ed. Code 49060-49079	Student records
Ed. Code 49091.14	<u>Parent/guardian review of curriculum</u>

Regulation 5125: Student Records

Status: ADOPTED

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CSBA NOTE: The following mandated administrative regulation and accompanying Board policy address student records, which are governed by both federal and state law, including the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g, 34 CFR 99.1-99.8), the Protection of Pupil Rights Amendment (PPRA) (20 USC 1232h), the Children's Online Privacy Protection Act (COPPA) (15 USC 6501-6506, 16 CFR 312), Education Code 49069.7 and 49073.1, K-12 Pupil Online Personal Information Protection Act (Business and Professions Code 22584), Early Learning Personal Information Protection Act (Business and Professions Code 22586), and 5 CCR 430-438. For information regarding public access to certain records in accordance with the California Public Records Act (CPRA) (Government Code 7920.000 - 7930.215), see BP/AR 1340 - Access to District Records and BB 9012 - Board Member Electronic Communications. For information regarding retention of records, see BP/AR 3580 - District Records and AR 4112.6/4212.6/4312.6 - Personnel Files.

Pursuant to 5 CCR 431, districts are mandated to establish policies and procedures to implement state law and regulations regarding student records, including policies and procedures which (1) enumerate and describe the student records collected and maintained by the district, (2) ensure security of the records, and (3) guarantee access to authorized persons within five days of a request. Education Code 49069.7 mandates procedures related to review of student records by parents/guardians. The following administrative regulation includes language implementing these mandates.

Definitions

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

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

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

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

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

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

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

CSBA NOTE: Education Code 49063 requires districts to include the criteria for defining "school officials and employees" in their annual notification. 34 CFR 99.31 defines "school officials and employees" for purposes of determining who may be given personally identifiable information from student records. In 73 Fed.Reg. 74815 (2008), the U.S. Department of Education (USDOE) stated that local agencies are in the best position to determine the types of parties who may serve as school officials. Examples cited include school transportation officials (including bus drivers), school nurses, practicum and fieldwork students, unpaid interns, consultants, contractors, volunteers, and other outside parties providing institutional services and performing institutional functions, provided that each of the requirements in 34 CFR 99.31 has been met. For accuracy, this Board policy uses the phrase "district officials and employees" rather than the phrase "school officials and employees," which is used in the applicable laws and regulations.

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

CSBA NOTE: Education Code 49063 requires districts to include the criteria for defining "legitimate educational interest" in their annual notification.

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

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

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

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

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

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

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

CSBA NOTE: Pursuant to 34 CFR 99.3, the definition of "personally identifiable information" includes a personal identifier such as a student's social security number. Education Code 49076.7 prohibits districts from collecting or soliciting social security numbers, or the last four digits of social security numbers, from students or their parents/guardians unless otherwise required to do so by state or federal law. If a social security number is collected under such circumstances, it must be classified as personally identifiable information and is subject to the restrictions related to access or de-identification of records specified in 34 CFR 99.30-99.39 and this administrative regulation.

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

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

CSBA NOTE: USDOE and the U.S. Department of Health and Human Services', "Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records," clarifies that a student's immunization and health record maintained by the district is a "student record" subject to FERPA.

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

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

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

CSBA NOTE: USDOE guidance, "School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA)," clarifies that records created by the district's law enforcement unit, such as student images appearing on security videotapes, are not considered student records under FERPA as long as the records are created for a law enforcement purpose.

3. Records of the law enforcement unit of the district, as specified in 34 CFR 99.8
4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

Persons Granted Absolute Access

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

CSBA NOTE: Pursuant to Family Code 6323.5, districts are required to develop protocols to comply with a court's restraining order that prohibits a party from accessing records and information pertaining to the education, daycare, health care, recreational activities, or employment of a minor child of the parties, which may include a parent/guardian who would otherwise be entitled to the records. The accompanying Board policy specifies this requirement.

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

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

2. An adult student, or a student under 18 years of age, who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records (34 CFR 99.3, 99.5)

CSBA NOTE: Pursuant to Education Code 56041.5, all the rights accorded to the parent/guardian of a student with exceptional needs, including the right to access student records, are transferred to the student at 18 years of age, except when the student has been declared incompetent under state law.

3. Parents/guardians of an adult student with exceptional needs who is 18 years of age or older and has been declared incompetent under state law (Education Code 56041.5)

Access for Limited Purpose/Legitimate Educational Interest

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

CSBA NOTE: Education Code 49076 and 34 CFR 99.31 require that access to relevant records be given to parents/guardians of a dependent child, defined by 26 USC 152 as one who lives with a parent/guardian for more than half the taxable year, meets the specified age requirements, has not provided more than half of one's own support during that year, and has not filed a joint tax return with a spouse.

1. Parents/guardians of a student 18 years of age or older who is a dependent child as defined in 26 USC 152 (Education Code 49076; 34 CFR 99.31)
2. Students who are 16 years of age or older or who have completed the 10th grade (Education Code 49076)
3. District officials and employees, consistent with the definition provided in "Definitions," above (Education

Code 49076; 34 CFR 99.31)

4. Members of a school attendance review board (SARB) appointed pursuant to Education Code 48321 who are authorized representatives of the district and any volunteer aide 18 years of age or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)
5. Officials and employees of other districts, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

CSBA NOTE: 34 CFR 99.34 requires the district to make a reasonable attempt to notify the parent/guardian or adult student when the district discloses certain information as described in the following paragraph. However, if the district includes a statement in its annual parent/guardian notification that the district may forward education records under such circumstances, it is not obligated to individually notify parents/guardians or adult students. The following optional paragraph may be deleted by districts that include such a statement in their annual parent/guardian notification. See "Notification of Parents/Guardians," below.

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

CSBA NOTE: Item #6 is for use by districts that maintain high schools. Education Code 69432.9 provides that all students in grade 12 will be considered Cal Grant applicants and will have their grade point average (GPA) submitted to the Student Aid Commission, unless they opt out or are permitted under Commission rules to submit test scores in lieu of the GPA. Education Code 69432.9 requires that the report be submitted on a standardized form provided by the Commission. Pursuant to Education Code 69432.92, the Commission may also require that districts submit verification of high school graduation or its equivalent for all students who graduated in the prior academic year, except for students who have opted out.

Education Code 69432.9 requires that parents/guardians be notified that their child's GPA will be forwarded, unless they opt out within the time period specified in the notice. This notification may be included in the annual parent/guardian notification issued pursuant to Education Code 48980.

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

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

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

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

CSBA NOTE: Item #7 is for use by districts that serve students in grades 9-12. Pursuant to Education Code 60900, districts are required to enter into a data sharing agreement with the California College Guidance Initiative (CCGI), and by June 30, 2026, submit data for students in grades 9-12, as specified. Pursuant to Education Code 60900 and 60900.5, the California Department of Education (CDE) also shares specified data with CCGI. The district is required to include in the annual notification to parents/guardians the sharing of data with CCGI; see "Notification of Parents/Guardians," below.

7. The California College Guidance Initiative (CCGI) in accordance with a data sharing agreement pursuant to Education Code 60900, to provide data for use when planning for and applying to California public colleges and universities (Education Code 60900, 60900.5)
8. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

CSBA NOTE: Pursuant to Education Code 49076, county placing agencies authorized to assess the effectiveness of a state or federally funded program on behalf of federal, state, or local officials and agencies may be allowed access to student records. Additionally, Education Code 49076 authorizes districts, county offices of education, and county placing agencies to develop cooperative agreements to facilitate confidential access to and exchange of student information by email, facsimile, electronic format, or other secure means, provided the agreement complies with the requirements of 34 CFR 99.35.

9. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to Item #8 above (Education Code 49076)
 10. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)
- Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)
11. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
 12. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
 13. Any probation officer, district attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

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

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

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

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

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

16. A student 14 years of age or older who is an unaccompanied minor experiencing homelessness as defined in 42 USC 11434a (Education Code 49076)

CSBA NOTE: Family Code 6552, as amended by AB 495 (Ch. 664, Statutes of 2025), changes the definition of "relative", for purposes of a Caregiver's Authorization Affidavit, to include any adult who is related to the child by blood, adoption, or affinity within the fifth degree of kinship, including all stepparents, stepsiblings, and all relatives whose status is preceded by the words "great," "great-great," or "grand."

In "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes," the California Attorney General encourages families to develop a Family Safety Plan and to consider completing a Caregiver Authorization Affidavit or a Petition for Appointment of Temporary Guardian, which would give a relative the authority to make educational and medical decisions for the student.

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

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

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

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

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

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

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

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

Discretionary Access

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

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

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

CSBA NOTE: The following optional paragraph may be revised to reflect district practice.

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

2. Accrediting associations in order to carry out their accrediting functions (Education Code 49076; 34 CFR 99.31)
3. Organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of students or parents/guardians by individuals other than representatives of the organization who have legitimate interests in the information
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted
 - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31
4. Officials and employees of other districts, private schools, or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)

CSBA NOTE: Education Code 49076 includes "contractors" and "consultants," as defined in "Definitions" above, with a legitimate educational interest who have a formal written agreement or contract with the district, among the categories of individuals to whom a student's personally identifiable information may be disclosed under certain circumstances. Unlike 34 CFR 99.31, however, Education Code 49076 prohibits disclosure of such information to volunteers and other parties.

Pursuant to Education Code 49073.1, a district may enter into a contract with a third party to provide (1) services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or (2) digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records as provided. When entering into a contract with a third party, it is recommended that districts utilize data sharing agreements to ensure contractors and consultants comply with student data privacy laws. California IT in Education (CITE) has student data privacy resources, including a sample student data privacy agreement, available on its website. For more information on contracts for digital storage and maintenance of student records, see BP 3312 - Contracts.

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)

CSBA NOTE: Items #7 and 8 below are for use by districts that maintain high schools.

7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the

financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31)

8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the limits set by 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.37)

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

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

Persons Generally Denied Access

CSBA NOTE: Pursuant to Education Code 234.7, as amended by AB 495, districts are mandated to update their policies by March 1, 2026, with language that is equivalent to the model policy language (2025 MPL) developed by the California Attorney General in "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes," (2025 Guidance). The 2025 Guidance is available on the Office of the Attorney General's website.

The following section is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice. For more information regarding response to immigration enforcement, see BP/AR 1445 - Response to Immigration Enforcement.

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

De-identification of Records

CSBA NOTE: 20 USC 1232g and Education Code 49076 authorize the district to release student records for specified purposes without parent/guardian consent after the removal of all "personally identifiable information," as defined in "Definitions" above, and provided that the district has made a reasonable determination that a student's identity will not be personally identifiable through single or multiple releases. Education Code 49074 further authorizes the district to provide de-identified statistical data to public or private agencies, postsecondary institutions, or educational research organizations when such actions would be "in the best educational interests of students."

34 CFR 99.31 lists objective standards under which districts may release information from de-identified records. These standards are applicable to both requests for individual, redacted records and requests for statistical information from multiple 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

CSBA NOTE: Education Code 49069.7 mandates procedures for notifying parents/guardians of the location of student records if not centrally located. The following paragraph may be expanded to include notification procedures.

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

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

CSBA NOTE: 5 CCR 431 mandates districts to establish written procedures to ensure the security of student records, including (1) guaranteeing access to authorized persons within five business days following the date of request, (2) assuring security of the records, and (3) enumerating and describing the student records collected and maintained by the district. The following three paragraphs reflect this mandate and should be modified to reflect any specific physical, technological, or administrative controls developed by the district. The types of student records collected and maintained by the district are enumerated and described in "Retention and Destruction of Student Records," below.

34 CFR 99.31 requires districts to use "reasonable methods" to (1) ensure that district officials, employees, contractors, and consultants obtain access to only those records, both paper and electronic, in which they have a legitimate educational interest, and (2) identify and authenticate the identity of parents/guardians, students, district officials and employees, and any other party to whom the district discloses personally identifiable information from education records. Additionally, 34 CFR 99.31 specifies that a district that does not use physical or technological access controls, such as a locked file cabinet or computer security limiting access, is required to ensure that its administrative policy for controlling access is effective and remains in compliance with the "legitimate educational interest" requirement.

In commentary accompanying the Final Rule (73 Fed.Reg. 237, page 74817), USDOE suggests a balance of physical, technological, and administrative controls to prevent unauthorized access and to ensure that district officials and employees do not have unrestricted access to the records of all students. The Analysis also clarifies that the reasonableness of the method depends, in part, on the potential harm involved. For example, high-risk records, such as social security numbers or other information that could be used for identity theft, should receive greater and more immediate protection.

In addition, as a condition of participation in an interagency data information system, such as the California Longitudinal Pupil Achievement Data System (CALPADS), Education Code 49076 requires that the district develop security procedures or devices by which unauthorized personnel cannot access data in the system and procedures or devices to secure privileged or confidential data from unauthorized disclosure.

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

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

CSBA NOTE: Education Code 49069.7 and 5 CCR 431 mandate that the district adopt procedures for granting parent/guardian requests to inspect, review, and obtain copies of records.

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

CSBA NOTE: 34 CFR 99.30 specifies information that is required to be included in the parent/guardian consent form, as provided below.

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.

CSBA NOTE: Education Code 49069.7 mandates procedures for the availability of qualified certificated personnel to interpret records when requested. The following paragraph may be expanded to include specific procedures for persons to request and receive the assistance of certificated personnel.

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

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

Access Log

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

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

CSBA NOTE: The following optional paragraph may be revised to reflect district practice.

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

CSBA NOTE: Education Code 49064 does not require the district to record access by individuals specified in Items #1-5 below. If the district wants to record access by all individuals as part of the reasonable administrative controls required by 34 CFR 99.31, the following list and section should be modified to reflect district practice.

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

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

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

Duplication of Student Records

CSBA NOTE: Education Code 49069.7 mandates that the district adopt procedures for granting parent/guardian requests for copies of student records pursuant to Education Code 49065.

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

Changes to Student Records

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

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

CSBA NOTE: Pursuant to Education Code 220.3, a district is prohibited from requiring an official, employee, contractor, or consultant to disclose any information related to a student's sexual orientation, gender identity, or gender expression, including changing student records, to any other person without the student's consent unless

otherwise required by state or federal law.

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

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

Retention and Destruction of Student Records

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

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

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

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

1. Expulsion orders and the causes therefor
2. A log identifying persons or organizations who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge
5. Language training records
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parent/guardian restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or prohibition of student participation in specific programs
10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to

determine whether it is in a student's best interest to remain in independent study

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

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

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

Transfer of Student Records

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

CSBA NOTE: Education Code 48201 requires districts to request records of a transferring student regarding acts that resulted in the student's suspension or expulsion from the previous school, as specified below. Once the record is received, the Superintendent or designee is required to inform the student's teachers of the acts. For more information regarding teacher security, see AR 4158/4258/4358 - Employee Security.

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)

CSBA NOTE: Pursuant to Education Code 49068, a district is required to transfer a copy of a student's records to another school in which the student is enrolled or intends to enroll within 10 school days of receiving a request for the records. However, this is not applicable in circumstances where a more restrictive timeline is required. For example, a district is required to transfer the records of a student who is a foster youth to the new school within two business days, pursuant to Education Code 48853.5. For more information regarding transferring student records, see BP/AR 6146.3 - Reciprocity Of Academic Credit

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

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

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

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

Student records shall not be withheld from the requesting district because of any charges or fees owed by the

student or parent/guardian. (5 CCR 438)

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

Notification of Parents/Guardians

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

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

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

CSBA NOTE: Item #12 is for districts that serve students in grades 9-12. Pursuant to Education Code 60900, districts are required to annually notify parents/guardians that specified district data and data collected by CDE is shared with CCGI.

12. The sharing with CCGI of specified district data and data collected by the California Department of Education for the purposes of college admissions, academic placement, and eligibility for student financial aid (Education Code 60900)
13. Any other rights and requirements set forth in Education Code 49060-49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

CSBA NOTE: Pursuant to 34 CFR 99.34, if the district's annual parent/guardian notification contains the information described in optional Item #14 below, the district does not need to attempt to individually notify a parent/guardian or adult student when the district discloses an education record to officials of another district, school system, or postsecondary institution; see Item #5 in the list of persons/agencies with legitimate educational interests in "Access for Limited Purpose/Legitimate Educational Interest," above.

14. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

CSBA NOTE: The following paragraph is consistent with the 2025 MPL but not required by law, and should be modified to reflect district practice.

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

Student Records from Social Media

CSBA NOTE: The following optional section is for use by districts that have adopted a program, pursuant to Education Code 49073.6, to gather or maintain any information obtained from students' social media activity that pertains directly to school safety or student safety. Districts that adopt such a program, as specified in the accompanying Board policy, are required to comply with the requirements described below. Districts that have not adopted such a program should delete the following section.

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

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

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

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

Updating Name and/or Gender of Former Students

CSBA NOTE: Education Code 49062.5 requires a district to update a former student's records to reflect a change to the former student's name and/or gender, as specified below.

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

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

1. The date of the request

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

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

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

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

Policy 5125.1: Release Of Directory Information

Status: ADOPTED

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

CSBA NOTE: The following mandated policy and accompanying administrative regulation reflect the requirements of Education Code 49073 and the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g), which require districts to adopt a policy identifying those categories of student records considered to be "directory information" and that may generally be released, unless a student's parent/guardian notifies the district of a refusal.

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

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

CSBA NOTE: Pursuant to Education Code 49073.2, the district is prohibited from including in the Governing Board's meeting minutes a student's directory information, when the student or parent/guardian requests that such information be excluded. For further information about the Board's minutes, see BB 9324 - Minutes and Recordings.

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

CSBA NOTE: 10 USC 503 and 20 USC 7908 require districts receiving funds under the Elementary and Secondary Education Act (ESEA) to provide the names, addresses, email addresses, and telephone numbers of secondary school students to military recruiters upon request, except when the parent/guardian, or student, if 18 years of age or older, requests that the information not be released. Districts that do not grant military recruiters access to such student directory information may lose those funds, and may be subject to the interventions specified in 10 USC 503. Additionally, Education Code 49073.5 declares the intent of the Legislature that a district, including a district that does not receive ESEA funds, not purposefully exclude military recruiters from access to student directory information when adopting the required release of student directory information policy. See "Notification to Parents/Guardians" and "Parent/Guardian Consent" in the accompanying administrative regulation.

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

CSBA NOTE: It is recommended that districts carefully consider whether to place items containing student directory information, such as home addresses, email addresses, or telephone numbers, on the district's website since release of such information may put students and the district at risk and may also be a violation of Education Code 49073, as specified below.

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

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

State	Description
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 48985	Notices to parents/guardians in language other than English
Ed. Code 49061	Definitions; directory information
Ed. Code 49063	Notification of parents/guardians of their rights
Ed. Code 49073	Release of directory information

Regulation 5125.1: Release Of Directory Information

Status: ADOPTED

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

Definition

CSBA NOTE: Education Code 49073 and the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g) mandate that districts adopt a policy identifying those categories of student records considered to be "directory information," which may generally be released unless the parent/guardian notifies the district of a refusal to release such information. "Directory information" is defined in Education Code 49061 and 34 CFR 99.3, and listed below. The district may not expand the list, but may modify it to remove any items the district does not intend to release as directory information. For more information regarding directory information as it relates to student records, see AR 5125 - Student Records.

Because Education Code 49061 does not include three types of information that are included as directory information in 34 CFR 99.3, the student's place of birth, grade level, and photograph, these types of information are not reflected in the following list. It is recommended that districts that receive any request for such information about student(s) based on federal law consult CSBA's District and County Office of Education Legal Services or district legal counsel prior to releasing the information.

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

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

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

CSBA NOTE: Pursuant to Education Code 234.7, as amended by AB 495 (Ch. 664, Statutes of 2025), districts are mandated to update their policies by March 1, 2026, with language that is equivalent to the model policy language (2025 MPL) developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes," (2025 Guidance) published on December 1, 2025. The 2025 Guidance is available on the Office of the Attorney General's website. For more information regarding response to immigration enforcement, the 2025 MPL, and 2025 Guidance, see BP/AR 1445 - Response to Immigration Enforcement.

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

Notification to Parents/Guardians

CSBA NOTE: Pursuant to Education Code 49063 and 20 USC 1232g, the district is required to annually notify parents/guardians and students who are 18 years of age or older, in writing, of the categories of records considered to be "directory information." While not required by law, the 2025 MPL includes the requirement for the notification to also describe the manner in which parents/guardians may refuse the release of directory information. Pursuant to Education Code 48985, whenever 15 percent or more of the students in a school speak a single primary language other than English, notifications sent to parents/guardians of such students are required to be written in the primary language as well as in English. See the accompanying Exhibit for a sample parent/guardian notification.

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

CSBA NOTE: While not required by law, the following paragraph reflects the 2025 MPL.

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

CSBA NOTE: The following paragraph applies to districts that maintain secondary schools and receive funds under the federal Elementary and Secondary Education Act (ESEA). 10 USC 503 and 20 USC 7908 require those districts to notify parents/guardians that they may request that the district not release their child's name, address, email address, and telephone number to military recruiters, employers, or colleges without their prior written consent. The U.S. Department of Education's, "Dear Colleague Letter Regarding Military Recruiter Provisions of ESEA," provides that a single notice that is reasonably calculated to inform parents/guardians of the above information is sufficient. The law does not specify whether parents/guardians may request that the district not release their child's information to certain third parties, such as military recruiters, but authorize the release to other parties, such as private employers. It is recommended that districts with questions about disclosure of student directory information consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The Superintendent or designee shall notify parents/guardians that they may request that the district not release the name, address, email address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (10 USC 503, 20 USC 7908)

Parent/Guardian Consent

CSBA NOTE: Education Code 49073 specifies that parents/guardians may request that their child's directory information not be released (an "opt-out" process). Similarly, 20 USC 7908 requires an "opt-out" process by which parents/guardians may request that their child's information not be released to military recruiters, employers, or institutions of higher education.

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

CSBA NOTE: Pursuant to Education Code 49073, in the case of a student experiencing homelessness, as defined in 42 USC 11434a, directory information may only be released if the parent/guardian or student 18 years of age or older has provided written consent for its release ("opt-in process"). However, pursuant to Education Code 49073, as amended by AB 677 (Ch. 163, Statutes of 2025), directory information of a student experiencing homelessness may be disclosed to facilitate an eye examination by a nonprofit eye examination provider, or a free oral health assessment hosted by a school, unless the parent/guardian, or student accorded parental rights, has provided written notice to the school that consent is not given to the physical examination.

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

20 USC 1232g, 7908; 42 USC 11434a)

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

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

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

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

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

Cross References	Description
1100	<u>Communication With The Public</u>
1113	<u>District And School Websites</u>
1113	<u>District And School Websites</u>

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

Status: ADOPTED

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

CSBA NOTE: The following exhibit is based on a model notice prepared by the U.S. Department of Education, reflects the definition of "directory information" in Education Code 49061, and should be modified to reflect district practice.

Pursuant to Education Code 234.7, as amended by AB 495 (Ch. 664, Statutes of 2025), districts are mandated to update their policies by March 1, 2026, with language that is equivalent to the model policy language (2025 MPL) developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes," (2025 Guidance) published on December 1, 2025. The 2025 Guidance is available on the Office of the Attorney General's website. Certain portions of the 2025 MPL or its equivalent are contained within this exhibit. For more information regarding response to immigration enforcement, the 2025 MPL, and 2025 Guidance, see BP/AR 1445 - Response to Immigration Enforcement.

Pursuant to Education Code 48985, whenever 15 percent or more of the students in a school speak a single primary language other than English, notifications sent to parents/guardians of such students are required to be written in the primary language as well as in English.

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

Modoc Joint Unified

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

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

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

CSBA NOTE: The portion of the following paragraph which cautions that notification to the district by the specified date is the only way to prevent the release of directory information reflects the 2025 Guidance, but is not required by law.

If you do not want the district to disclose any or all of the information designated below as directory information from your child's education records without your prior written consent, you must notify the district in writing by *the first 10 days of the current school year* (insert date). Notifying the district by this date is the only way to prevent the release of directory information. The district has designated the following information as directory information:

CSBA NOTE: The following list reflects "directory information" pursuant to Education Code 49061. The district should modify the following list to specify those categories of information defined by the district as "directory information" in the accompanying administrative regulation. Those items the district does not intend to release as directory information should be deleted.

1. Student's name
2. Address

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

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

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

CSBA NOTE: The following paragraph reflects 34 CFR 99.3, which provides that directory information does not include a student's social security number, the 2025 MPL, and the 2025 Guidance.

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

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

State	Description
Ed. Code 234.7	<u>Student protections relating to immigration and citizenship status</u>
Ed. Code 48985	<u>Notices to parents/guardians in language other than English</u>
Ed. Code 49061	<u>Definitions; directory information</u>
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Ed. Code 49073	<u>Release of directory information</u>
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Ed. Code 49073.5	<u>Directory information; military representatives; telephone numbers</u>
Ed. Code 49603	<u>On campus access to employers and military services</u>
Federal	Description
10 USC 503	<u>Military recruiter access to directory information</u>
20 USC 1232g	<u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>
20 USC 7908	<u>Armed forces recruiter access to students and student recruiting information</u>
34 CFR 99.1-99.67	<u>Family Educational Rights and Privacy</u>

Policy 5145.13: Response To Immigration Enforcement

Status: ADOPTED

Original Adopted Date: 06/10/2025 | **Last Reviewed Date:** 06/10/2025

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

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

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

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

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

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

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

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

Regulation 5145.13: Response To Immigration Enforcement

Status: ADOPTED

Original Adopted Date: 06/10/2025 | Last Reviewed Date: 06/10/2025

Responding to Requests for Immigration-Related Information or Documents

Upon receiving any verbal or written request for information or documents related to a student's or family's immigration or citizenship status, district staff shall:

1. Record or otherwise document the request and notify the Superintendent or designee about the request
2. Provide the student's parent/guardian or, if the student is at least 18 years old, the student, with notice, a description of the request, and any documentation provided to the district describing the request, unless prohibited by a court order, judicial subpoena/warrant, or in cases involving investigation of child abuse, neglect, or dependency

Information or documents related to a student's immigration or citizenship status shall not be disclosed to a law enforcement officer without consent by the parent/guardian or, if the student is at least 18 years old, by the student, a court order, or judicial subpoena/warrant. To obtain written consent, the release of student information shall include the following information:

1. The signature and signature date of the parent/guardian, or student if the student is at least 18 years old
2. A description of the records to be disclosed
3. The reason for the release of information
4. The parties or class of parties receiving the information
5. A copy of the records to be released, if requested by the parent/guardian or student

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

Responding to Requests for Access to Students or School Grounds

District staff shall receive parent/guardian consent or, if the student is at least 18 years old, the student's consent, before the student is interviewed or searched by any law enforcement officer for immigration enforcement purposes, unless the officer presents a court order or a judicial warrant.

A student's parent/guardian shall be immediately notified when a law enforcement officer requests or is able to interview, search, detain, or otherwise interact with the student for immigration enforcement purposes, unless prohibited by a court order or a judicial warrant, or in cases involving investigations of child abuse, neglect, or dependency. (Education Code 48906)

A law enforcement officer who requests to enter district property which is not open to all visitors shall register in accordance with Board Policy 1250 - Visitors/Outsiders, except in cases where the officer states that exigent circumstances exist or as stated in a court order or judicial warrant. (Penal Code 627.2, 627.3)

As early as possible, district staff shall notify the Superintendent or designee of any immigration enforcement-related request by a law enforcement officer for access to a student or to district property, including service of lawful warrants, subpoenas, petitions, complaints, or other similar documents.

Responding to Law Enforcement Officers on District Property

District staff shall report the presence of any law enforcement officer on district property for immigration

enforcement purposes to on-site district police and other appropriate administrators.

Unless a law enforcement officer declares that exigent circumstances exist and demands immediate access to the campus, district staff shall take the following actions when such an officer is actually or imminently present on district property for immigration enforcement purposes:

1. Advise the officer that before school personnel can respond to the officer's request, they must first receive notification and direction from the Superintendent, principal, or designee, except under exigent circumstances that necessitate immediate action
2. Request to see and record or otherwise document the officer's credentials, including the officer's name and badge number, and the phone number of the officer's supervisor, and note or make a copy of all such information
3. Ask the officer for, and then record or otherwise document, the officer's reason for being on district property
4. Request that the officer produce any documentation that authorizes the officer's school access, make copies of all such documentation, and retain at least one copy for district records
5. Contact and consult with the district's legal counsel or Superintendent or designee
6. Follow the direction from the district's legal counsel or Superintendent or designee

If the officer declares that exigent circumstances exist and demands immediate access to the campus, district staff shall comply with the officer's orders and immediately contact the Superintendent or designee and then the district's legal counsel.

Regardless of whether the officer declares that exigent circumstances exist, district staff shall not attempt to physically impede the officer, even if the officer appears to be acting outside the law or in excess of the officer's stated or documented authorization. If an officer enters the premises without consent, district staff shall document the officer's actions while on campus but only to the extent that it does not impede the officer's actions.

After the officer leaves district property, district staff shall promptly make written notes of all interactions with the officer, including:

1. A list or copy of the officer's credentials and contact information, if known
2. The identity of all other district staff known to have communicated with the officer
3. A description of the officer's request and activities
4. The type of documentation, such as a warrant or subpoena, that authorized the officer's request or actions, what was requested by the documentation, and whether the documentation was signed by a judge
5. District staff's response to the officer's request
6. Any further action taken by the officer
7. Copies of any documents presented by the officer

District staff shall promptly provide a copy of these notes and any associated documents district staff has collected from the officer to the district's legal counsel or other district official designated by the Superintendent.

The district's legal counsel or the Superintendent or designee shall submit a timely report to the Governing Board regarding the officer's requests and actions and the district's response. (Education Code 234.7)

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

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

The Superintendent or designee shall encourage parents/guardians to update their emergency contact information as needed at any time. The Superintendent or designee shall notify parents/guardians that the district will only use information provided on the emergency cards in response to specific emergency situations and not for any other purpose.

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

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

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

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

Memorandum

To: Modoc Joint Unified School District Board of Trustees

From: Beckie Lewis
Superintendent, MJUSD

Date: February 11, 2026

Subject: Summary of Changes to MJUSD Comprehensive Safety Plan - Public

Below is a summary of the recent updates made to the MJUSD Public Comprehensive School Safety Plan (CSSP). These changes were made to ensure continued compliance with Education Code sections 32280–32289, Administrative Regulation 0450, and recent legislative amendments.

Pg. 55 - Under Section 9 - Added the section **Child Abuse, Neglect, and Sex Offense Prevention and Reporting**

Pg. 58 - Add reference to Board Policies

Pg. 65 - Added Section 17 **Public Agencies Use of School Sites for Mass Care and Welfare Shelters**

Pg. 65 - Added Section 18 **Procedures for Immigration Enforcement on School Sites**

Pg. 66 - Added Section 19 **Assessment of Crime on School Campuses and at School Related Functions**

Pg. 67 - Remove bullet 4 and 6 under AES. These programs are not being used.

Pg. 67 - Remove bullet 4 under MMS. This program is not being used

Pgs. 67-68 - Remove Stateline Strategies. This site is no longer open.

Pg. 68 - Remove Keenan and Associates and add Public School Works

Pg. 68 - Remove bullet 7 under MHS/Alternative Education. This program is no longer being used

Pgs. 76-77 Added E. **Tactical Situation**

Pg. 84 - Remove **Firearms Safety - Annual Parent Notification**. This sentence is redundant.

Pg. 84 - Add bullet 3 - ALICE Training

Pg. 89 - Added Board Policies references

Modoc Joint Unified School District

Comprehensive Safety Plan – Public

Pursuant to Education Code 32280-32289

Last Updated February 5, 2026

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Introduction

This Emergency Plan addresses the Modoc Joint Unified School District's planned response to emergencies associated with emergencies and/or disasters. It is designed to be read, understood and exercised prior to an emergency and integrated into the Standardized Emergency Management System (SEMS).

This plan has been written to encompass most potential emergencies on a school campus, in cooperation with local law enforcement, community leaders, parents, pupils, teachers, administrators and other persons interested in preventing campus crime and violence. Situations may occur where standard methods and practices may be modified for such circumstances. Nothing contained in this plan should be interpreted as an obstacle to the experience, initiative and/or ingenuity to adapt to the complexities, which exist under emergency conditions.

This plan contains the items listed below.

DISTRICT COMPREHENSIVE SAFETY PLAN

1. Routine and emergency disaster procedures including, but not limited to:
 - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act
 - b. Earthquake emergency procedure system in accordance with Education Code 32282
 - c. A procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
2. Assessment of the current status of school crime committed on campuses and at school-related functions pursuant to Education Code 32282
3. Child abuse reporting procedures consistent with Penal Code 11164
4. Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations
5. Procedures to notify teachers of dangerous students pursuant to Education Code 49079
6. A policy consistent with the prohibition against discrimination, harassment, intimidation and bullying pursuant to Education Code 200-262.4 and AB 9
7. A safe and orderly environment conducive to learning
8. Rule and procedures on school discipline adopted pursuant to Education Code 35291
9. Hate crime reporting procedures
10. Definition of gang related apparel

Section 1 – IMMEDIATE RESPONSE CHECKLISTS

ACTIVE SHOOTER

If an active shooter or person with a weapon is in, on or near the school campus:

ACTIONS	RESPONSIBILITY
Call “9-1-1” – provide the location and description of the shooter or person with the weapon	All staff members and volunteers
Activate Emergency Plan, lockdown campus/classrooms. Tell teachers to lock classroom doors and move students away from windows and doors.	Principal or designee or Resource Officer
Establish a School Command Post away from the danger area; activate needed emergency management personnel using the Incident Command System; if possible, co-locate School Command Post near the Police Command Post. The Principal or Vice Principal should report to the Police Command Post and remain with the Incident Commander until the incident is over if requested by law enforcement.	Principal or designee or Resource Officer
The Principal or designee should bring the following information to the Incident Commander: <i>Last known location of the suspect and victim information</i> <i>Campus maps, floor plans, location of utility controls, phones and loudspeaker controls</i> <i>Information on Staff in the area</i> <i>Information on Students in the area</i>	Principal or designee or Resource Officer
All teachers should be instructed to take attendance and injury information; list name(s) of injured, nature of injury and the location of the injured (room number and/or other location). Identify any missing students.	Principal or designee or Resource Officer
Designate a location for parents to reunite with students and have the students signed out to the parents.	Principal or designee or Resource Officer
Appoint a Public Information person to communicate official information to the parents and the media after clearing it with the school principal and Incident Commander.	Superintendent or designee
Resume school activities only after building have been inspected and determined safe by proper authorities.	Superintendent or designee

AIRCRAFT CRASH

If an aircraft crashes on or near school buildings:

ACTIONS	RESPONSIBILITY
Call "9-1-1" and contact an administrator or resource officer.	All staff members and volunteers
Decide whether to evacuate building.	Principal or designee or Resource Officer
Move to an area of safety and maintain control of students; caution students to stay clear of debris or other hazards.	All staff members and volunteers
Consult with the District Office	Principal or designee or Resource Officer
Establish a Command Post away from the danger area; activate needed emergency management personnel or field teams; co-locate School Command Post with police/fire.	Principal or designee or Resource Officer
Have the building custodian or maintenance worker report to the Command Post.	Principal's Administrative Assistant
Provide the following information to the safety officials: <i>Evacuation Plan</i> <i>Floor Plans, location of utility controls</i> <i>Information on Staff in the area</i> <i>Information on Students in the area</i>	Principal or designee or Resource Officer
Plan possible evacuation routes away from the campus; inform police and District Office.	Principal or designee or Resource Officer
Resume School Activities only after buildings have been inspected and determined safe by proper authorities.	Superintendent or designee

ANIMAL ATTACK or THREAT

If a life-threatening animal is loose on or near campus, or an animal has injured someone:

ACTIONS	RESPONSIBILITY
Call "9-1-1" and contact an administrator or resource officer.	All staff members and volunteers
Lockdown classrooms. Continue normal classroom teaching activities; exclude outside activities.	Principal or designee or Resource Officer
Take attendance and injury information; list name(s) of injured, nature of injury and the location of the injured (room number and/or other location).	Staff Members

If safe to do so, lead first responders to injured person(s).	Principal or designee or Resource Officer
Document activities – video or photography.	Principal or designee or Resource Officer
Resume school activities only after the campus has been inspected and determined safe by proper authorities.	Superintendent or designee
Convene a Crisis Intervention Team; list names of counselors or other trained staff.	Superintendent or designee
Always have a debriefing or after action meeting.	Principal or designee

BOMB THREAT/POSSIBLE EXPLOSION

Sometimes bomb threats are hoaxes or pranks and are frequently anonymous phone calls. Threats should be handled quickly and efficiently.

ACTIONS	RESPONSIBILITY
Call “9-1-1” and contact an administrator or resource officer.	All staff members and volunteers
Use the “Bomb Threat Questionnaire” (see appendix) to record information about the call; provide this information to police.	All staff members and volunteers
Follow evacuation procedures.	All staff members and volunteers
Decide whether to inform staff. Provide information on a need-to-know basis.	Principal or designee or Resource Officer
Establish a Command Post away from the danger area; activate needed emergency management personnel or field teams; locate with police and fire.	Principal or designee or Resource Officer
Have the building custodian or maintenance worker report to the Command Post.	Principal’s Administrative Assistant
Provide the following information to the Police: <i>Floor plans, location of utility controls</i> <i>Information on Staff in the area</i> <i>Information on Students in the area</i>	Principal or designee or Resource Officer
Plan possible evacuation routes away from the campus; inform police and District Office.	Principal or designee or Resource Officer
Resume school activities only after buildings have been inspected and determined safe by proper authorities.	Superintendent or designee

Avoid publicizing “scare.” Provide appropriate information to ensure safety and minimize interference.	All staff members and volunteers
Always have a debriefing or after action meeting.	Principal or designee

CIVIL/STUDENT DISTURBANCE

Acts of violence could take the form of threats to the personal safety of employees or taking hostages. Civil Disturbance could reflect gang or mob related activities. If advanced warning/notification is possible, staff should be advised. Take the appropriate following steps:

ACTIONS	RESPONSIBILITY
Call “9-1-1” and contact an administrator or resource officer.	All staff members and volunteers
Establish a Command Post away from the danger area; begin activating needed emergency management personnel or field teams; co-locate School Command Post with police.	Principal or designee or Resource Officer
Have the building custodian or maintenance worker report to the Command Post.	Principal’s Administrative Assistant
Provide the following information to the police: <i>Floor plans, location of utility controls</i> <i>Information on Staff in the area</i> <i>Information on Students in the area</i>	Principal or designee or Resource Officer
Lockdown campus/classrooms	Principal or designee or Resource Officer
Take attendance and injury information; list name(s) of injured, nature of injury and the location of the injured (room number and/or other location).	Staff Members
Turn the bell system off (place on manual operation).	Principal’s Administrative Assistant
Document activities – video or photography.	Principal’s Administrative Assistant
Coordinate with police officials before notification of family for injured, hostage, killed.	Superintendent or designee
Convene a Crisis Intervention Team; list names of counselors or other trained staff.	Superintendent or designee
Always have a debriefing or after action meeting.	Principal or designee

CRISIS INTERVENTION

Normal people may respond in various psychological ways during the hours and days following a disaster or traumatic experience. Crisis intervention concerns students and staff who require help to return to their normal emotional equilibrium.

ACTIONS	RESPONSIBILITY
Contact an administrator.	All staff members and volunteers
Inform staff and students of factual information.	Principal or designee or Resource Officer
Establish a Command Post away from the danger area; activate needed emergency management personnel or field teams.	Principal or designee or Resource Officer
Coordinate the crisis intervention with local police and fire officials.	Principal or designee or Resource Officer
Establish a Site Intervention Team, listing names of counselors and other trained staff.	Principal or designee or Resource Officer
Convene the Site Intervention Team; establish responsibilities.	Principal or designee or Resource Officer
Determine if the Intervention Team can handle the situation or if outside assistance is needed.	Principal or designee or Resource Officer
Contact County Mental Health and/or other volunteer professionals if needed; meet these people as they arrive.	Principal or designee or Resource Officer
Instruct parents not to come to school unless requested to pick up their student.	Principal or designee or Resource Officer
Release no information relating to the situation; refer all information to requests to the District Office.	Principal or designee or Resource Officer
Establish a sign-in and message center for outside assistance persons.	Principal's Administrative Assistant
Maintain Intervention Team folders for the outside assistance person(s).	Principal's Administrative Assistant
Always have a debriefing or after action meeting.	Principal or designee

EARTHQUAKE

Tremors and shaking of the earth indicate an earthquake; there are usually no advanced warnings. Therefore, all staff members are to be trained in proper earthquake emergency procedures and ensure protective measures are taken before, during and following an earthquake. A drop procedure practice shall be held at least once each school quarter at the elementary schools and once a semester at secondary schools.

ACTIONS	RESPONSIBILITY
Activate the Emergency Management Staff and Field Teams.	Principal or designee or Resource Officer
Establish the Command Post in a safe location.	Principal or designee or Resource Officer
Contact with local authorities either directly or via the County's EOC; report situation and likely support needs for the next 24-48 hours.	Principal or designee or Resource Officer
Contact the District Office and report your status.	Principal or designee or Resource Officer
Prepare for aftershocks.	Principal or designee or Resource Officer
If buildings are unsafe, the students should be held on an evacuation field or in any safe building on the school grounds; parents should be informed that students will be cared for at school and must not rush immediately to the school or attempt to telephone; all roads and communication lines must be held open to facilitate emergency needs.	Principal or designee or Resource Officer
Always have a debriefing or after action meeting.	Principal or designee

EXPLOSION

An explosion or multiple explosions could occur accidentally or as planned/timed assault. Initial response/reaction should provide for the protection of people.

ACTIONS	RESPONSIBILITY
Call "9-1-1" and contact an administrator or resource officer.	All staff members and volunteers
Decide whether to evacuate building(s).	Principal or designee or Resource Officer

Move to an area of safety and maintain control of students; caution students to stay clear of buildings, trash cans and lockers.	Principal or designee or Resource Officer
Inform staff.	Principal or designee or Resource Officer
Establish a Command Post away from the danger area; co-locate with police and fire.	Principal or designee or Resource Officer
Have the building custodian or maintenance worker report to the Command Post.	Principal's Administrative Assistant
Provide the following information to the Police: <i>Floor plans, location of utility controls</i> <i>Information on Staff in the area</i> <i>Information on Students in the area</i> <i>Pre-fire plan</i>	Principal or designee or Resource Officer
Plan possible evacuation routes away from the campus; inform police and District Office.	Principal or designee or Resource Officer
Resume school activities only after buildings have been inspected and determined safe by proper authorities.	Superintendent or designee
Always have a debriefing or after action meeting.	Principal or designee

FIRE/WILDLAND FIRE

The warning of fire is the alarm signal and/or smoke and flames. Some areas of the school may be surrounded by woodland areas, which pose a potential fire threat to school site and surrounding areas.

ACTIONS	RESPONSIBILITY
Determine situation and location and potential threat of fire.	Principal or designee or Resource Officer
Evacuate students, staff and others; account for any missing people.	Principal or designee or Resource Officer
Call "9-1-1" and contact an administrator or resource officer.	All staff members and volunteers
Inform the District Office of the situation.	Principal or designee or Resource Officer

Establish a Command Post away from the danger area; activate needed emergency management personnel or field teams; co-locate School Command Post with fire departments.	Principal or designee or Resource Officer
Have the building custodian or maintenance worker report to the Command Post or EOC.	Principal's Administrative Assistant
Provide the following information to the fire officials: <i>Evacuation Plan</i> <i>Floor plans, location of utility controls</i> <i>Information on Staff in the area</i> <i>Information on Students in the area</i>	Principal or designee or Resource Officer
Plan possible evacuation routes away from the campus; inform Police and the District Office.	Principal or designee or Resource Officer
Resume school activities only after buildings have been inspected and determined safe by proper authorities.	Superintendent or designee
Always have a debriefing or after action meeting.	Principal or designee

FLOODING

Some of the areas of the community are susceptible to local flooding. Closure of highways can result in isolating areas of the community. Students may be unable to return home or may have to be evacuated to an alternate location.

School officials may be alerted to danger and be ordered to evacuate by fire and/or law enforcement or local emergency officials.

ACTIONS	RESPONSIBILITY
Call "9-1-1" and contact an administrator or resource officer.	All staff members and volunteers
In consultation with local officials, decide to evacuate the school site; inform police and fire officials of any missing people.	Principal or designee or Resource Officer
Plan possible evacuation routes away from the campus; inform police, fire and District Office of your route and destination.	Principal or designee or Resource Officer
Keep the District Office informed of the situation.	Principal or designee or Resource Officer
Establish a Command Post away from the danger area; activate needed emergency management personnel or field teams; co-locate School Command Post with fire/police.	Principal or designee or Resource Officer

Have the building custodian or maintenance worker report to the Command Post.	Principal's Administrative Assistant
Provide the following information to the police/fire officials: <i>Floor plans, location of utility controls</i> <i>Information on Staff in the area</i> <i>Information on Students in the area</i> <i>Pre-fire Plan</i>	Principal or designee or Resource Officer
Resume school activities only after buildings have been inspected and determined safe by proper authorities.	Superintendent or designee
Always have a debriefing or after action meeting.	Principal or designee

HAZARDOUS MATERIAL INCIDENT

Checklist should be employed during spills, unknown odors, leak or any other time when a dangerous or potentially dangerous condition exists. Some hazardous materials may be located on District sites and should be inventoried, used, stored and regularly disposed of in a safe and legal manner.

ACTIONS	RESPONSIBILITY
Call "9-1-1" and contact an administrator or resource officer.	All staff members and volunteers
Based upon conversation with fire officials, decide whether to evacuate building.	Principal or designee or Resource Officer
Move to an area of safety and maintain control of students; have students stay clear of the hazardous materials.	Principal or designee or Resource Officer
Inform staff.	Principal or designee or Resource Officer
Establish a Command Post away from the danger area; activate needed emergency management personnel or field teams; co-locate School Command Post with fire personnel.	Principal or designee or Resource Officer
Have the building custodian or maintenance worker to report to the Command Post.	Principal's Administrative Assistant
Provide the following information to fire officials: <i>Floor plans, location of utility controls</i> <i>Information on Staff in the area</i> <i>Information on Students in the area</i>	Principal or designee or Resource Officer
Plan possible evacuation routes away from the campus; inform the District Office.	Principal or designee or Resource Officer

Resume school activities only after buildings have been inspected and determined safe by proper authorities.	Superintendent or designee
Always have a debriefing or after action meeting.	Principal or designee

LANDSLIDE

Areas of the community are highly susceptible to landslide. Closure of highways can result in isolating areas of the community. Students may be unable to return home or may have to be evacuated to an alternate location. School officials may be alerted to danger and be evacuated by fire and/or law enforcement.

ACTIONS	RESPONSIBILITY
Contact an administrator or resource officer.	All staff members and volunteers
In consultation with local officials, decide to evacuate the school site; inform police and fire officials of any missing people.	Principal or designee or Resource Officer
Plan possible evacuation routes away from the campus; inform police, fire and District Office of your route and destination.	Principal or designee or Resource Officer
Notify fire officials and utility companies of breaks and other known damage.	Principal or designee or Resource Officer
Keep the District Office informed of the situation.	Principal or designee or Resource Officer
Establish a Command Post away from the danger area; activate needed emergency management personnel or field teams; co-locate School Command Post with fire personnel.	Principal or designee or Resource Officer
Have the building custodian report to the Command Post.	Principal's Administrative Assistant
Provide the following information to fire officials: Floor plans, location of utility controls Information on Staff in the area Information on Students in the area	Principal or designee or Resource Officer
Resume school activities only after buildings have been inspected and determined safe by proper authorities.	Superintendent or designee
Always have a debriefing or after action meeting.	Principal or designee

PANDEMIC FLU

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

ACTIONS	RESPONSIBILITY
Emphasize protective measures during flu season that should be utilized by children and staff including the following: <i>Remind and ensure to the extent possible that children and staff to wash their hands often, especially after sneezing or coughing. Use soap and warm water or alcohol-based hand sanitizer.</i> <i>Avoid touching your eyes, nose or mouth.</i> <i>Avoid close contact with people who are sick.</i> <i>Cover your mouth and nose with a tissue or sleeve when coughing or sneezing.</i> <i>Put your tissue in a trash can.</i> <i>Stay home when you are sick.</i> <i>Wear a mask when you are sick and coughing.</i>	Principal or designee or Resource Officer
Ensure hand washing equipment and/or hand sanitizers for children and staff are readily available.	Principal or designee or Resource Officer
Develop local policies that discourage/prohibit attendance of symptomatic individuals, both staff and students.	Superintendent and School Board
Encourage school personnel to receive annual influenza vaccine.	Superintendent or designee
Raise public awareness of potential for pandemic influenza, the importance of hand washing, vaccination and self-care.	Superintendent or designee
Work with health authority and local emergency services agencies to develop contingency plans for pandemic influenza.	Superintendent or designee
Work with local information technology staff in developing pandemic influenza plans so that education of students can continue even though the physical school location is closed for extended period of time.	Superintendent and School Board

SMOG/AIR QUALITY ALERT

The District Office may be notified of a smog alert by Air Quality Management District. Due to the prevailing winds in the area, this potential incident is less likely to occur than within the bay area or valleys.

ACTIONS	RESPONSIBILITY
Contact site administrators.	Superintendent or designee
In a "First Stage Alert", vigorous and strenuous activities will be reduced and/or shortened.	Principal or designee or Resource Officer
In a "Second Stage Alert" all forms of vigorous activity will be discontinued and/or canceled.	Principal or designee or Resource Officer
In a "Third Stage Alert" students and staff should remain indoors and restrict movement as much as possible.	Principal or designee or Resource Officer
Observe students and staff for respiratory distress; report any problems to the administration.	All staff members and volunteers
Coordinate all issues with the District Office and local officials.	Principal or designee or Resource Officer

TERRORISM

A warning may be received from law enforcement officials when an attack is expected or in progress against the United States, its territories, possessions or allies.

ACTIONS	RESPONSIBILITY
Contact an administrator or resource officer.	All staff members and volunteers
Decide whether to evacuate building or lock down.	Principal or designee or Resource Officer
Consult with local officials and the District Office about closing school.	Principal or designee or Resource Officer
Inform staff members.	Principal or designee or Resource Officer
Establish a Command Post; activate needed emergency management personnel or field teams.	Principal or designee or Resource Officer

Have the building custodian or maintenance worker report to the Command Post.	Principal's Administrative Assistant
Plan possible evacuation routes away from the campus; inform police and District Office.	Principal or designee or Resource Officer
Resume school activities only after buildings have been inspected and determined safe by the proper authorities.	Superintendent or designee
Always have a debriefing or after action meeting.	Principal or designee

WINDSTORM

The National Weather Service has developed a system of "watches" and "warnings" that are issued when severe weather conditions may exist.

ACTIONS	RESPONSIBILITY
Contact site administrators.	Superintendent or designee
Remain alert for additional weather advisories if a severe windstorm "watch" has been issued. A "watch" is issued by the National Weather Service when a thunderstorm in excess of 55 mph or a tornado may develop in a given area and during a specific time period.	Principal or designee or Resource Officer
If a "watch" is issued during working hours, notification will be by OES or local agencies and will be kept up-to-date on the latest developments; monitor situation.	Principal or designee or Resource Officer
If a "warning" is issued during working hours, provide care for students at school. A "warning" indicates that a thunderstorm with winds in excess of 55 mph or a tornado has been sighted in the area, and precautions to minimize potential risks should be taken.	Principal or designee or Resource Officer
If a "warning" is issued, the District may direct the closing of the school, if there is sufficient time before the anticipated arrival of the storm, or may direct everyone to remain at their work sites if it would be dangerous to leave; monitor situation.	Principal or designee or Resource Officer
Consult local officials and District Office about closing school.	Principal or designee or Resource Officer
Establish a Command Post; activate needed emergency management personnel or field teams.	Principal or designee or Resource Officer
Plan possible evacuation routes away from the campus; inform police and District Office.	Principal or designee or Resource Officer
Resume school activities only after buildings have been inspected and determined safe by proper authorities.	Superintendent or designee

Section 2 – SCHOOL SITE EMERGENCY RESPONSE OPERATIONS

SCHOOL SITE EMERGENCY RESPONSE OPERATIONS

- A. GENERAL – This section describes procedures to be used in activating, staffing, operating, completing documentation and closing the Command Post (CP) in response to an emergency for the Modoc Joint Unified School District.
- B. OBJECTIVES – The overriding objective in managing emergency operations is to ensure the effective direction of emergency response involved in preparing for and responding to situations associated with natural disasters, technological incidents or national defense emergencies. The specific objectives of CP are to facilitate:
 - a. Overall safety and welfare of students and school employees
 - b. Overall management and coordination of emergency operations
 - c. Coordination and liaison with parents
 - d. Coordination and liaison with county and government agencies
 - e. Establishment of priorities
 - f. Collection, evaluation and dissemination of essential information
 - g. If available, use an automatic phone dialer
- C. COMMAND POST ACTIVATION AND STAFFING – Each school site must designate a primary and backup location for a command post. Only authorized personnel will be allowed into the Command Post.
 - a. ACTIVATION/DEACTIVATION: Set-up is the responsibility of the Facilities Manager. Checklists for CP activation and deactivation are contained in the appendix.
 - b. ACTIVATION CONSIDERATIONS:
 - i. The CP will be activated as required for exercises or for impending or actual emergencies on request of a principal or any other duly constituted authority. Staffing decisions will be driven by the nature and scope of the emergency. Based on the situation, only portions may be activated. The units activated will depend upon the needs of the situation. The CP may be activated at any time the need arises. It serves to provide data collection, verification, planning and other support to field operations.
 - ii. Units will be activated through the school's policies and procedures. Section Chiefs will be notified of the requirement and be briefed on the situation by the Incident Commander or the senior official at the CP. Chiefs will then

notify Unit Leaders and describe the situation. The Unit Leaders will determine how many personnel will be needed and will alert the appropriate personnel.

- iii. Upon CP activation, the senior official present will initiate the recall of the staff. Personnel will set up their workstations upon arrival and receive a briefing from their supervisor. The participating units will plot the initial information and prepare an initial briefing for the IC. The briefing should include a current weather report and forecast for adequate planning.
 - c. ALERTING: The senior official present is responsible for alerting the principal, if not already on site. The principal and/or Incident Commander are responsible for alerting the District Office in the event of a threatened or actual emergency, which may require CP activation. The principal is responsible for alerting all needed school site staff.
 - i. If your site has a reverse 9-1-1 system, activate it now.
 - ii. Alert law enforcement of student's medical needs.
- California Government Code allows for the recall or additional time of school staff following an emergency. At the direction of the principal in concert with the District Office, staff may be retained or called back in to provide service or staffing.
- d. STAFF ORGANIZATION: The CP will utilize Standardized Emergency Management System (SEMS). SEMS organizational structure consists of five principal sections that may be activated for a major incident. SEMS allows for the adding, subtracting or shifting of staff and positions as the incident changes. Due to the limited number of staff, members may be required to assume responsibility for more than one area or position.
 - e. SITE COMMAND SECTION: This section is headed by the Incident Commander (IC), who has overall management responsibility for an emergency. A Command Staff element is provided for handling such matters as public information and interagency liaison. Command Staff will normally be assigned to:
 - i. Site Incident Commander – School Principal
 - ii. Site Public Information Officer – Principal's Designee or Administrative Assistant.
 - f. SITE OPERATIONS SECTION: This section is headed by an Operations Section Chief, who is responsible for the coordination and management of all operations units. The Operations Section is responsible for coordinating the response teams at the school site and mitigating the effects of the emergency. The Site Operations Staff may consist of:
 - i. Site Operations Chief – assigned by Site Incident Commander
 - ii. Care and Shelter Leader – assigned by Site Operations Chief
 - iii. Student Release Coordinator – assigned by Site Operations Chief
 - iv. Site Security Team – assigned by Site Operations Chief

- v. Search and Rescue Leader – assigned by Site Operations Chief
 - vi. First Aid/Medical Leader – assigned by Site Operations Chief
 - vii. Student Medical Information/Needs
 - g. SITE PLANNING SECTION: This section is headed by the Planning Section Chief and is structured into several units depending on the needs of the incident. The Planning Section collects and analyzes data regarding emergency operations; develops the Incident Action Plan; conducts planning meetings; and collects, disseminates and maintains CP documentation. The Site Planning Section may consist of:
 - i. Site Planning Section Chief – assigned by Site Incident Commander
 - ii. Site Situation Analysis – assigned by Site Planning Chief
 - iii. Site Documentation – assigned by Site Planning Chief
 - iv. Site Student Status – assigned by Site Planning Chief
 - h. SITE LOGISTICS SECTION: This section is headed by the Logistics Section Chief and is responsible for the logistical needs for emergency response. This may include procuring supplies and equipment, such as communication gear; personnel management; and meeting the transportation requirements of the incident. The Site Logistics Section may consist of:
 - i. Site Logistics Section Chief – assigned by Site Incident Commander
 - ii. Site Materials/Supply Unit Leader – assigned by Site Logistics Chief
 - iii. Site Communications – assigned by Site Logistics Chief
 - iv. Site Volunteer Coordinator – assigned by Site Logistics Chief
 - v. Site Staff Resources – assigned by Site Logistics Chief
 - i. SITE FINANCE SECTION: This unit is headed by the Finance Chief and is responsible for meeting the financial needs of the emergency response. This may include purchasing and time-keeping functions. The Site Finance Section may consist of:
 - i. Site Finance Section Chief – assigned by Site Incident Commander
 - ii. Cost Accounting Unit Leader – assigned by Site Finance Chief
 - iii. Timesheet Accounting Unit Leader – assigned by Site Finance Chief
- D. COMMAND POST ADMINISTRATIVE PROCEDURES
- a. MESSAGE CONTROL PROCEDURES: A function of the CP in an emergency is to collect and disseminate information. Information will reach the CP through various different pathways: telephone, amateur radio, commercial broadcasts, runners, etc. It is essential that all important information be documented to provide a record of problems encountered, courses of action available and actions taken.
 - b. REPORTS, CHARTS, MAPS AND DOCUMENTATION: Documentation and tracking of events during the emergency is essential and is the responsibility of the Site Planning Section.
 - c. SUPPLIES: CP supplies can be found at each school site office.
- E. OPERATIONAL PROCEDURES
- a. DECLARATION: The Site Incident Commander/School Administrator will determine whether to declare a site emergency. If an emergency is declared, authorities in the

county where the site is affected should be immediately notified. Depending on the nature of the emergency, the Incident Commander may decide to establish security for the CP. The Operations Chief is responsible for establishing physical security. The security representative shall establish a CP roster and sign-in sheet as conditions require or at the request of the Incident Commander.

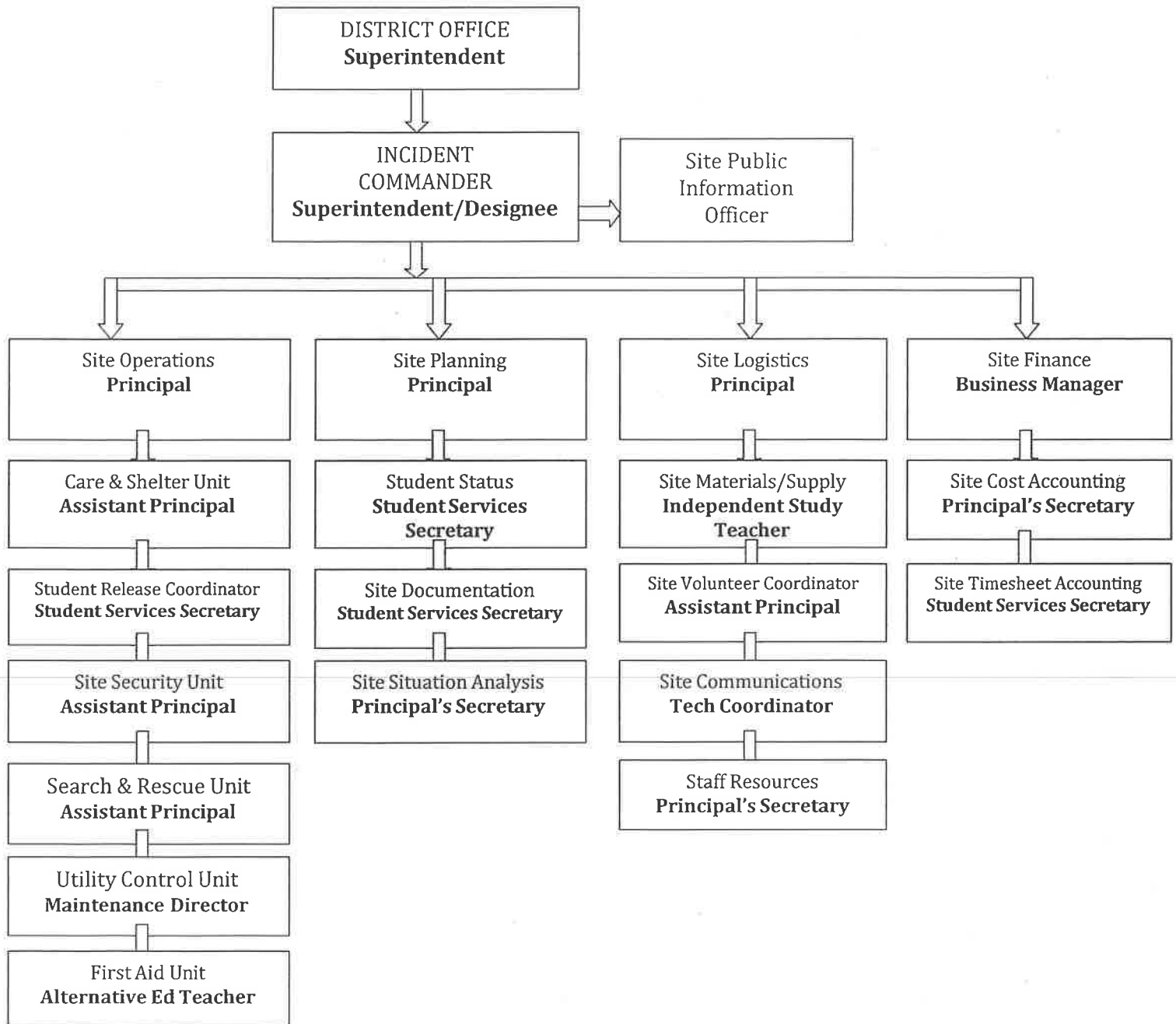
- b. **SHIFT SCHEDULING:** Depending on the anticipated length of the incident, relief may be necessary for CP staffing. For sustained operations, 12-hour shifts may be an option and should be addressed by the Plans Section.
- c. **BRIEFINGS AND CONFERENCES:** Briefings for the Incident Commander and the Public Information Officer should be scheduled at regular intervals. The Plans Section is responsible for coordinating all briefings. Section Chiefs should be prepared to attend these briefings with a short summary of their progress. Briefings by each section should include:
 - i. Unresolved problems
 - ii. Major new problems during previous period
 - iii. Assistance needed from other agencies and status of mutual aid
 - iv. Information that should be passed to other sections or to the public
 - v. Review staff/student medical issues

Additional briefings may be organized at the request of the Incident Commander. These may include VIP briefings, news media briefings and situation reports for newly arrived state or federal representatives.

- d. **CLERICAL SUPPORT:** Generally, each unit will be responsible for its clerical support. The Documentation Unit will be responsible for the preparation of any documents, re-supply of office supplies and photocopying.
- e. **INCIDENT SITUATION CHART AND MAP:** An Incident Situation Status Chart and School Site Maps shall be maintained by the Planning Section. The Situation Chart shall be posted as information is received and the situation map properly annotated. Only currently active incidents will be maintained on the Incident Board.
- f. **PERSONNEL ACCOUNTABILITY:** It is the responsibility of each unit leader to maintain accountability of all assigned personnel. Work schedules, responder time sheets and injured personnel reports will be submitted to the Personnel Unit on a timely basis, but no less than once each shift. Personnel will be accounted for by name and location. Unit leaders will prepare a Personnel Assignments list which reflects the personnel currently on-duty and the schedule for the next shift. This form will be used to track the number of hours worked by each individual and will also document breaks and meals provided.
- g. **PLANS AND FORMATS:** There are a number of formats for reports and plans included in this section. Should the format not contain adequate topics for space, the format may be expanded. The format is intended as a guide for capturing a minimum of information.

- h. RECORDS MAINTENANCE: Each unit is responsible for the maintenance of its records. Each shift is responsible for assuring that any documents generated are properly filed and cataloged before turning them over to the relief shift. If necessary, members of the out-going shift may stay behind to assure a smooth transition of information and files. At the conclusion of the incident or event, each unit will consolidate all files and will submit them to their section chief. Each section will review the documentation for completeness and will then submit all unit files along with the section chief files to the Documentation Section. No original documents shall be removed from the emergency operations center except by the documentation unit.
- i. STAFF/UNIT LOGS: Each unit will maintain a "Staff Officer/Unit Log." This document shall be used to record any activities, staff coordination, policy changes or requests processed by the unit. This is not a record of "Incidents." This form should be used by staff members to brief in-coming shifts. The form will also be used to log message traffic and memoranda for record.

Section 3 – SCHOOL SITE COMMAND CHECKLISTS



SCHOOL SITE OPERATIONS SECTION OVERVIEW

The School Site Operations Section is under the supervision of the Operations Section Chief and manages all tactical operations. The following functions are assigned to the Operations Section:

- CARE AND SHELTER
- FIRST AID/MEDICAL
- SEARCH AND RESCUE
- SITE SECURITY
- STUDENT RELEASE
- UTILITY CONTROL

SITE INCIDENT COMMANDER

This individual oversees and directs all matters relating to the incident and maintains contact with the District Office and the county where the school is located.

Primary:	Superintendent
Alternate:	Principal
Reports To:	School Board President for dissemination to School Board
Supervises:	Site Public Information Officer Site Operations Chief Site Plans Chief Site Logistics Chief Site Finance Chief
Work Station:	Site Command Section
Responsibilities:	Serves as Incident Commander for the school site; declares emergencies; establishes the site emergency response objectives, make rules, regulations and orders; maintain contact with the County where the school is located and the District Office.

ACTION CHECKLIST:

- Post laminated flow chart
- Post laminated school map
- Identify yourself as the Site Incident Command
- Obtain a briefing on the extent of the emergency from your Command Staff (Operations, Planning, Logistics and Finance Chiefs)
- Depending on the type of the incident and the information available, order appropriate activation of the School Site Command Post (CP)
- Determine if all key personnel or alternates are at the CP or have been notified
- Ensure Section Chiefs and their staff members possess and utilize checklists
- Assess the situation, develop an initial response strategy with the Command Staff and establish emergency response objectives and priorities
- Determine the need for evacuation; if evacuation is required, ensure coordination with the

District Office

- Establish the frequency of briefing sessions for staff
- Direct the Site Planning Section Chief to maintain appropriate Situation Charts and Campus Maps. Copies of Team and Section Reports should be provided to the Planning Site Documentation Team at the end of each operational period to facilitate event record
- Ensure that accurate and complete information is provided to students and parents
- Ensure that assessments are made for aid requirements and that requests for such aid are made promptly to the District Office
- If there is little or no damage to the school, be prepared to provide mutual aid or care and shelter to the community
- Complete the Command Section Situation Report at the end of operational period or prior to shift change; provide copy to your relief and to the Site Planning Documentation Team
- Keep the District Office informed of all major problems and decisions
- Maintain a Command Section Log noting messages received, decisions made and actions taken

SCHOOL SITE PUBLIC INFORMATION OFFICER/LIAISON

This person serves as the primary contact between the media and the school relating to the incident or event and is a member of the Command Staff.

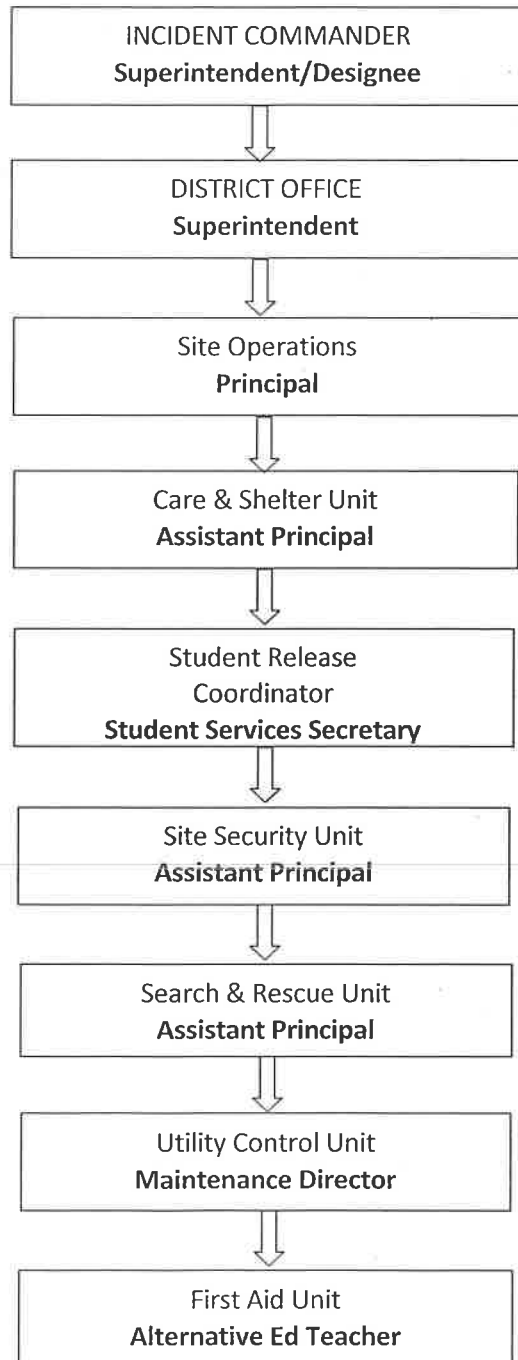
Primary:	Principal's Designee
Alternate:	Principal's Administrative Assistant
Reports To:	Site Incident Commander
Work Station:	Site Command Section
Responsibilities:	Assists in the preparation of public information released to the news media; maintains close contact with any media representatives who appear at the school site; provides information to the Superintendent or Superintendent's Administrative Assistant; advises the Site Incident Commander regarding media issues.

ACTION CHECKLIST:

- Identify yourself as the Site Public Information Officer
- Obtain a briefing from the Command Staff
- If excessive news media interest is probable, request assistance from the District
- Prepare an initial information summary as soon as possible after arrival and forward to the Site Command Staff and Superintendent or Superintendent's Administrative Assistant
- Observe constraints on the release of all information imposed by the District Office and Site Command Staff

- Establish contacts with any media representatives who appear on campus and provide whatever assistance is required
- Gather and disseminate instructions, warnings and announcements
- Arrange for escort and briefing service for the media and VIPs
- Attend briefings and Command Staff meetings; update information releases
- Monitor television and radio transmissions
- Issue warnings about unsafe areas, structures and facilities
- Issue special information releases addressing rumors; identify them as such and provide correct information, if available
- Provide information to the public on available transportation routes, closures, etc
- Ensure that announcements and information are translated for special populations
- Maintain a log noting messages received, releases published, interviews granted and other activities; maintain record of personnel on duty

Section 4 – SCHOOL SITE OPERATIONS CHECKLISTS



SCHOOL SITE OPERATIONS SECTION OVERVIEW

The School Site Operations Section is under the supervision of the Operations Section Chief and manages all tactical operations. The following functions are assigned to the Operations Section:

- CARE AND SHELTER
- FIRST AID/MEDICAL
- SEARCH AND RESCUE
- SITE SECURITY
- STUDENT RELEASE
- UTILITY CONTROL

SCHOOL SITE OPERATIONS SECTION CHIEF

The Operations Chief is tasked with overall managing and directing specific operations related to the incident.

Primary Section Chief: Principal

Alternate Section Chief: Principal's Designee

Reports To: Site Incident Commander

Supervises: Care and Shelter Unit
Student Release Coordinator
Site Security Unit

Search and Rescue Unit

Utility Control Unit

First Aid/Medical Leader

Responsibilities: The Operations Section Chief reports directly to the Site Incident Commander, and is responsible for the management of all operations directly applicable to the emergency. The Operations Section Chief activates and supervises all Operations Units. The Operations Section Chief assists in the development and execution of the Incident Action Plan.

ACTION CHECKLIST:

- Identify yourself as the Site Operations Chief
- Obtain a briefing on the extent of the emergency
- Depending on the type of the incident and the information available, ensure appropriate Operations Section Leaders are assigned
- Assess the situation, develop an initial response strategy with the Command Staff and disseminate emergency response objectives and priorities to the Command Staff and

- Operations section leaders
- Activate all needed Operations Section Units; ensure Unit leaders possess and utilize checklists
- Determine the need for evacuation; if evacuation is required, ensure coordination with county officials and the news media via the District Office and the Student Release Coordinator to provide information updates to student's parents or guardians
- Provide a Site Operations Section response summary to the Site Planning Section for inclusion on the school site situation chart and campus map
- Ensure that accurate and complete information is provided to students and parents
- Ensure that appropriate and adequate liaison is effected between Operations Section leaders and outside agencies (police, fire, Emergency Medical Service)
- If there is little or no damage to the school, be prepared to respond to requests for shelter operations for the community
- Complete the Operations Situation Report at the end of operational period or prior to shift change; provide a copy to your relief and to Planning Documentation leader
- Keep the Site Incident Commander and District Office informed of all major problems and decisions
- Maintain a Site Operations Section Log noting messages received, decisions made and actions taken

CARE & SHELTER UNIT

The Care & Shelter Unit is responsible for the safety and welfare of the students and staff of the school site.

Primary Unit Leader:	As Assigned
Alternate Unit Leader:	As Assigned
Reports To:	Site Operations Chief
Supervises:	Care and Shelter Teams
Responsibilities:	Ensure the safety and welfare of the students and staff at the school site. Track information on all students and staff to include their status, location and immediate plans. Provide shelter and food as needed to students and staff.

ACTION CHECKLIST:

- Identify yourself as the Care & Shelter Unit Leader
- Obtain a briefing from the Site Operations Section Chief on situation, initial objectives and priorities
- Prepare an initial estimate of the numbers of students and staff who require shelter.

Identify any special needs students and staff and report the needs to the Site Operations Chief as soon as possible. Make sure that the Site Situation Analysis leader is provided with a copy of the estimate

- Activate all needed Care & Shelter Team members; ensure that they utilize checklists
- Coordinate with Student Status Unit and for numbers of remaining students and staff
- Coordinate with the First Aid Unit to provide medical care for sheltered students
- Make recommendation for Care & Shelter of students and staff to the Site Operations Chief including medical
- Coordinate all supply requests through the Site Materials/Supply Unit in Logistics
- Consult the American Red Cross “Shelter Operations Handbook” for information on operating a shelter site
- If possible, make contact with the American Red Cross; if the Red Cross has asked to use the site for public shelter operations, ask if they can provide assistance to the student sheltering operation
- Maintain a log noting information received and actions taken

SHELTER TEAMS:

The purpose of Shelter Teams is to provide any needed shelters for the site. Shelter Teams will communicate with the Utility Control Unit prior to setting up shelters.

The Shelter Team must also evaluate the condition of existing sanitary facilities and provide additional sanitary facilities for students and staff if necessary.

Finally, the Shelter Team must obtain a supply of potable water and distribute food and water to staff and students during a declared emergency.

Several options are available for food. Sources include school lunches and food stored centrally.

Shelter Team Members

Lead Custodian	
Clerk	
Available Teacher	
Food Service Staff	

SHELTER TEAM CHECKLIST:

- Check with the Care & Shelter Unit Leader to determine what shelters are necessary
- Retrieve canopies, needed tools, tables, chairs, etc. and bring to locations designated on site

map for shelters

- Set up shelters as needed (reference the American Red Cross “Shelter Operations Participant’s Workbook”)
- Check with the Care & Shelter Unit Leader before setting up sanitation area to determine availability of indoor bathrooms and sanitation supplies
- Obtain supplies needed, including bags, prepackaged hand washing wipes and toilet paper
- If using indoor bathrooms and the sewer system is damaged, empty water and line with double trash bags (do not flush toilets if the sewer system is not working)
- Set up a hand washing station using prepackaged wipes, or soap and water
- To dispose of filled waste bags, put in garbage containers for later disposal
- Set up privacy screens and gender separation screens as necessary
- Monitor use of all water
- Provide necessary water to First Aid Station
- Discuss with Site Manager and Student Status Unit the approximate number of students needing long term shelter so that supplies can be ordered from Site Materials/Supply

SHELTER TEAM ANNUAL PREPARATION:

Contract with vendor for annual MOU for needed supplies.

SHELTERS

- Review the American Red Cross “Shelter Operations Participant’s Workbook”
- Know the location of canopy shelters, stakes and necessary tools
- Know how to put up the canopies
- Know the locations of all emergency team sites

SANITATION

- Determine the type of alternate sanitary facility to be used (lined buckets or wastebaskets, portable folding toilets or plastic bags in existing toilets)
- Plan for gender separation and use of plastic sheeting for privacy screen
- Know where to obtain prepackaged wipes, toilet paper and other toilet equipment

FOOD & WATER

- Know the location of water containers and siphon pumps
- Survey water supply, include trapped water in hot water tanks and other sources
- Assess water supply
- Know where eating and drinking supplies are kept
- Assess food supplies (snack packs, central food supply and/or cafeteria food supply)

Care & Shelter Planning Chart

Issue	Options
Number of Students & Staff Needing Shelter	
Number of Meals Required (Next 24 Hours)	
Sleeping Accommodations Required	
Food Service Area Status (# Meals Capable)	
Sanitary Facility Status (Toilets, Hand Washing)	
Shower Facility Status	
Potable Water Status	
Contracted Vendors	

FIRST AID/MEDICAL UNIT

The First Aid/Medical Unit will provide immediate First Aid for injured students or staff. The Team will determine the medical needs of students or staff and coordinate with the District Office. If Emergency Medical Service (EMS) is not available (major disaster situation) the First Aid/Medical Team will render assistance to their level of training.

Primary Unit Leader: Modoc County Office of Education (MCOE) School Nurse
Alternate Unit Leader: MCOE Nurse's Assistant
Reports To: Site Operations Chief
Supervises: First Aid Teams
Responsibilities: Oversee medical care for injured students or staff in the event of an emergency or disaster

ACTION CHECKLIST:

- Identify yourself as the First Aid/Medical Team Leader
- Obtain a briefing from the Operations Chief and the Site Security and Search & Rescue Team Leaders
- If needed, assemble First Aid Team(s) and equipment/supplies; have them begin operations using the First Aid Team checklist
- Dispatch First Aid Team(s) upon notification of injured students or staff
- Effect coordination with 9-1-1 for ambulance
- If EMS service is unavailable, determine from the County EOC if a local casualty hospital has been identified; if so, effect emergency movement of the most seriously injured to that location if possible
- Maintain a log, noting messages received, action taken, contacts established and information passed

FIRST AID TEAM:

The purpose of the First Aid Team is to provide emergency and long-term first aid, to set up the First Aid Station (away from possible hazards) and to manage and utilize first aid supplies. California law provides immunity under the Good Samaritan law.

Site First Aid Team Members

Other CPR/First Aid staff	
Office staff	

FIRST AID TEAM ACTION CHECKLIST:

- A staff member will set up the first aid station
- Evacuate classes to the assigned evacuation area
- Transfer students and the enrollment/emergency data to buddy teacher
- Report to First Aid Station
- Display first aid sign
- Prepare first aid supplies for immediate use
- Administer first aid as necessary
- Supervise the use and distribution of first aid supplies
- Notify the Command Post of staff and student injuries
- Document treatment, time and release of all injured on student card and school treatment log
- Determine need for more extensive treatment and notify Command Center to call 9-1-1 or the District Office
- Place emergency information on injured persons if not previously done by the classroom teacher

FIRST AID TEAM ANNUAL PREPARATION:

- Update first aid supplies to standards both for the first aid station and first aid kits
- Note on site map the location of all first aid kits and supplies
- Develop triage procedures with First Aid Team members
- In consultation with the principal/site manager, decide primary and alternate location for the emergency first aid station
- Check student and school personnel emergency information cards

SEARCH & RESCUE UNIT

The Search & Rescue Unit is responsible for searching for missing students and staff and in the event that students and staff are unable to extricate themselves, for light rescue operations.

<i>Primary Unit Leader:</i>	As Assigned (staff member very familiar with the entire site)
<i>Alternate Unit Leader:</i>	As Assigned
<i>Reports To:</i>	Site Operations Chief
<i>Supervises:</i>	Site Search & Rescue Team
<i>Responsibilities:</i>	Manages the Search & Rescue effort; effect liaison with law enforcement and fire officials in response to emergencies

ACTION CHECKLIST:

- Identify yourself as the Site Search & Rescue Unit Leader
- Obtain a briefing from the Operations Chief and determine initial objectives and priorities
- Collect status reports on missing staff and students from the Student Status Unit. Based upon the last known (or assumed) position of the missing person, create a search plan
- If needed, assemble search and rescue teams; have them begin operations using the Search & Rescue checklist
- Using a site map, create a search pattern which insures that all areas will be searched and no area will be double searched

SEARCH & RESCUE TEAM:

The Search & Rescue Team members must search all areas on campus, building and grounds in a predetermined pattern shortly after the emergency has occurred and when it is safe to do so.

The Search & Rescue Team is divided into groups of two each (buddy system for safety) who search for the injured or trapped and assess the safety of the various structures.

Site Search & Rescue Team Members

Custodian	
Available Teacher	
Volunteer	

SEARCH & RESCUE TEAM ACTION CHECKLIST:

- Report to assigned area, obtain dust masks, hard hats, gloves, flashlights, goggles, tape and tools; begin sweep
- Always work in pairs for safety when permitted
- Report locations of injured to the First Aid Unit and place red flags or cards near these locations
- Aid in the rescue of trapped/injured people
- After the search, cordon off all dangerous areas and secure unsafe buildings/classrooms against re-entry. Post warning signs on unsafe buildings
- Report any facility damage encountered during search operations to the Utility Control and Site Situation Analysis Units
- Continue to monitor the situation as needed during the emergency
- Proceed carefully – buildings may be unstable
- Proceed quietly so calls for help can be heard
- Remain in voice contact with your partner at all times

SEARCH & RESCUE TEAM ANNUAL PREPARATION:

- Train the Search & Rescue Team
- Divide campus into predetermined search areas. The Team is responsible for all buildings, grounds and restrooms
- Assign a hand-held radio to the Search & Rescue Team
- Know locations of search and rescue equipment
- Identify and consult with Special Education, Child Development and itinerant staff to coordinate plans for location and rescue of their students

SITE SECURITY UNIT

The Site Security Unit is responsible for security of students, staff, school property and this Unit will liaison with law enforcement and fire officials upon their arrival at the school site.

Primary Unit Leader: Designated Law Enforcement Officer

Alternate Unit Leader: Assistant Principal

Reports To: Site Operations Chief

Supervises: Site Security Team

Responsibilities: Coordinates security of students, staff and school property. The Unit Leader will liaison with law enforcement officials upon their arrival at the school site

ACTION CHECKLIST:

- Identify yourself as the Site Security Unit Leader
- Obtain a briefing from the Operations Chief and determine initial objectives and priorities
- If needed, assemble a security team to ensure the safety of staff and students; have them begin operations using the Security Team checklist
- If 9-1-1 has not already been notified, contact them
- Establish and maintain coordination with the responding fire department; coordinate information with Operations Chief
- Establish and maintain security for school site students, staff and facilities as required
- Maintain a log, noting messages received, action taken, contacts established and information passed

SITE SECURITY TEAM:

The District policy in a declared emergency is to provide supervision and care for students until it is safe to release them or until picked up by an authorized adult. To accomplish this, site personnel must take steps to patrol the site perimeter to keep students from leaving. If parents

have followed the District's directions, students will have been told about this policy and should follow instructions of school personnel.

The Site Security Team will require all students to remain on site until released. No physical force shall be used to restrain students' intent on leaving. In that case, request student to give his/her name and stated destination. Report this information to the Student Release Team.

Parents or other adults coming on campus should be directed to the Student Release Area to have their student released to them.

The Site Security Team shall be responsible for maintaining a clear entrance to the school for emergency vehicles and guiding cars to parking and student release areas.

Site Security Team Members

Available staff	
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SITE SECURITY TEAM ACTION CHECKLIST:

- Obtain signs, barrier tape, walkie-talkies, vests and flares
- Secure/man all gates and entrances
- Short of physical restraint, keep all students on campus until legal release
- Direct authorized adults to Student Release Area
- Maintain a clear entrance to the school for emergency vehicles
- Direct vehicles to parking and student release areas

SITE SECURITY ANNUAL PREPARATION:

- Know the location and alternative location(s) for entrance(s) for emergency vehicles and parking
- Prepare emergency signs for directing people and vehicles
- Know the location of signs, barrier tape, walkie-talkies, vests and flares

STUDENT RELEASE UNIT

The Student Release Unit is responsible for the tracking of information concerning students released to parents/guardians, students that left the campus without being release and liaison with the student's parents or guardians.

Primary Unit Leader: Principal's Administrative Assistant

Alternate Unit Leader: Principal's Secretary

Reports To: Site Operations Chief
Responsibilities: The Student Release Unit Leader oversees the tracking of information concerning students

ACTION CHECKLIST:

- Identify yourself as the Student Release Unit Leader
- Obtain a briefing from the Operations Chief and Care & Shelter Leader
- Assist the Student Status Unit Leader in compiling student and staff rosters to determine status of students and staff
- Recommend procedures for Operations Chief approval of method for dissemination of student and staff information to parent or guardian. Utilize District Office or law enforcement personnel for face-to-face notification in cases of death, serious injury or missing persons
- Coordinate efforts with the District Office as necessary
- Upon determination that students or staff have been killed, injured or missing, obtain Site Operations Chief approval for notification of parent or guardian
- Assemble Student Release Teams and have them begin operations using the Student Release Team checklist
- Maintain a log noting messages received, action taken, contacts established and information passed

STUDENT RELEASE TEAM:

In order to expedite the release of students to their parents, a Student Release Area should be established and procedures developed to provide for an orderly release process. The Student Release area should be away from the evacuation assembly area and parents should be required to follow release procedures. The most important task is to guarantee that documentation is kept; about to whom each student is released.

Establish one area for initial contact with adults/parents and a second "reunion" area. The first area will check authorization for release on the student's emergency card. The parent will initial the card. Using hand-held radios or student messengers; if radios are not available, the student will then be summoned to the reunion area.

Student Release Team Members

Attendance Clerk/available staff	
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STUDENT RELEASE TEAM ACTION CHECKLIST:

- Determine availability of supplies and safety of location for student release area and reunion area, if applicable
- Set up tables, chairs, emergency cards and master rosters in student release area. If using an initial contact area and a reunion area, set up equipment for these areas
- Have parents or adults initial Health and Emergency Card and indicate their destination. **IF NAME OF ADULT IS NOT ON THE EMERGENCY CARD, THE STUDENT CANNOT BE RELEASED.**
- If adult's name is on emergency card, use walkie-talkie or messenger to summon student to release or reunion area
- Note name and destination of student on master roster before releasing the student
- Attempt to note name and destination of students who have left the campus without being released

STUDENT RELEASE TEAM ANNUAL PREPARATION:

- Maintain a current roster of all students
- Maintain a copy of the Health and Emergency Card for each student which lists persons authorized to pick up student
- Know where to obtain tables, chairs, writing supplies and yellow barrier tape for delineating areas for student release and reunion areas, if applicable

UTILITY CONTROL UNIT

The Utility Control Unit is responsible for inspecting and performing damage control of all school site utilities. This Unit is also primarily responsible for evaluating damage to the facility.

Primary Unit Leader: Maintenance Worker

Alternate Unit Leader: Custodian

Reports To: Site Operations Chief

Supervises: Site Utility Control Team

Responsibilities: The Utility Control Unit Leader is responsible for coordinating the inspection and damage control of all school site utilities.

ACTION CHECKLIST:

- Identify yourself as the Site Utility Control Unit Leader
- Obtain a briefing from the Operations Chief and determine initial objectives and priorities
- Collect preliminary reports on damage to facilities from staff and students
- Assemble Utility Control Teams and coordinate their activities

- As damage assessment reports come in from the Utility Control Teams, provide them to Site Situation Analysis

UTILITY CONTROL TEAM:

The purpose of the Utility Control Unit is to check the utilities and identify hazards. The team shall do whatever is necessary to minimize further danger and report findings to the Command Center.

Site Utility Control Team Members

Lead Custodian/Maintenance	
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UTILITY CONTROL TEAM ACTION CHECKLIST:

- Secure necessary tools and hard hats and check the condition of the utilities and connecting pipes and lines and, if necessary, turn them off (each place pipes pass through concrete is a prime breakage point)
- Check the site completely for:
 - Fire and electrical hazards
 - Chemical hazards
 - Other hazards
- Make a note of structural and non-structural damage when checking utilities or hazards. Report any identified damage to the Site Situation Analysis Unit
- Notify Command Center of hazards and services needed
- Barricade or tape off hazardous areas

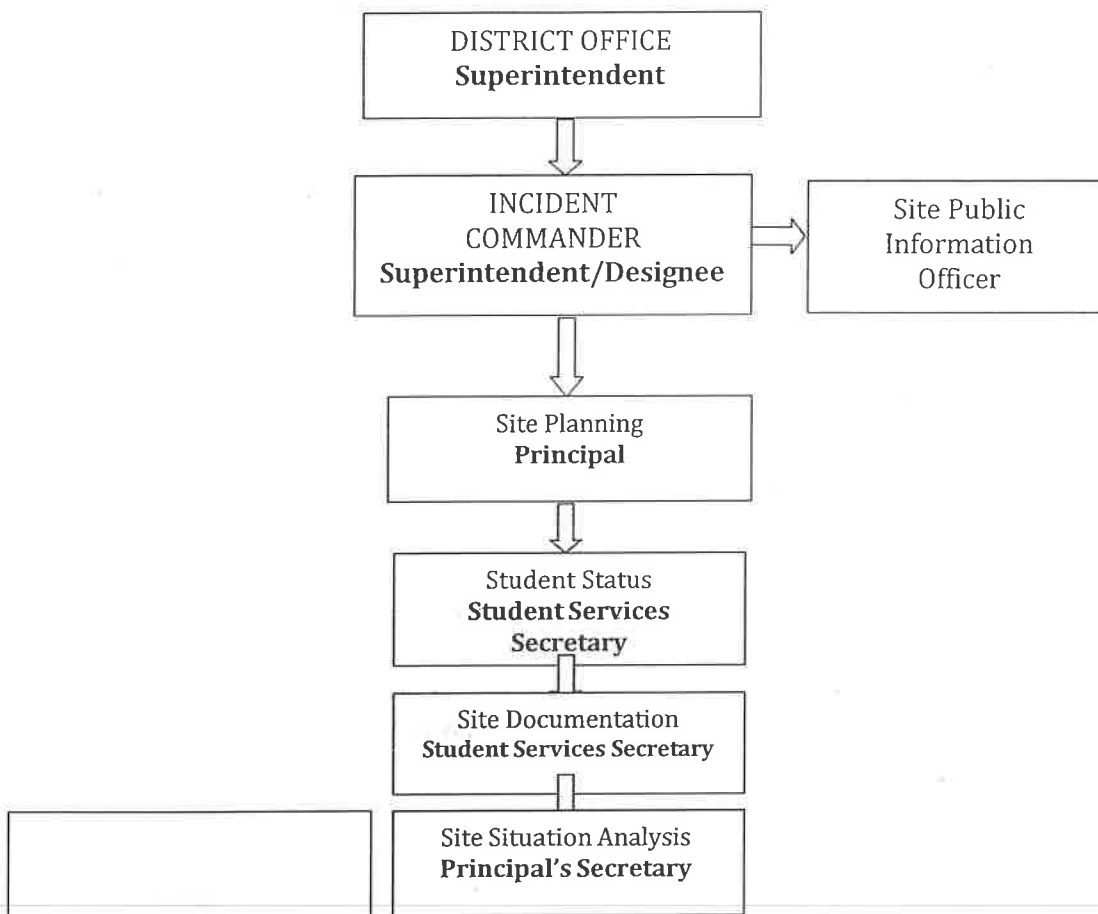
UTILITY CONTROL TEAM ANNUAL PREPARATION:

- Know location of and procedure for turning off water, gas and electricity and intake valve on water heaters
- Know firefighting procedures
- Know the location of and make sure firefighting equipment (extinguisher, etc.) is in working order
- Know the locations of stored hazardous materials, including chemicals
- Know the location of shutoff tools, hard hats, dust masks and barrier tape

Utility Checklist

Utility	Status
<i>Electric</i>	
<i>Gas</i>	
<i>Water</i>	
<i>Sewer</i>	

Section 5 – SCHOOL SITE PLANNING CHECKLISTS



SCHOOL SITE OPERATIONS SECTION OVERVIEW

The School Site Operations Section is under the supervision of the Operations Section Chief and manages all tactical operations. The following functions are assigned to the Operations Section:

- **CARE AND SHELTER**
- **FIRST AID/MEDICAL**
- **SEARCH AND RESCUE**
- **SITE SECURITY**
- **STUDENT RELEASE**
- **UTILITY CONTROL**

SITE PLANNING SECTION OVERVIEW

The Site Planning Section is under the supervision of the Site Planning Section Chief. The duties and responsibilities of this section are the gathering and analysis of all data regarding the incident. The Site Planning Section maintains an incident log and displays maps and charts. In addition, the Site Planning Section is also responsible for preparing situation reports for both the Command Staff and the District Office, assessing damage, conducting the planning meetings, documenting all activities and preparation of action plans. The Site Planning Section consists of the following positions, **although not all of the positions may be filled depending on the nature or extent of the emergency situation**. The Site Planning Section Chief assumes the responsibilities of those positions that are vacant.

- *Site Situation Analysis*
- *Site Student Status*
- *Site Documentation*

SITE STUDENT STATUS UNIT

The Site Student Status Unit is responsible for gathering information on the status of all students and staff (include their status, location and immediate plan for each individual).

Primary Unit Leader:	Attendance Clerk
Alternate Unit Leader:	Office Manager/Registrar
Reports To:	Site Planning Section Chief
Responsibilities:	Responsible for coordinating the collection of information on the status of all students and staff

ACTION CHECKLIST:

- Identify yourself as the Site Student Status Leader
- Obtain a briefing from the Site Planning Section Chief on situation, initial objectives and priorities
- Assign either staff or student runners to gather information on students from all teachers
- Assign Staff to poll the Security, Search & Rescue and First Aid units for information on students
- Prepare an initial situation summary as soon as possible to the Site Planning Chief and the District Office
- Regularly contact the Student Release Coordinator for updates
- Maintain a log noting information received and actions taken

Confidential Student Status

Date/Time	Student Name	Student Location	Status

STUDENT RUNNER INSTRUCTIONS:

- Report to the Student Status Unit Leader immediately after your teacher takes attendance and excuses you from the class
- Provide assistance in gathering information on student status under the direction of the Student Status Unit Leader
- When moving about the area, avoid hazards. Follow the safety instructions of all Security, Search & Rescue and Utility Control Team members
- DO NOT enter areas that have been closed or barricaded
- All information is **CONFIDENTIAL** and should **NOT** be shared with anyone other than the Student Status Unit Leader

SITE DOCUMENTATION UNIT

The Site Documentation Unit is responsible for maintenance and preservation of all incident related information; documentation must be organized and filed for references.

<i>Primary Unit Leader:</i>	As Assigned – Clerical person
<i>Alternate Unit Leader:</i>	As Assigned
<i>Reports To:</i>	Site Planning Section Chief
<i>Responsibilities:</i>	Oversees the gathering, organizing and maintaining all incident related information for necessary reference

ACTION CHECKLIST:

- Identify yourself as the Site Documentation Leader
- Obtain a briefing from the Site Planning Section Chief
- Create a Master Incident File
- Regularly gather all Team Logs, Incident Briefing Forms, Message Forms and other documentation
- File all incident related information chronologically by section
- Maintain a log, noting messages received, action taken, contacts established and information passed
- After the emergency, provide copies of all documentation to the District Office

SITE SITUATION STATUS UNIT

The Site Situation Status Unit is responsible for gathering and verification of information from the school site. The Site Situation Status Leader also gathers and verifies all information from the Site

Operations Section, Site Logistics Section, Site Finance Section, the District Office and other sources. Of special concern is the status and damage assessment of school buildings and other infrastructure. This information is used for inclusion in regular situation briefings for command staff and the District Office.

Primary Unit Leader: As Assigned – Principal or designee

Alternate Unit Leader: As Assigned

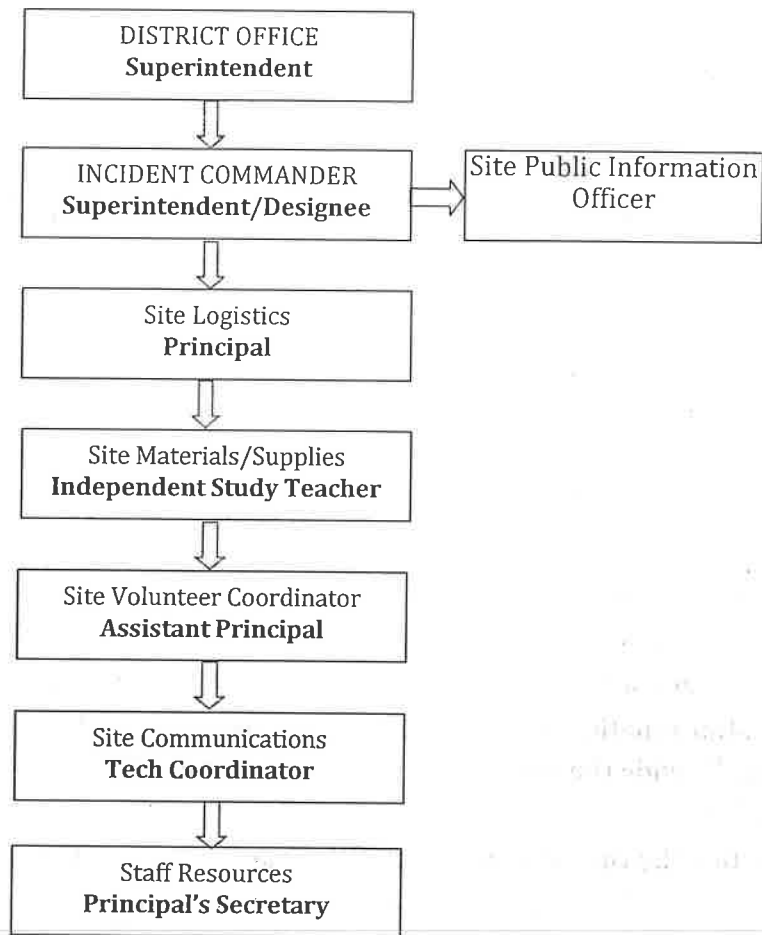
Reports To: Site Planning Section Chief

Responsibilities: Managing all incident related data, situations and events; providing the Incident Commander via Site Plans Section Chief updated situation reports

ACTION CHECKLIST:

- Identify yourself as the Site Situation Status Leader
- Obtain a briefing from the Site Planning Section Chief on situation, initial objectives and priorities
- Obtain situation reports from the Site Operations Section Chief to determine status and location of all students and school staff
- Begin a status board showing all known incidents at the school site
- Prepare an initial situation summary as soon as possible including damage assessment and facility status. Provide the summary to the Site Planning Chief and the District Office as soon as possible
- Regularly contact the Operations, Logistics & Finance sections for updates
- Maintain a log noting information received and actions taken

Section 6 – SCHOOL SITE LOGISTICS CHECKLISTS



SCHOOL SITE OPERATIONS SECTION OVERVIEW

The School Site Operations Section is under the supervision of the Operations Section Chief and manages all tactical operations. The following functions are assigned to the Operations Section:

- CARE AND SHELTER
- FIRST AID/MEDICAL
- SEARCH AND RESCUE
- SITE SECURITY
- STUDENT RELEASE
- UTILITY CONTROL

SITE LOGISTICS SECTION CHIEF

The Site Logistics Section Chief manages all logistical functions. The Site Logistics Section provides support and materials for Site Operations. The Site Logistics Section Chief assumes the responsibilities of any Logistics Section positions that are vacant.

Primary Unit Leader: As Assigned

Alternate Unit Leader: As Assigned

Reports To: Site Incident Commander

Supervises: Site Materials/Supply Leader

Site Volunteer Coordinator

Site Communications Leader

Staff Resources

Responsibilities: The Site Logistics Section Chief is responsible for providing facilities, communications, food and shelter, services and material and assessing damage in support of the incident. The Site Logistics Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises Teams leaders within the Logistics Section. The Site Logistics Section Chief must also insure that logistical requests are coordinated through the District Office Logistics Section.

ACTION CHECKLIST:

- Identify yourself as the Site Logistics Section Chief
- Obtain a briefing on the extent of the emergency from the Site Operations Section Chief or Command Staff
- Obtain initial instructions concerning logistics work activities/priorities
- Confirm that all Logistics Section members or alternates have been notified
- Assemble and brief logistics leaders
 - Provide a summary on the incident
 - Assign work locations and preliminary work tasks to section personnel
 - Present procedures and limitations on purchasing or expenditures
 - Provide administrative and personnel reporting guidance
- Identify and coordinate the procurement of additional service personnel, supplies and equipment to support planned and expected operations through the District Office Logistics Section
- Brief and update the Site Incident Commander and the District Office of all logistics resources and support concerns caused by the emergency. Information that should be provided includes:
 - Priority logistics requirements filled/completed

- Logistics shortfalls/unresolved problems
- Major new problems since previous brief
- Assistance needed from other agencies and status of mutual aid
- Information developed by the logistics section that should be passed to other sections or to the public
- Assist in the initial development and the daily review of a 24 Hour Action Plan
- Continually coordinate with the Site Operations Section Chief and Site Planning Section Chief to ensure timely and efficient logistics support
- Ensure that Logistics Team leaders open and maintain team logs. All documents prepared by the Logistics Section should be passed to the Documentation Team in the Planning Section at the conclusion of the emergency. At a minimum, the following records should be maintained:
 - Messages received and transmitted
 - Actions pending
 - Actions completed
 - Logistics personnel and time on duty
 - Active vendor records
 - Non-expendable property records
 - Expendable property purchase records
 - Expendable property expenditure records
 - Facility records
 - Facility rental contracts/inspection reports
 - Vehicle records
 - Vehicle accident reports
 - Staff information folder
- Maintain accountability of all logistics personnel assigned; work schedules, time sheets and injury reports will be submitted no less than once per day
- Ensure for the general welfare and safety of all logistics section personnel
- Establish turnover procedures and conduct shift change briefs at the end of each shift
- Prior to the end of the operation, obtain a demobilization plan from the planning section

SITE MATERIALS/SUPPLY UNIT

The Site Materials/Supply Unit is responsible for ordering, receiving, inventory, storage and distribution of supplies for the school site; and servicing non-expendable supplies and equipment. This should be done in coordination with the District Office.

Primary Unit Leader:	Accounts Payable Secretary
Alternate Unit Leader:	Business Office Person
Reports To:	Site Logistics Section Chief
Responsibilities:	Oversees the ordering, receiving, inventory, storage and distribution of supplies for the incident and servicing non-expendable supplies and equipment supplies and equipment for the school site

ACTION CHECKLIST:

- Identify yourself as the Site Materials/Supply Unit Leader
- Obtain a briefing on the extent of the emergency from the Site Logistics Section Chief and determine the priorities of supplies required to support emergency operations
- Participate in the Site Logistics Section planning
- Provide administrative supplies as required to the Command, Planning, Logistics and Finance Sections for the school site
- Coordinate with the Finance Section for the administration of all financial matters pertaining to vendor contracts and open purchase orders
- Stockpile, maintain, deploy and reserve critical supplies and equipment. Maintain an inventory of all supplies expended during the operation
- Provide a forecast of the school's ability to survive on current inventories and locally procured items
- Open and maintain a Team Log; ensure that all documents prepared by the Logistics Section are given to the Site Documentation Leader in the Site Planning Section at the conclusion of the emergency
 - Document messages received/transmitted
 - Action taken
 - Requests filed
 - Active vendor records
 - Non-expendable property records
 - Expendable property purchase records

SITE VOLUNTEER COORDINATOR

The Site Volunteer Coordinator is responsible for managing all volunteers who are working at the school site. The Site Volunteer Coordinator works with the District Personnel Team to register all non-parent volunteers. The Site Volunteer Coordinator registers all parents of school students who wish to volunteer their services during an emergency.

Primary Unit Leader:	As Assigned
Alternate Unit Leader:	As Assigned
Reports To:	Site Logistics Section Chief
Responsibilities:	Identify and manage all parents who wish to volunteer their services to the school during an emergency. Coordinate the registration of all non-parent volunteers with the District Office Personnel Leader.

ACTION CHECKLIST:

- Identify yourself as the Site Volunteer Coordinator
- Obtain a briefing on the extent of the emergency from the Site Logistics Section Chief
- Register all parent volunteers as Disaster Service Workers using the Disaster Service Worker registration forms
- Provide for an initial safety briefing for all volunteers
- Coordinate any requests for non-parent volunteers through the District Office Personnel Leader
- Establish a shift schedule for all volunteers at the school site
- Ensure that all volunteers have adequate food and rest breaks
- Maintain a log of all messages received and sent and all significant actions taken
- Maintain a record of all personnel participating and their hours on duty

SITE COMMUNICATIONS UNIT

The Site Communications Unit is responsible for all aspects of school site communications including telephones, District radios, amateur radio, citizens band radio and any other communications resources. The Site Communications Unit Leader is also responsible for coordinating any repairs to site equipment with the District Office.

Primary Unit Leader:	As Assigned (Tech Department)
Alternate Unit Leader:	As Assigned
Reports To:	Site Logistics Section Chief
Responsibilities:	Coordinate the use and repair of all school site communications assets.

ACTION CHECKLIST:

- Identify yourself as the Site Communications Unit Leader
- Obtain a briefing on the extent of the emergency, existing communications requirements and priorities from the Site Logistics Section Chief
- Analyze existing communications capabilities of the school; coordinate communications requirements over and above those available at the school with the District Communications Leader
- Compile a prioritized list of equipment and personnel shortfalls
- With the approval of the Site Logistics Section Chief, place a request with the county's logistics section for amateur radio operators or other support personnel. Provide the county with the purpose for which they will be used and the estimated duration of assignment and locations
- Open and maintain a log. Ensure that all documents prepared by the Communications Team are given to the Site Documentation Team in the Site Planning Section at the conclusion of the emergency
 - Document messages received and transmitted
 - Actions taken
 - Requests filled

STAFF RESOURCES UNIT

The Staff Resources Unit is responsible for tracking all staff on campus not currently assigned and providing staff resources to the other sections as needed.

Primary Unit Leader: As Assigned

Alternate Unit Leader: As Assigned

Reports To: Site Logistics Section Chief

Responsibilities: Manages the tracking of all staff on campus not currently assigned and provide staff resources to the other sections as needed

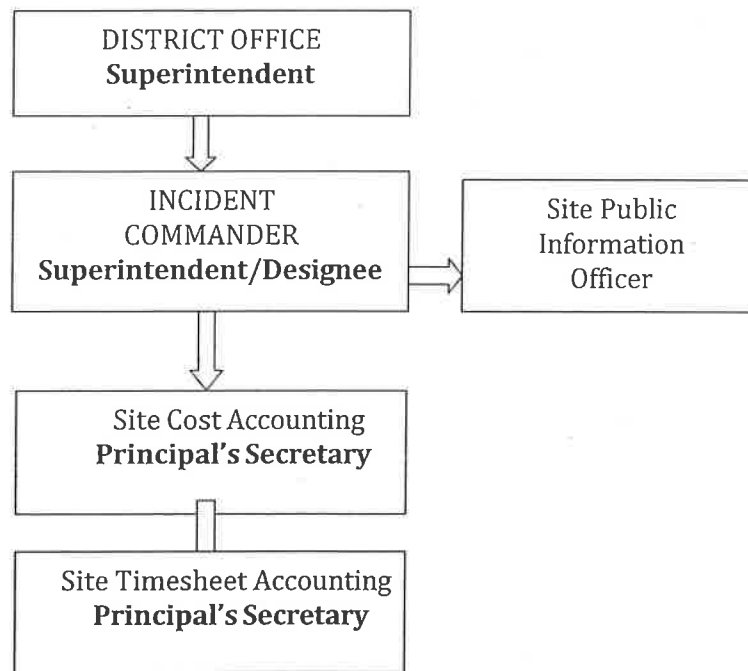
ACTION CHECKLIST:

- Identify yourself as the Staff Resources Leader
- Obtain a briefing on the extent of the emergency, existing staffing requirements and priorities from the Site Logistics Section Chief
- Set up a workstation and post sign "Staff Check In"
- Maintain a Master Staff List
- As needs arise, assign staff to other units
- As staff are assigned, coordinate information with the Site Timesheet Accounting and Documentation Units
- Record any workplace injuries to assigned staff
- Maintain a log noting assignments made and actions taken

Master Staff List

Name	Location	Assignment	Date/Time

Section 7 – SCHOOL SITE FINANCE CHECKLIST



SCHOOL SITE OPERATIONS SECTION OVERVIEW

The School Site Operations Section is under the supervision of the Operations Section Chief and manages all tactical operations. The following functions are assigned to the Operations Section:

- **CARE AND SHELTER**
- **FIRST AID/MEDICAL**
- **SEARCH AND RESCUE**
- **SITE SECURITY**
- **STUDENT RELEASE**
- **UTILITY CONTROL**

SITE FINANCE SECTION CHIEF

The Site Finance Section Chief provides supervision to members of the Section and manages all financial aspects of the emergency for the school site. The Site Finance Section Chief ensures coordination with the District Office.

Primary Unit Leader: Business Manager

Alternate Unit Leader: Business Office Person

Reports To: Site Incident Commander

Responsibilities: Provide advice and support to the Site Incident Commander regarding financial issues; effect payment for disaster related supplies and equipment and coordinate payment issues with the District Office Finance Section; ensure that adequate records are maintained to support requests for state and federal assistance; track time worked by all emergency personnel involved in the incident; provide cost analysis and projections for the school site.

ACTION CHECKLIST:

- Identify yourself as the Site Finance Section Chief
- Obtain a briefing on the extent of the emergency from the Site Incident Commander
- Obtain initial instructions from the Site Incident Commander concerning purchasing authority and priorities
- Obtain inputs from the various teams to determine projected cost of supplies and materials to support the emergency
- Ensure that the Timesheet Accounting Leader maintains records of all personnel time worked at the emergency which includes all volunteers that may or may not be previously registered as Disaster Service Workers
- Ensure that a Finance Section Log is maintained, noting messages received, decisions made, actions taken and personnel on duty

SITE COST ACCOUNTING UNIT

The Site Cost Accounting Unit provides the projected cost of supplies and materials to support the emergency operation at the school site.

Primary Unit Leader: Business Manager

Alternate Unit Leader: Business Office Person

Reports To: Site Finance Section
Chief

Responsibilities: The Site Cost Accounting Leader is responsible for payment for emergency supplies or equipment, collecting all cost data, performing cost effectiveness analyses, providing cost estimates and cost saving recommendations for the school site. The Site Cost Accounting Leader is responsible for coordinating payments with the District Office.

ACTION CHECKLIST:

- Identify yourself as the Site Cost Accounting Leader
- Obtain a briefing from the Site Finance Section Chief on procedures for payment for emergency supplies, equipment or other disaster related costs
- Obtain and record all cost/purchasing data and coordinate with the District Office Cost Accounting Leader
- Prepare incident cost summaries
- Make recommendations for cost savings to the Site Finance Section Chief
- Ensure that all cost documents are accurately prepared
- Brief the Site Logistics Section Chief on current problems, recommendations, outstanding issues and follow-up requirements
- Maintain a Log

SITE TIMESHEET ACCOUNTING UNIT

The Site Timesheet Accounting Unit maintains records of all personnel time worked at the emergency including all volunteers that may or may not be previously registered as Disaster Service Workers.

Primary Unit Leader: Payroll Clerk

Alternate Unit Leader: Business Office Person

Reports To: Site Finance Section Chief

Responsibilities: Maintains records of all personnel time worked at the emergency.

ACTION CHECKLIST:

- Identify yourself as the Site Timesheet Accounting Leader
- Obtain a briefing from the Site Finance Section Chief and establish and determine incident requirements for time recording function
- Ensure that daily personnel time recording documents are prepared and that compliance to time policy is met. Coordinate this function with the District Office
- Brief the Site Finance Section Chief on current problem recommendations, outstanding issues and follow-up requirements
- Maintain a Team Log

Section 8 – ADAPTIONS FOR STUDENTS WITH DISABILITIES DURING EMERGENCIES

- All Modoc Joint Unified School District sites have wheel chair access, including ramps
- All Modoc Joint Unified School District sites have handicapped restrooms
- In the event of an evacuation, students with disabilities will be ushered to appropriate exits to meet their needs
- In the event of a lockdown, students with disabilities will be accommodated with accessible equipment, including but not limited to restrooms
- Accessible accommodations will be made by staff for students with disabilities

Section 9 – CHILD ABUSE REPORTING PROCEDURES

Modoc Joint Unified School District employees are mandated reporters, as defined by law and administrative regulation, and are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents, but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

All school sites have appropriate forms to be used to make reports. Employees should see their site principal or supervisor to obtain a form, but the report is to be filed by the employee, not principal, supervisor or site secretary. Reports are to be made to Modoc County Child Protective Services (530) 233-6501.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided (Penal Code 11165.7).

Child Abuse, Neglect, and Sex Offense Prevention and Reporting

Pursuant to Education Code section 32282, as amended by SB 848, the District's Comprehensive School Safety Plan includes procedures for the supervision and protection of pupils from child abuse, **child neglect**, and sex offenses. All district employees and designated volunteers are mandated reporters and are required to comply with the California Child Abuse and Neglect Reporting Act (CANRA). Mandated reporters shall immediately report any known or reasonably suspected incidents of child abuse or **neglect**, including physical abuse, sexual abuse, severe neglect, general neglect, emotional abuse, or exploitation, to the appropriate law enforcement or child welfare agency, followed by a written report within the legally required timeframe.

The District shall ensure appropriate supervision of pupils during all school-related activities, implement age-appropriate safety education, and maintain protocols for responding to suspected abuse, neglect, or sex offenses in a manner that prioritizes student safety, confidentiality, and compliance with state law.

Section 10 – POLICIES PURSUANT TO EDUCATION CODE 48915 (c)

48915 (c): The principal or Superintendent of Schools shall immediately suspend, pursuant to Section 48911 and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- Possessing, selling or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession of is verified by an employee of a school district.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- Possession of an explosive.

The above acts all begin at level 5 disciplinary acts in the Modoc Joint Unified School District Conduct Guidelines, which carry with them the following mandatory actions on the first offense:

- Parent Conference Mandatory
- Referral to SARB
- Citation by Alturas Police Department
- Referral to Modoc County Probation Department
- Suspension (1-5 days)
- Expulsion Referral
- Stipulated Expulsion
- Extension of Suspension Beyond 5 days
- Continue Record of Interventions

Section 11 – PROCEDURES TO NOTIFY TEACHERS OF DANGEROUS STUDENTS

Teachers and other staff members are contacted via District email any time a student has been suspended for violent or dangerous acts.

Previous schools are contacted and cumulative files are reviewed for students who transfer into the District. Any violent or dangerous acts are shared with teachers and other staff.

In the event a dangerous student requires a behavior plan, the plan is given to teachers and other staff.

Section 12 – DISCRIMINATION, HARASSMENT, INTIMIDATION, BULLYING

The Modoc Joint Unified School District believes that all students have a right to a safe and healthy school environment. The District, schools and community have an obligation to promote mutual respect, tolerance and acceptance.

The Modoc Joint Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Modoc Joint Unified School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the Modoc Joint Unified School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure

them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The Student Code of Conduct for this policy includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or designee. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited to:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student handbook and/or information packet, as part of the new student orientation and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur.

People witnessing or experiencing bullying are encouraged to report the incident. Such reporting will not reflect on the victim or witnesses in any way.

The current Board Policies can be found on our website at www.modoc.k12.ca.us:

- Bullying - BP 5131.2 Students
- Nondiscrimination/Harassment - BP 5145.3 Students

Section 13 – INGRESS AND EGRESS OF STUDENTS, PARENTS, EMPLOYEES

Alturas Elementary School – Entrance of parking area is posted with a 5MPH speed limit. Bus loading and unloading zones are clearly marked. Bus loading supervision is provided. Walkers and bike riders can approach the school on paved paths and sidewalks. Bike riders are to walk their bikes once they are on campus in the vicinity of buildings, walkways and play areas. Walkers and bike riders are to exit to the east by walking their bikes past the east pod out to the east parking lot and then to the paved path. Parents are reminded periodically in the site newsletter to observe the parking lot rules and procedures. Signs advising visitor to check in at the office are posted at entrances to the campus.

State Line Elementary School – Traffic is two-way through the parking lot. Bus loading supervision is provided. Bus loading and unloading zones are clearly marked and student exit through a gate directly to the bus. Walkers and bike riders can approach the school on designated paths and sidewalks. Signs advising visitors to check in at the office are posted at entrances to the campus. The campus is gated and fenced.

Modoc High School – Students can enter campus from all directions. Signs posted at campus entrances may include: NO ALCOHOL ALLOWED ON THE PREMISES, VISITOR REPORT TO OFFICE, NO LOITERING, NO TRESPASSING and NO ROLLER BLADING, SKATEBOARDING OR TRESPASSING. At the bus area there is a sign stating: AUTHORIZED VEHICLES ONLY. There is a blue zone for handicapped in front and just east of the gym. The bus zone has been moved onto campus to help with traffic and make a safer transition. At the entrance to the faculty parking lot on the north side, there is a sign stating the speed limit is 5MPH. There are two handicapped parking spaces in that parking lot and two more in the parking area on the north side of campus.

Modoc Middle School – Entrance of parking areas is posted with a 5MPH sign. Bus loading and unloading zones are clearly marked. Supervision is provided for bus loading. Walkers and bike riders can approach the school on paved paths and sidewalks. Bike riders are to walk their bikes once they are on campus in the vicinity of buildings, walkways and play areas. Parents are periodically reminded in the site newsletter to observe pick up and drop off procedures. Signs advising visitors to check in at the office are posted at entrances to campus.

Warner High/High Desert Community Day School – Students enter and leave the school from either the parking lot or the public street in front of the school. The school is a self contained single classroom, with only one door entering into the school, which faces the public street. At the end of the day, staff observes students leaving to ensure they're leaving the area safely and with no interference of outsiders.

Section 14 – RULES AND PROCEDURES FOR SCHOOL DISCIPLINE

MODOC JOINT UNIFIED SCHOOL DISTRICT

CONDUCT GUIDELINES

Student Action	Level #1	Level #2	Level #3	Level #4	Level #5	Stipulated Expulsion
^Caused, attempted to cause, or threatened to cause physical injury to another person	X	X	X	X	X	X
^Willfully used force or violence upon the person of another, except in self-defense	X	X	X	X	X	X
Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal	X	X	X	X	X	X
Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind	X	X	X	X	X	X
^Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant	X	X	X	X	X	X
Committed or attempted to commit robbery or extortion	X	X	X	X	X	X
^Caused or attempted to cause damage to school property or private property	X	X	X	X	X	X
Stole or attempted to steal school property or private property	X	X	X	X	X	X
Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products	X	X	X	X	X	X
^Committed an obscene act or engaged in habitual profanity or vulgarity	X	X	X	X	X	X
Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code	X	X	X	X	X	X
Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties	X	X	X	X	X	X
^Knowingly received stolen school property or private property	X	X	X	X	X	X
Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm	X	X	X	X	X	X
Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code	X	X	X	X	X	X
Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both	X	X	X	X	X	X
**Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma	X	X	X	X	X	X
**Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events	X	X	X	X	X	X
**Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings: "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils	X	X	X	X	X	X

List of Possible Actions

Level #1

- Verbal Warning
- Parent Contact
- Classroom Program Modifications
- Community Service
- Referral to Tobacco Education
- Begin Record of Interventions

Level #2

- Verbal Warning (document)
- Parent Contact **MANDATORY**
- Parent Escort
- Restitution/Correction
- Detention
- Community Service
- Referral to Tobacco Education
- In-School Suspension
- Suspension (1-5 days)
- Continue Record of Interventions

Level #3

- Parent Contact **MANDATORY**
- Parent Conference, Parent Escort
- Restitution/Correction
- Referral to SARB
- Referral to SST*
- Saturday School
- Community Service
- Referral to Tobacco Education
- In-School Suspension
- Suspension (1-5 days)
- Expulsion Referral
- Stipulated Expulsion
- Continue Record of Interventions

Level #4

- Parent Conference **MANDATORY**
- Alternative Education Placement
- Restitution/Correction
- Referral to SARB
- Referral to SST*
- Referral to Drug Diversion Program
- Citation by Alturas Police Department
- Referral to Modoc County Probation Department
- Saturday School
- Community Service
- In-School Suspension
- Suspension (1-5 days)
- Expulsion Referral
- Continue Record of Interventions

Level #5

- Parent Conference **MANDATORY**
- Referral to SARB
- Citation by Alturas Police Department
- Referral to Modoc County Probation Department
- Suspension (1-5 days)
- Expulsion Referral
- Stipulated Expulsion
- Extension of Suspension Beyond 5 days
- Continue Record of Interventions

***In the case of continued interruptions, at the SST parent/guardian will be informed of MJUSD Disturbing the Peace Referral Process**

****Suspension is an option on the first offense (Education Code 48900.5)**

*****Suspension and Expulsion Referral is mandatory on the first offense [Education Code 48915(c)]**

^Offense requires Law Enforcement and/or Probation to be contacted

NOTE: Suspension is an option on the first offense in any of the student actions listed if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process (Education Code 48900.5)

Section 15 – HATE CRIME REPORTING PROCEDURES

Pursuant to Board Policy 5145.9:

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with District complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee and Law Enforcement as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board Policy and Administrative Regulation.

In addition, the District shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The District shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

The Superintendent or designee shall ensure that the staff receive appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

The District shall provide age-appropriate instruction to help promote understanding of and respect for human rights.

Section 16 – GANG RELATED APPAREL

The wearing of apparel or combination of items and apparel associated with gangs or other similar groups or organizations are recognized as an educational disruption and is not appropriate for school wear.

GANG RELATED APPAREL: Paraphernalia or clothing worn by students that is determined by school administration to be gang related.

Section 17 – PUBLIC AGENCIES USE OF SCHOOL SITES FOR MASS CARE AND WELFARE SHELTERS

Modoc Joint Unified School District will allow a public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The school district or county office of education shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs in the community.

Section 18 – Procedures for Immigration Enforcement on School Sites

Pursuant to Education Code section 32282, as amended by SB 98, the District's Comprehensive School Safety Plan includes procedures specifically designed to notify parents/guardians and district staff when the school confirms the presence of immigration enforcement on a school site. Notification shall occur in a timely manner, consistent with applicable law, and in a way that prioritizes student safety, family privacy, and the continuity of instructional services. School staff shall follow district protocols regarding verification, communication, and response when immigration enforcement is confirmed on campus.

1. Verification of Presence

If immigration enforcement personnel request access to a school site or are observed on campus, the site administrator or designee shall immediately verify the purpose and legal authority of the enforcement action in accordance with district policy and applicable law. Staff shall not provide access to students, records, or nonpublic areas without proper legal documentation.

2. Immediate Notification to District Administration

Upon confirmation of immigration enforcement presence on a school site, the site administrator shall promptly notify the Superintendent or designee to ensure coordinated district response and communication.

3. Notification of Parents/Guardians

Once the presence of immigration enforcement is confirmed, the District shall notify parents/guardians of students enrolled at the affected school as soon as practicable. Notification shall be provided through district-approved communication methods and shall include general information about the presence on campus, while protecting student and family confidentiality and not disclosing personally identifiable information.

4. Notification of District Staff

District staff at the affected site shall be notified promptly of the confirmed presence of immigration enforcement and provided guidance regarding supervision of students, communication protocols, and maintenance of a safe and orderly learning environment.

5. **Student Supervision and Safety**

The school shall ensure appropriate supervision of students during the incident and take reasonable steps to minimize disruption to instruction and school operations. Students shall not be questioned or removed from campus by immigration enforcement during school hours unless required by law.

6. **Documentation and Follow-Up**

The site administrator shall document the incident and actions taken, consistent with district procedures. Following the incident, the District may provide additional communication or support resources to families and staff, as appropriate.

Section 19 – Assessment of Crime on School Campuses and at School-Related Functions

Pursuant to Education Code section 32282, as amended by SB 848, Modoc Joint Unified School District assesses the current status of crime committed on school campuses and at school-related functions. This assessment is informed by local data collection, including collaboration with law enforcement, analysis of suspension and expulsion data, surveys of students and parents/guardians, and feedback from staff regarding their perceptions of school safety. The results are used to guide site-specific safety planning, prevention strategies, and continuous improvement.

- Family Satisfaction Survey data collected twice a year
- Healthy Boundaries Survey data collected annually.
- Ongoing Suspension and Expulsion data collection and review
- Ongoing Feedback and discussions with staff regarding safety concerns and prevention recommendations.

APPENDIX

BULLYING PREVENTION STRATEGIES BY SITE

AES

- Teachers receive training annually regarding bullying prevention and cyberbullying prevention
- Teachers include anti-bullying stories in their curriculum and facilitate class discussions
- Bully Prevention Assemblies and brought in when available.
- ~~Twice each week, we play segments from a character education program over the PA system. In one segment, students hear about a current or historical figure that grew up to become a hero to others and students are encouraged that they can become a hero too. In the second segment, students hear a story about a student their age who chose to help others and not hurt others or stories about bullies at school. Students reflect upon how they treat others and are encouraged to help, not hurt others. As they become available, the principal comes on the PA immediately following the recorded statement and shares stories of how AES students have been “caught” being heroes to others by staff members.~~
- The principal’s assistant works aggressively to follow up on reports of bullying and stop it. Students who are bullying others are disciplined according to the progressive discipline policy.
- ~~4th and 5th grade students have access to the “Talk About It” program.~~

MMS

- Teachers receive training annually regarding bullying prevention and cyberbullying prevention
- Teachers include anti-bullying stories in their curriculum and facilitate class discussions
- The principal’s assistant works aggressively to follow up on reports of bullying and stop it. Students who are bullying others are disciplined according to the progressive discipline policy.
- ~~All students have access to the “Talk About It” program~~
- Select students in ASB have attended a two-day training in leadership and respect. These students are working on a project that will help students reflect on how they treat others daily

State Line

- ~~Integrated instruction in lessons and daily living through 12 civilities, adopted by the District~~

- Handling reported bullying thoroughly and immediately as it occurs, keeping sources confidential
- Parent Involvement
- "Class Meeting" activity for giving positive acknowledgements and solving problems written in the "Class Meeting" agenda book
- Teacher training through Keenan and Associates
- Administrative and CA Education Code driven discipline as incidents occur

MHS/Alternative Education

- Creative, student-created program/lessons through our student leadership that address the most common harassment topics, usually through student-created videos and student involvement in a manner that includes every member of the student body. The intent is to educate students beyond their own lack of knowledge, regarding various group types typically discriminated against with the expectation that students will respect other's differences
- Handling reported bullying thoroughly and immediately as it occurs, keeping sources confidential
- Informing and involving staff members when incidents or rumors of potential bullying may occur in order to be diligent in "keeping an eye out" for these students in their classrooms and hallways. Teachers take these matters seriously and report incidents as they occur
- Discussions and involvement at staff meetings
- Teacher training through Keenan and Associates Public School Works
- Administrative and CA Education Code driven discipline as incidents occur
- Students and parents have access to the "Talk About It" program
- School welcomes and receives tips of potential bullying from students and parents
- Staff is present in the hallways during passing periods

BOMB THREAT CHECKLIST

1. REMAIN CALM
2. EXACT WORDING OF THE THREAT:
3. ASK THE CALLER
 - a. *What can you tell me?*
 - b. *When is the bomb going to explode?*
 - c. *Where is it right now?*
 - d. *What kind of bomb is it?*
 - e. *What will cause it to explode?*
 - f. *Did you place the bomb?*
 - g. *Why?*
 - h. *What is your address?*
 - i. *What is your name?*
 - j. *Why did you target this school?*
4. REPORT THREAT IMMEDIATELY TO:
 - a. *Your supervisor*
 - b. *Building Emergency Coordinator*
 - c. *9-1-1*
5. BASIC CALL INFORMATION:
 - a. *Time of Threat –*
 - b. *Date –*
 - c. *Your Name –*
 - d. *Position –*
 - e. *Phone number where threat was received –*
6. THREAT LANGUAGE:

☐ Well-spoken	☐ Incoherent	☐ Irrational
☐ Foul	☐ Taped	☐ Message was Read
7. BACKGROUND NOISES:

☐ Street Noises	☐ Office Machinery	☐ Long Distance
☐ Restaurant	☐ Voices	☐ Motor
☐ Factory Machinery	☐ Animal Noises	☐ Local
☐ PA System	☐ Clear	☐ Household Noises
☐ Music	☐ Static	☐ Other

8. CALLER'S VOICE:

Sex: _____ Age: _____

- | | | |
|-----------------------------------|--|---|
| ☐ Calm | ☐ Nasal | ☐ Familiar |
| ☐ Angry | ☐ Stutter | ☐ Slurred |
| ☐ Excited | ☐ Lisp | ☐ Distinct |
| ☐ Slow | ☐ Raspy | ☐ Accent |
| ☐ Rapid | ☐ Deep | ☐ Normal |
| ☐ Soft | ☐ Ragged | ☐ Disguised |
| ☐ Loud | ☐ Clearing Throat | ☐ Crying |
| ☐ Laughter | ☐ Deep Breathing | ☐ Cracking Voice |

If the voice is familiar, whom did it sound like?

BOMB THREAT QUESTIONNAIRE

1. If you receive a bomb threat, try to find out:
 - a. *When is the bomb going to explode?*
 - b. *Where is it located?*
 - c. *What does it look like?*
 - d. *What kind of bomb is it?*
 - e. *What will cause it to explode?*
 - f. *Why did you choose this location?*
 - g. *What is your name?*
 - h. *What damage will it do?*
 - i. *Do you want people hurt?*
2. Try to determine the caller's sex, race, approximate age, tone of voice, mental condition, if there is an accent, unusual speech mannerisms or phrases, organizational affiliations and any background noises such as street noises, animals, music, etc.
3. Notify a supervisor immediately. If directed, notify emergency responders by calling 9-1-1.
4. Quickly search your work area and report unusual articles without touching them. If evacuation or relocation is ordered, take all personal effects, such as lunch bags, briefcases, coats and purses with you.

COMMAND POST ACTIVATION CHECKLIST

ACTION

ASSIGNED RESPONSIBILITY

Determine whether to activate Command Post	Incident Commander
Determine staffing level and assign responsibility to call in staff	Incident Commander
Call in staff and volunteers as necessary	Logistics Chief

COMMAND POST DEACTIVATION CHECKLIST

ACTION

ASSIGNED RESPONSIBILITY

Determine when to deactivate and which sections will be closed down first	Incident Commander
Inform County and cooperating agencies that the CP is shutting down	Incident Commander
Conduct debrief for operational improvement and assign responsibility for corrective actions	Incident Commander
Prepare after-action report	Incident Commander
Return emergency supplies and equipment to storage	All Sections and Units
Inventory supplies and reorder any expended supplies	All Sections and Units

COMMAND POST SUPPLY LIST

Campus map, job description clipboards
Master keys, command post tray (pens, etc.)
Staff and student rosters, school district radio
Disaster response forms, campus 2-way radios
Emergency/disaster plan, AM/FM radio (battery)
Duplicate rosters (2 sets), bullhorn
Tables and chairs (if CP is outside)
Vests (if available)
Campus emergency planning guidelines
ID vest

Paper, pencils, marking pens
 Scotch tape, masking tape
 Scissors
 School site map(s) and area maps
 8-1/2 x 11 handouts
 Laminated poster board size for display
 Forms: Disaster Public Information Release Worksheet, sample Public Information Release, School Profile or School Accountability Report Card

Recommended First Aid Supplies:

4 x 4" compress: 1000 per 500 students	Plastic basket or wire basket stretchers (or)
8 x 10" compress: 150 per 500 students	Backboards: 1.5 per 100 students
Kerlix bandaging: 1 per student	Scissors, paramedic: 4 per campus
Ace wrap (2-inch): 12 per campus	Tweezers: 3 assorted per campus
Ace wrap (4-inch): 12 per campus	Triage tags: 50 per 500 students
Triangular bandage: 24 per campus	Latex gloves: 100 per 500 students
Cardboard splints: 24 each (sm, med, lg)	Oval eye patch: 50 per campus
Steri-strips/butterfly bandages: 50 per campus	Tapes (1-inch cloth): 50 rolls per campus
Aqua-Blox: .016 x students + staff = cases	Tapes (2-inch cloth): 24 rolls per campus
Neosporin: 144 squeeze packs per campus	Dust masks: 25 per 100 students
Hydrogen peroxide: 10 pints per campus	Disposable blanket: 10 per 100 students
Bleach: 1 small bottle	First Aid Books: 2/campus (standard/advanced)
Space blankets: 1 per student and staff	Heavy duty rubber gloves: 4 pairs

THREATS OF VIOLENCE

A threat is an expression of intent to harm oneself or others. It is important that ALL threats be taken seriously, until they have been thoroughly investigated.

- Threats may be spoken, written or gestured
- Threats may be direct or indirect and need not be communicated to the intended victim or victims (e.g. "I'm going to get him")
- Weapon possession is presumed to be a threat unless circumstances clearly indicate otherwise (e.g. "I forgot it was in my backpack")
- When in doubt, assume that it is a threat
- This portion of "Threats of Violence" does not include:
 - Threats to damage property
 - Threats made by non-students
 - Fights or misbehavior that do not involve a threat
 - Slurs, insults, verbal abuse that do not involve a threat to physically harm someone

■ *Other school policies apply to these situations*

- Bomb threats and threats made on websites or by emails may be prosecutable by international law
- *It is imperative that ALL threats be reported immediately to the Crisis Intervention Team (CIT) Leader – usually the site principal. It is the CIT Leader’s responsibility to immediately evaluate the threat.*

PROCEDURES

The following procedure is separated into several sections in order to reflect those instances where a threatened act of violence may be received by specific individuals. Note that in all instances, the threat is initially assumed to be serious, until further evaluation is done by the CIT Leader (usually an administrator). The procedure for threat assessment is applicable during any school-sponsored event or function, whether the event/function be on school property or not.

1. Any student upon receiving information that a person is threatening to commit an act of violence shall:
 - a. Assume the threat is serious
 - b. Immediately report the threat to a parent, guardian, school staff, administrator or law enforcement officer
 - c. Be available and cooperative in providing a statement of information, with the understanding that the information source (student) will remain anonymous to the greatest extent possible.
2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence shall:
 - a. Assume the threat is serious
 - b. Immediately report the threat to a school staff member, administrator or law enforcement officer
 - c. Be available and cooperative in providing a statement of information, with the understanding that the information source (parent or guardian) will remain anonymous to the greatest extent possible.
3. Any school staff member, upon receiving information that a person is threatening to commit an act of violence shall:
 - a. Assume the threat is serious
 - b. Immediately report the threat to an administrator or their designee
 - c. Be available and cooperative in providing a statement of information, with the understanding that the information source (staff member) will remain anonymous to the greatest extent possible.
4. Any school administrator, upon receiving information that a person is threatening to commit an act of violence shall evaluate the seriousness of the threat by initiating the following procedures.

Threat Evaluation:

- A. Gather Information: CIT Leader
 - a. Obtain an account of the threat and the context from the student and witnesses.
 - b. Document the exact threat and circumstances surrounding the threat.
 - c. Obtain the student's explanation of the threat's meaning and his/her intentions (see Appendix document "11 Questions to Guide Data Collection).
 - d. Obtain witness perceptions of the threat's meaning.
 - e. Document your evaluation. All documentation must be maintained, whether the threat is considered substantive or transient.
- B. Evaluate Threat: CIT Leader
 - a. Based on the information gathered, determine whether the threat is transient or substantive.
 - b. The important thing here is to determine whether or not the student intends to carry out the threat NOT what he/she threatened to do.
 - c. When in doubt, treat the threat as substantive.
 - d. Transient threats:
 - i. Often are rhetorical remarks, not genuine expressions of intent to harm.
 - ii. At worst, express temporary feelings of anger or frustration.
 - iii. Usually can be resolved on the scene or in the office.
 - iv. After resolution, the threat no longer exists.
 - v. Usually end with an apology or clarification.
 - e. Substantive threats:
 - i. Express intent to physically injure someone beyond the immediate situation.
 - ii. There is at least some risk the student will carry out the threat.
 - iii. Protective action **MUST** be taken (i.e. warn the intended victim(s) and parents; involve student release team personnel).
 - iv. May require legal violations and require police consultation.
 - v. When in doubt, treat the threat as substantive.

Continuum of Threats

- Warning of impending violence
- Attempts to intimidate or frighten
- Thrill of causing a disruption
- Attention-seeking, boasting
- Fleeting expressions of anger
- Jokes
- Figures of speech

Factors to Consider for Substantive Threats

- Age of student
- Capability of student to carry out the threat
- Student's discipline history
- Credibility of student and willingness to acknowledge his/her behavior
- Credibility of witness accounts

Possible Indicators of a Substantive Threat

- Specific, plausible details
- Threat has been repeated over time
- Threat reported as a plan
- Accomplices or recruitment of accomplices
- Physical evidence of intent

It is important to note that determining a threat as transient does not mean that the situation is over. It is necessary to determine what follow-up actions are necessary (e.g. counseling, student mediation, etc.)

C. Responses to Transient Threats

- a. Threat **MUST** be resolved through explanation, apology, making amends, etc.
- b. There is no need to take safety precautions (e.g. no warnings to "victim's" parents, no student release personnel involved, etc.).
- c. Provide counseling and education where appropriate.
- d. Administer discipline if appropriate (e.g. reprimand, parental notification, etc.)

D. Responses to Substantive Threats

- a. If a threat is considered substantive, members of the CIT must be contacted immediately, as they are needed for the following steps.
- b. Determine if substantive threats are **serious** or **very serious**.
- c. Substantive assault threats are classified **serious**.
- d. Substantive threats to kill, rape and/or inflict very serious injury are classified **very serious**. Threats involving weapons are also considered **very serious**. Such threats are usually felonious.
- e. Very serious substantive threats **ALWAYS** involve law enforcement (always document information of contacted agent – i.e. badge number, etc.). In such threat situations, it would be useful to have the School Resource Officer as a member of the CIT to provide recommendations for appropriate action.

E. Tactical Situation

- a. If inside, take all participants to a central area. Keep away from windows and doors and secure all entry doors.
- b. If outside and time permits take all participants to an indoor central location.
- c. Call your supervisor immediately – they will determine who to contact.

- d. Call parents/guardian to inform them of the situation.
- e. Do not release anyone until the police say it is safe to do so.
- f. Do not release any information to the media. Let the police or a public relations representative have that responsibility.
- g. Complete the incident report form and forward it to your immediate supervisor.
- F. Conduct an Extended Safety Inquiry (see appendix for questions).
- G. For all substantive threats, notify the parents of both the potential perpetrator and potential victim(s); if the potential victim(s) is a teacher, he/she must be notified.
- H. Student release personnel must be notified. Both victim and perpetrator should only be released to a parent or guardian. The necessary student release paperwork should be completed by staff at the school at this time.
- I. Take disciplinary action consistent with school policy (e.g. suspensions/expulsions, demerit system, etc.).
- J. Identify any other student support or intervention needs (e.g. necessary counseling, 51/50, dispute mediation, etc.).
- K. Follow-up to verify that the threat has been resolved and interventions are occurring.

NOTE: Threats made via cell phones (e.g. by texting) and on the Internet (via emails, web postings, blogs, etc.) are felonious and can be prosecuted by International Commerce Law. For threats made via websites or cell phones, the above-mentioned steps should be taken. Web posting should also be reported to the site on which they occur.

- An evaluation to determine the mental health needs of an individual (e.g. why the threat was made) and propose strategies for reducing risk.
- The ESI should be conducted as soon as possible after a very serious threat (if a student was removed from campus by law enforcement, the ESI needs to be completed before he/she returns to campus. The ESI for a student who has been removed from campus may be completed by County Mental Health.
- The mental health professional will interview necessary individuals (e.g. student, intended victim and witnesses, student's parents, school staff who know the student, outside professionals who know the student, etc.).
 - NOTE: A signed release of information form is not needed to complete the ESI, because this involves the immediate safety of a student or students. If a formal evaluation is deemed necessary, based on the results of the ESI, a signed assessment plan will be needed before assessment can begin.
- See Appendix sections related to "Extended Threat Inquiry" for areas that must be addressed.

NOTE: Interviewing the potential perpetrator and no other person is NOT a full comprehensive evaluation of whether this student poses a threat and is potentially on the path toward violence.

DEATH/TRAGEDY

The following are a list of tasks that need to be considered. There are tasks that will obviously need to be accomplished before others, but there is no particular task order. Under each task are items/suggestions to consider in completing the tasks.

- Accurate Information
 - Law Enforcement: CHP, PD, Sheriff's Department
- Establish Command Structure
 - Team will assist in making appropriate decisions for the situation
 - MJUSD Administration
 - MCOE Support Staff
 - Modoc County Behavioral Health
 - Law Enforcement Representative
 - Key Staff Members
 - Students (possibly)
- Communication
 - Decide what information to share with whom, when and how: staff, students, parents, coaches and other schools.
- School Day(s)
 - Make decisions about possible special schedules and/or release
 - Substitutes for staff
 - Return to school of affected students
 - Monitor school tasks (i.e. class work, tests, finals)
- Educating the Front Line
 - Involve appropriate support staff (i.e. counselor)
 - Latest information
 - What to watch for
 - Available resources
 - Question and answer
 - Let everyone know we all grieve differently, so please do not judge others
- Support
 - What is appropriate?
 - Establish needs and follow through on acquiring the appropriate support
 - Establish procedures for students who need support
 - Identify potential "redline" students and staff
 - Identify and monitor decisions surrounding support
 - Long term monitoring
 - Determine who may need long term support
- Funeral/Memorial
 - Will it be held at a District school?
 - Time
 - Staff coverage

- Student and staff release
- Student education
- Set up and break down if it is held at a District school site

NOTE: Consider having a staff meeting as a way to accomplish multiple tasks.

DO NOT FORGET ABOUT:

1. Checking Aeries and remove affected students so notices do not go out (i.e. automated phone calls and letters).
2. Communicating with staff the importance of checking with the site administrator prior to initiating any memorials/tributes/dedications/fundraisers.
3. Checking lockers/desks of affected students.
4. Gathering property of affected students: books, paper, athletic gear.
5. Establishing who will speak to media and how it will be handled.
6. Monitoring social media.
7. The five day window for beginning to remove items (i.e. posters, impromptu tributes, etc.).
8. Checking in with students and staff for up to three months

SUICIDE

In the event that a staff member has reason to believe that a student or other staff member may be suicidal, the following action is to be taken:

1. Take all comments about suicidal thoughts seriously, especially if details of a suicide plan are shared.
2. Immediately report concerns to the school administrator (i.e. principal or designee). The administrator will then immediately contact qualified personnel (i.e. clinical psychologist, school psychologist, county mental health) to conduct a suicide risk assessment. **Under no circumstances should an untrained person attempt to assess the severity of suicidal risk.**

When a school becomes aware that a student or staff member has attempted suicide, the school must protect the person's right to privacy. Should a parent or other family member notify the school of a student's suicide attempt, the family should be referred to the appropriate community agencies for support services (i.e. Modoc County Behavioral Health, Siskiyou Behavioral Health). Staff response should be focused on quelling the spread of rumors and minimizing the fears of fellow students and staff.

Instead of convening a Crisis Intervention Team (CIT) meeting and alerting the student body, any services provided to the person who attempted suicide **MUST** be kept confidential and coordinated with outside service providers, such as a crisis counselor or hospital emergency team. After initial actions have been taken, reassess the situation and determine if the CIT team needs to meet. Whether or not the CIT team meets, appropriate members should be kept informed of the situation.

Support Services may be provided to other students (i.e. friends of the student who attempted suicide, students of a teacher who attempted suicide, etc.) in the following circumstances:

1. Students who witness police action or emergency services responses.
2. A group of the survivor's friends are profoundly affected by the suicide attempt and request support (provide space in the school for identified persons to receive support services. Provide necessary passes to release student/staff from class to receive these services). See copy of Emergency Release Form in the Appendix.
3. In the event that rumors and myths surrounding the attempt become widespread and damaging to the survivor, staff should respond by attempting to manage these myths. A formal announcement of relevant details will be given by an informed administrator.

School re-entry for a student who has attempted suicide:

Efforts to respond to suicide attempts and other traumas should be focused on making the student's return to school a comfortable one. Because families exposed to a suicide attempt experience considerable guilt and fear, they are more likely to disclose that a child has made an attempt if they know the school has a helpful, nonthreatening manner of dealing with suicide.

Because a student who attempted suicide is often at greater risk for a suicide in the months following the crisis, it is extremely important to closely monitor his/her re-entry into school and to maintain close contact with parents and mental health professionals working with that student.

Assuming the student will be absent from one to four weeks after a suicide attempt and possibly hospitalized in a treatment facility, schools will take the following steps (modify accordingly for a staff member who has attempted suicide):

1. Obtain a written Release of Information form signed by the parents. This makes it possible for confidential information to be shared between school personnel and treatment providers.
2. Inform the student's teachers regarding the number of probable days of absence.
3. Instruct teachers to provide the student with assignments to be completed, if appropriate.
4. Maintain contact with the student to keep him/her informed of the latest developments in the school, if appropriate.
5. Seek recommendations for aftercare from the student's therapist. If the student has been hospitalized, a CIT member should convey relevant non-confidential information to appropriate school staff regarding the aftercare plan.
6. Once the student returns to school, a CIT member with mental health training should maintain regular contact with him/her.
7. Refer to mental health services during the summer if appropriate/necessary. Alert the staff at mental health of possible need for services.
8. The school should maintain contact with the parents by providing progress reports and other appropriate information and be kept informed of any changes in the aftercare plan.

PANDEMIC FLU

In the case of a pandemic flu outbreak, MJUSD will coordinate with Modoc County Public Health to provide resources and support for the schools. Modoc County Public Health will proceed with the following protocol in the case of a pandemic flu outbreak:

- A prevention letter will be sent out to all parents at the start of the flu season and/or when cases of H1N1 have been identified in the community. This letter will contain information on when to keep children home, as well as how to treat flu-like symptoms.
- School personnel will complete an Influenza-like Illness Report weekly during the flu season, as well as when cases of H1N1 have been identified in the community. This form can be made available upon request.
- Depending on the number of cases of H1N1 that have been identified in the schools, public health will initiate the following steps:
 - Less than 10% of students ill:
 - School will continue to monitor the number of students with flu-like symptoms (as well as absenteeism due to flu-like illness) and report to public health weekly.
 - A letter will be sent out to parents, informing them that some students are sick, but that schools will remain open. This letter will also include tip sheets and information resource lists.
 - The media will be informed that schools continue to remain open until further notice.
 - Flu prevention signs will be posted on campus.
 - 10-29% of students ill:
 - The local health officer will issue an Epidemic Declaration Letter to schools.
 - Schools must monitor the number of students reporting flu-like symptoms daily, as well as the number of absences due to flu-like illness.
 - Public health must be informed daily of absenteeism.
 - A second letter will be sent out to notify parents of the increase in flu outbreak.
 - 30% or more of students ill:
 - The local health officer will issue a declaration and press release closing the schools.
 - Parents will receive a letter announcing the closure.
 - Any non-academic, extracurricular events will be cancelled.
 - Following the outbreak:
 - Modoc County Health Services will issue a declaration and press release regarding the re-opening of schools.
 - A letter will be sent to parents informing them of the date school will be re-

opened.

- School must continue to report to public health about absenteeism.
- Other important information:
 - The directive to close schools can come from the public health officer, school administrator or State Department of Education.
 - In case of pandemic flu outbreak, public health will establish an Emergency Operations Center, where agency representatives will be updated on the crisis situation.
 - The District superintendent will act as liaison between public health and the schools.

SUDDEN CARDIAC ARREST

In the case of sudden cardiac arrest, the coaches, athletic trainers and/or other authorized persons of MJUSD at the athletic activity or event will have access to at least one Automated External Defibrillator (AED) for the purpose of providing emergency care or treatment to students, spectators and other individuals in attendance.

- The District shall comply with all requirements of Health and Safety Code 1797.196 pertaining to any AED acquired by the District, including, but not limited to, regular maintenance and testing of the AED and the provision and posting of information regarding the proper use of the AED.
- The District shall have at least one AED for each District school and shall make the AEDs available to coaches, athletic trainers and/or authorized persons.
 - Alturas Elementary School: Main Office
 - Modoc Middle School: Main Office
 - Modoc High School: Gymnasium Foyer and Vice Principal's Office
 - For practices and competitions off site, the AEDs will be with the coaches
- In the case of sudden cardiac arrest:
 - The coach, athletic trainer and/or other authorized person shall:
 - Check on the status of the individual (consciousness, breathing, bleeding, etc.)
 - Announce the emergency to others in the immediate area
 - Activate EMS if deemed necessary by calling 9-1-1
 - Retrieve the nearest AED if victim is unconscious or exhibits other signs of cardiac distress, including:
 - Loss of consciousness
 - Chest pain
 - Shortness of breath
 - Tingling or numbness in the upper extremities
 - If the person is alone with an infant under one year of age that does not have a

- pulse, administer two minutes of CPR, then call 9-1-1
- Notify administration on the appropriate radio channel
 - If unable to make contact via radio, call (530) 233-7201 and dial the appropriate extension
 - Alturas Elementary School ext 201
 - Modoc Middle School ext 301
 - Modoc High School ext 401
 - District Office ext 101
- For incidents that occur during the a.m. – 6:00 p.m.), administration will initiate an all building page and radio notification that announce the emergency and location.
- For incidents that occur outdoors (such as athletic fields), after the school day (3:20 p.m.), coaches will initiate the Emergency Medical Response as described above. Coaches will notify administration.
- Provide CPR and AED aid as soon as possible if the individual is unresponsive, not breathing and has no heartbeat.
 - First AED shock should be within three (3) minutes of the person's crisis
- Provide appropriate care for any other emergency situation, such as: bleeding, anaphylactic reaction, asthma attack, seizure, etc.
- Communication:
 - Administration will coordinate resources:
 - Carry out an all school page to alert staff of the medical incident
 - Ensure the nurse, if available, has been notified and informed of medical details
 - Communicate with dispatch and responding medical assistance
 - Send radio equipped employees to meet and lead EMS
 - Notify parent/guardian of the situation, illness or injury and include the type of injury/illness, medical care being given and discuss appropriate medical facility if necessary

Incident Commander

The Incident Commander initiates the Incident Command System (ICS) by identifying themselves as the IC, announcing the location of the Command Post (CP) and recommended direction of travel for responders. The IC may be the site administrator, nurse or coach depending on the situation. Transfer of Incident Commander is possible upon agreement between parties.

- Debrief incident to include: Who will file the incident report, follow-up with family and review the incident response.
- An incident report will be filed that will detail the incident while considering patient confidentiality. Consult the nurse and/or the Director of Student Safety and Security if necessary.
- A nursing documentation will be completed if the incident involves a student or employee. This

will be kept in the student's file. Documentation on the employee will be kept in their personnel file.

Strategies and Programs that Provide and Maintain a High Level of School Safety

Annual Notification to Staff, Parents/Guardians, and Other School Officials Related to the Safe Storage of Firearms

~~Firearms Safety—Annual Parent Notification~~

Annual Notification to School Officials as well as Classified and Certificated Employees to Notify Law Enforcement When They Observe Any Threat or Perceived Threat of a Homicidal Act - Staff Training Aligned with Staff Responsibilities

Annual staff training from local law enforcement or through our Public School Works Platform includes:

- Identifying Students Who May Pose a Threat
- Threat Assessment and Management
- ALICE Training

School District Protocol for Dangerous or Unlawful Activities

Effective Since: January 1, 2024

Overview: Our school district has established a comprehensive response plan for dangerous, violent, or unlawful activities occurring at school, during school-sponsored activities, or on school buses, as required by Senate Bill 671.

1. Reporting and Assessment

- a. We have established clear and accessible channels for all members of our school community to report any dangerous, violent, or unlawful activities.
- b. Our trained staff promptly assess the credibility and severity of these reports to determine the appropriate response.

2. Immediate Response and Safety Measures

- a. In response to credible threats, we swiftly implement safety measures including lockdowns, evacuations, or shelter-in-place, tailored to the specific nature of the incident.
- b. Regular drills and training sessions ensure the staff and students are well-prepared

for these procedures.

3. Coordination with Law Enforcement

- a. We maintain a strong partnership with local law enforcement agencies, ensuring immediate notification and coordinated response to incidents.
- b. Joint response plans have been developed with law enforcement for various types of threats.

4. Communication with Parents and Community

- a. Our communication plan enables us to inform parents and the community promptly and accurately during incidents, balancing transparency with confidentiality.
- b. We provide regular updates as situations evolve.

5. Support Services

- a. Counseling and support services are readily available for students and staff affected by incidents of violence or unlawful activities.
- b. We offer resources and referrals for additional assistance when needed.

6. Training for Staff and Students

- a. Our ongoing training programs for staff and students cover recognizing, reporting, and responding to dangerous situations, including conflict resolution and de-escalation techniques.

7. Review and Update Protocol

- a. We regularly review and update our protocol to align with current best practices and legal requirements.
- b. Feedback from staff, law enforcement, and community members is a vital part of our review process.

8. Prevention and Education

- a. Our educational programs focus on violence prevention, conflict resolution, and fostering a safe and respectful school environment.
- b. We actively engage students in creating a positive school culture that discourages violent or unlawful behavior.

Suicide Prevention Plan

Suicide is a significant public health challenge. According to the latest data, 4,323 Californians lost their lives to suicide in 2017. California's state suicide rate remains relatively stable, and rates are increasing in some communities. Striving toward no lives lost to suicide will require a dedicated and sustained effort to integrate practices known to prevent suicide into our education, justice, healthcare, and other systems and our communities. All Californians need to be vigilant - aware and responsive to the warning signs of suicide in their loved ones and even in themselves. There is hope. The evidence for effective suicide prevention practices is growing every day. The MJUSD comprehensive suicide prevention plan incorporates the latest information and evidence to guide state and local actions for benefit of all Californians and to save lives. Please use this link to view the plan:

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030567&revid=xlpeYPGfRT3XMAr1xR3hdw==>

Opioid Overdose Protocol

Effective Date: January 1, 2024

Purpose: To provide safe and effective response to incidents of opioid overdose in schools serving pupils in grades 7 to 12, in accordance with Senate Bill 10.

1. Identification of Overdose Signs

- a. All staff and students will be educated on recognizing signs of opioid overdose, which include:
 - i. Loss of consciousness or unresponsiveness
 - ii. Slow, shallow, or stopped breathing
 - iii. Constricted (small) pupils
 - iv. Choking or gurgling sounds
 - v. Limp body

2. Immediate Response Procedures

- a. IN the event of a suspected opioid overdose:
 - i. Immediately call 911
 - ii. If trained, administer first aid
 - iii. If available and permitted, administer naloxone

3. Naloxone Availability and Administration

- a. Naloxone kits will be stored in accessible, yet secure locations.
 - b. Designated staff members will be trained in the administration of naloxone.
Policy attached.
4. Training and Education
 - a. Annual training for staff on opioid overdose recognition and response.
 - b. Educational programs for students about the dangers of opioid misuse.
5. Emergency Contact and Post-Overdose Procedures
 - a. Maintain up-to-date emergency contact information for all students.
 - b. Establish post-overdose support, including counseling and referral to treatment.
6. Coordination with Local Health Authorities
 - a. Coordinate response plans with local health departments and emergency services.
7. Regular Review and Update Protocol
 - a. The protocol will be reviewed annually and updated as needed to align with current best practices and legal requirements.
8. Communication Plan
 - a. Regular communication of the protocol to staff, students, and parents.
 - b. Ongoing awareness campaigns about opioid risks and preventions.

Confidentiality: All responses to opioid overdoses will respect the privacy and dignity of the affected individuals.

Emergency Procedures for Students with Special Needs and School District Protocol for Adaptations for Pupils with Disabilities

Effective Since: January 1, 2024

Overview: In compliance with Senate Bill 323, our school district has integrated comprehensive adaptations into our disaster procedures to ensure accessibility and safety for pupils with disabilities. This initiative aligns with the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

1. Inclusion of Adaptations in Disaster Procedures

- a. All disaster response plans now include specific adaptations to accommodate the needs of pupils with various disabilities.
 - b. These adaptations are designed to ensure that all evacuation, lockdown, and emergency response procedures are accessible to every student.
- 2. Collaboration with Special Education Experts
 - a. We have collaborated with special education experts and disability advocates to develop and refine these adaptations.
 - b. Regular training is provided to all staff members to familiarize them with the specific needs and appropriate responses for students with disabilities.
- 3. Annual Safety Plan Evaluation
 - a. Our safety plans undergo an annual evaluation to ensure that they include effective and up-to-date adaptations for pupils with disabilities.
 - b. This evaluation process involves feedback from teachers, parents, and disability experts.
- 4. Open Communication Channels
 - a. We maintain open channels of communication for school employees, parents/guardians, educational rights holders, and pupils to raise concerns regarding individual students' ability to access disaster procedures.
 - b. These concerns are promptly brought to the attention of the school principal for assessment and action.
- 5. Individualized Response Strategies
 - a. When a concern about an individual pupil's access to disaster procedures is validated, we develop and implement tailored strategies to address their specific needs.
 - b. These strategies are incorporated into the overall disaster response plan for the school.
- 6. Regular Drills and Accessibility Checks
 - a. Drills incorporating these adaptations are conducted regularly to ensure that all students, including those with disabilities, can participate effectively.
 - b. Accessibility checks are a routine part of these drills to identify and rectify any gaps in our response plans.

7. Continuous Improvement and Updating

- a. Our protocols for pupils with disabilities are subject to continuous review and improvements to adapt to changing needs and feedback.
- b. We stay informed about advancements in accessibility and emergency response to ensure our practices are up to date.

Note: The integration of these adaptations into our disaster procedures reflects our commitment to the safety and inclusivity of all students. We recognize the importance of addressing the unique needs of pupils with disabilities in emergency situations and are dedicated to ensuring that our safety plans are comprehensive, effective and inclusive. Our approach involves ongoing collaboration with the community, experts, and stakeholders to provide a safe and supportive learning environment for every student. The Principal is responsible for identifying all students who will require additional assistance working with the designated certificated staff (classroom teachers) and to ensure that coverage and a plan is completed for each student.

The current Board Policies can be found on our website at www.modoc.k12.ca.us:

- AR 5141.21: Administering Medication And Monitoring Health Conditions
- Exhibit 4040-E(t): Employee Use of Technology
- BP 6163.4: Student Use of Technology
- AR 5131.2: Bullying

BOARD APPROVED

JUN 1 0' 2025

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Modoc Joint Unified School District: Instructional Continuity Plan (ICP)

Introduction

Modoc Joint Unified School District (MJUSD) is committed to providing continuous access to high-quality instruction for all students, even during natural disasters or emergencies. This Instructional Continuity Plan (ICP) outlines MJUSD's strategy for ensuring instructional services are sustained in the event of a disruption, in alignment with Senate Bill 153 (SB 153), Chapter 38, Statutes of 2024. This plan is an integral part of the Comprehensive School Safety Plan (CSSP) and will be adopted to ensure uninterrupted educational opportunities for all students, regardless of the situation.

In response to SB 153, the ICP will address the need for a rapid recovery of instructional services within 10 instructional days of an emergency. The plan emphasizes communication, equity, and access to both in-person and remote learning modalities, supporting the academic, social-emotional, and mental health needs of our students.

This document will be reviewed annually to ensure its continued relevance, effectiveness, and compliance with state requirements.

Communication Protocols

A. Two-Way Communication with Students and Families

MJUSD recognizes the importance of maintaining clear, consistent communication with families and students following an emergency. The district will engage with students and families no later than five calendar days after an emergency to ensure timely updates on instructional plans and student needs.

Communication channels include:

- Automated email and phone calls
- Email updates via MJUSD-provided email addresses.
- MJUSD's website, <https://www.modoc.k12.ca.us/>, where students and families can access updates and resources.
- Updates on MJUSD's website and Facebook.
- Flyers distributed through available community centers, local businesses, and posted at key public areas.

Additionally, the district will use video updates and community engagement tools, such as online meetings or webinars, to maintain clear communication.

B. Supporting Students' Social-Emotional, Mental Health, and Academic Needs

To ensure that students' social-emotional and mental health needs are met, MJUSD may deploy counselors, school psychologists, Wellness Coaches and other staff members to provide support. MJUSD may:

- Use online platforms to schedule virtual check-ins and counseling sessions for affected students.
- Provide resources and referrals to community-based mental health services as necessary.
- Ensure all communication fosters emotional well-being and encourages families to seek support when needed.

Plan for Access to In-Person or Remote Instruction

A. Instructional Continuity Post-Emergency

MJUSD is committed to ensuring that instructional activities resume within 10 instructional days of an emergency. Depending on the nature of the emergency, MJUSD will offer either in-person or remote instruction.

In-Person Instruction

If it is possible to resume in-person instruction:

- Affected schools will temporarily reassign students to nearby school sites, including neighboring districts or county offices of education if necessary.
- Transportation will be arranged for students needing assistance to access alternative school sites.

Required Conditions to Return to Site-Based, In-Person Instruction

- Evacuation orders lifted
- Power and utilities functioning
- Healthy air quality (below 100 AQI indoors)
- Access to safe and clean water
- Campus free from debris and hazards
- Kitchens will be up and running for meals
- Internet fiber lines and/or phone lines are connected and functioning

Remote Instruction

If it is not feasible to immediately resume in-person instruction, MJUSD may implement remote learning using the following modalities:

- Online Platforms: Instruction may be conducted through Google Classroom, online meeting platform, and other educational platforms that support virtual learning.
- Access to Learning Materials: For students without internet access, MJUSD may order and provide hotspots as needed. If hotspots cannot be used to allow for virtual instruction, printed assignments will be distributed to families by mail or at designated school locations.

8. Access to Instructional Materials

MJUSD will ensure that students have access to necessary instructional materials, both in-person and remotely:

- Online Resources: Digital resources and assignments will be available through MJUSD's digital platforms.
- Printed Materials: In the case of limited internet access, MJUSD will provide hotspots. If hotspots cannot be used by a student to allow for daily synchronous instruction, printed assignments will be distributed to families by mail or at designated school locations.

Remote Instruction Plan Alignment

A. Independent Study Compliance

MJUSD will ensure that remote instruction complies with California Education Code Sections 51747 and 51749.5 governing independent study. MJUSD will follow the appropriate guidelines to offer flexible learning opportunities, ensuring equity and access for all students, including:

- Students with disabilities
- English learners (EL)
- Foster youth and homeless students

8. Instructional Standards

Remote learning will meet or exceed the standards of independent study programs and will include:

- When possible daily synchronous and asynchronous instruction based on grade level.
- Formative assessments to measure progress.
- Ongoing communication between students, parents, and teachers.

Support for Displaced Students

In the event that students must be temporarily reassigned to another educational agency (LEA) due to an emergency, MJUSD may:

- Coordinate with neighboring districts, county offices of education, and charter schools to ensure educational services are available.
- Ensure that displaced students' residency requirements are adjusted to allow access to instruction, in compliance with SB 153.
- Provide academic, social-emotional, and mental health support to students during the period of reassignment.

Technology and Device Distribution

MJUSD will ensure all students have access to devices necessary for remote instruction:

- The district will distribute Chromebooks, tablets, and/or Wi-Fi hotspots to students who need them.
- The district will stockpile devices to replace any damaged or lost during an emergency.

Instruction and Assessment

A. Prioritization of Learning

MJUSD will focus on the most essential learning objectives and standards to ensure that students meet academic goals, even during disruptions. Teachers will adjust their instruction to accommodate:

- Essential learning priorities, ensuring that students remain on track to meet grade-level standards.

- Formative assessments (e.g. quizzes, virtual check-ins) to gauge student understanding and make adjustments to instruction as necessary.

B. Academic Support

MJUSD will provide additional academic support as needed:

- Virtual office hours for student check-ins.
- Virtual tutoring services for additional support.
- Supplemental materials to reinforce learning at home.

Equity and Access for All Students

A. Special Education

MJUSD is committed to ensuring that all students, including those with disabilities, have access to appropriate accommodations and services:

- Individualized Education Plans (IEPs) will be followed to ensure continuity of services.
- Virtual therapy sessions and online support will be provided for students receiving special education services.

B. English learners (EL) and At-Risk Students

MJUSD will ensure equitable access to instruction for all students, particularly those in vulnerable groups:

- Provide language support and instructional materials in both English and the students' primary languages when available.
- Maintain consistent communication with foster youth, students experiencing homelessness, and other at-risk students to ensure their needs are met during emergencies.

Professional Development for Educators

To ensure that teachers and staff are fully prepared to pivot to remote instruction when necessary, MJUSD will:

- Offer training on online teaching platforms as needed.
- Provide professional development focused on digital learning strategies, virtual classroom management, and remote assessment techniques.
- Ensure that teachers are comfortable using technology and teaching in hybrid or remote settings.

Mental Health and Well-Being

A. Social-Emotional Support

MJUSD recognizes that the emotional well-being of students is paramount. In the event of an emergency, MJUSD will:

- Provide access to mental health professionals, counselors and wellness coaches through online platforms.
- Conduct virtual group therapy sessions and check-ins to support student emotional health.

B. Physical Health and Wellness

MJUSD will ensure that students have access to health and wellness resources:

- Provide information on how to maintain a healthy lifestyle during disruptions.
- Ensure that students in need of medical supplies or medications have access to resources.

Review and Evaluation

MJUSD will regularly review and evaluate the Instructional Continuity Plan:

- Conduct annual evaluations of the plan's effectiveness.
- Gather feedback from students, staff, and families to improve the plan.
- Update the plan as necessary to ensure it remains current and effective.

Conclusion

MJUSD remains committed to ensuring that all students have the opportunity to continue learning, even in the face of natural disasters or emergencies. This Instructional Continuity Plan (ICP), integrated with our Comprehensive School Safety Plan (CSSP), provides a clear roadmap for maintaining instructional services, supporting student well-being, and ensuring equitable access to education during times of crisis. By engaging with our community and utilizing available resources, MJUSD aims to minimize disruptions and help our students continue to thrive, no matter the circumstances.

Memorandum

To: Modoc Joint Unified School District Board of Trustees

From: Beckie Lewis
Superintendent, MJUSD

Date: February 11, 2026

Subject: Summary of Board Policy & Administrative Regulation Updates from Sept. 2025

Based on the attached September 2025 CSBA Policy Guide, I have reviewed and at this time I am recommending the following policy updates for board adoption. These updates ensure district policies remain compliant with current state and federal laws, recent court decisions, and guidance from relevant agencies.

- BP 3515
- AR 3515 **New Addition*
- BP 3515.4 **Option 1*
- AR 3515.4
- AR 3516.1
- BP 5113 **with edits (Do Not include the section referenced under the 3rd CSBA Note).*
- AR 5113 **with edits (Do not include the section referenced under the 1st CSBA Note or #15).*
- BP 5113.12 **with edits (Do not include the section referenced under the 1st & 2nd CSBA Notes).*
- AR 5113.12
- BP 5113.2
- AR 5113.2
- BP 5141
- AR 5141
- BP 5141.4
- AR 5141.4
- BP 5142
- AR 5142 **with edits (remove 1st paragraph under Supervision of Students)*
- BP 6178.1
- AR 6178 **with edits (do not include Cooperative Career Technical Education Program/Community Classes Section or the Job Shadowing Section).*
- BB 9005

I do not recommend...

- AR 5113.11
- BP 6141.4

CSBA POLICY GUIDE SHEET
September 2025

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

Board Policy 3515 - Campus Security

Policy Updated to reflect The Department of Homeland Security's, "Behavioral Threat Assessment and Management in Practice," guide.

Administrative Regulation 3515 - Campus Security

Regulation updated to emphasize that a campus security plan be developed for each school site. Additionally, regulation updated to reference (1) **NEW LAW (AB 2715, 2024)** which authorizes the Governing Board to hold a closed session meeting with law enforcement or security personnel on matters posing a threat to security, including a threat to critical infrastructure controls or critical infrastructure information relating to cybersecurity, (2) **NEW LAW (AB 1858, 2024)** which requires districts to comply with specified requirements if a district's comprehensive school safety plan (CSSP) includes procedures to prepare for active shooters or other armed assailants by conducting a drill, and (3) the requirement for CSSPs to include procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at a district school, an activity sponsored by the school, or on a school bus serving the school. In addition, regulation updated to reflect **NEW LAW (AB 2565, 2024)** which requires districts that undertake an addition, alteration, reconstruction, rehabilitation, or retrofit of a school building, to install interior locks on each door of any room with an occupancy of 5 or more persons in that school building.

Board Policy 3515.4 - Recovery for Property Loss or Damage

Policy updated to reference current parent/guardian liability limits for the costs of specified damages caused by their minor child. Additionally, policy updated to clarify that debt may not be collected for damages caused by a current or former student experiencing homelessness or foster child.

Administrative Regulation 3515.4 - Recovery for Property Loss or Damage

Regulation updated to make the process for recovery for property loss or damage more evident. Additionally, regulation updated to more closely align with law.

Administrative Regulation 3516.1 - Fire Drills and Fires

Regulation updated to reflect the requirement that the first emergency evacuation drill of each school year be conducted within 10 days of the beginning of classes. Additionally, regulation updated to reflect **NEW LAW (AB 2968, 2024)** which requires districts to develop a procedure to identify appropriate refuge shelters for all students and staff to be used in the event of an evacuation order by local authorities and notification to the fire department or other local authorities of the identified refuge, and, for each school in a high-risk fire zone, to (1) coordinate such procedure with the fire department or other local authorities, and (2) develop a communication and evacuation plan which can be used in the event of an early notice evacuation warning.

Board Policy 5113 - Absences and Excuses

Policy updated in conjunction with the accompanying administrative, with minor revisions.

Administrative Regulation 5113 - Absences and Excuses

Regulation updated to reflect **NEW LAW (AB 1884, 2024)** which removes the requirement that the deployment of an immediate family member be to a combat zone or combat support position, allowing for an excused absence when a student spends time with any deployed immediate family member who is an active duty member of the uniformed service. Additionally, regulation updated to reflect **NEW LAW (SB 1138, 2024)** which adds a student's participation in military entrance processing to the list of excused absences. In addition, regulation updated to clarify that only one of the methods listed for verification of student absences is required.

Administrative Regulation 5113.11 - Attendance Supervision

Regulation updated to reflect **NEW LAW (SB 153, 2024)** which authorizes districts to implement an attendance recovery program for students in grades kindergarten-12 to make up lost instructional time and offset absences.

Board Policy 5113.12 - District School Attendance Review Board

Policy updated to include in the philosophical paragraph the recognition of the negative impact that poor school attendance can have on student learning. Additionally, policy updated to reflect **NEW LAW (AB 1939, 2024)** which requires each district student attendance review board (SARB) to, at least annually, consult with students who reflect the diversity of all the schools that are served by the SARB for the purpose of soliciting input that will assist SARB members in gaining a better understanding of, and proposing interventions for, student attendance and behavioral challenges. In addition, policy updated to clarify that the district's SARB is required to operate in accordance with specified Board Bylaws and state law, and the county office of education's SARB rules and regulations.

Administrative Regulation 5113.12 - District School Attendance Review Board

Regulation updated to clarify that student attendance review board meetings which consider matters related to an individual student be held in closed session in accordance with Board Bylaw 9321 - Closed Session.

Board Policy 5113.2 - Work Permits

Policy updated in conjunction with the accompanying administrative regulation, with minor revisions.

Administrative Regulation 5113.2 - Work Permits

Regulation updated to reflect the requirement that the Superintendent or designee, before or at the time of signing a student's work permit, issue the student a document clearly explaining basic labor rights extended to workers. Additionally, regulation updated to clarify (1) that the principal or designee is required to submit to the Superintendent a self-certification that the principal or designee understands the requirements in existing law for issuing a work permit, and (2) that copies of work permits are required to be retained in accordance with Administrative Regulation 3580 - District Records.

Board Policy 5141 - Health Care and Emergencies

Policy updated to clarify that automated external defibrillators are authorized to be used at designated school sites in accordance with the accompanying administrative regulation. Additionally, policy updated to reflect that (1) any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified, is required to acquire, place, and maintain trauma kits in accordance with the accompanying administrative regulation, and (2) school employees are required to be notified annually of the location of the trauma kits and be provided with information regarding training in the use of the trauma kit.

Administrative Regulation 5141 - Health Care and Emergencies

Regulation updated to make more current the language regarding consent for medical treatment when the parent/guardian cannot be reached by referring to "another person identified in the district's student information system," formerly, "the emergency contact form." Additionally, regulation updated to (1) clarify the requirements for the maintenance, testing, and inspection of automated external defibrillators (AED), (2) add that the Superintendent or designee is required to comply with all laws and regulations governing the placement of an AED and maintain required records of the AED maintenance and testing, (3) include that school employees be provided information about who they can contact if they want to voluntarily take AED or cardiopulmonary resuscitation training, (4) provide that the Superintendent or designee is required to annually offer a demonstration to at least one school staff member on how to use an AED properly in an emergency, and that the building owner may arrange for the demonstration or partner with a nonprofit organization to do so, and (5) add that the principal of any district school serving students in grades 6-12 that has an AED placed in the school annually notify students as to the location of all AEDs on campus. In addition, regulation updated to reflect that any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or

renovated as specified, is required to acquire and place at least six trauma kits on the premises of the building in an easily accessible and recognizable container, as specified.

Board Policy 5141.4 - Child Abuse Prevention and Reporting

Policy updated in conjunction with the accompanying administrative regulation, with minor revisions.

Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting

Regulation updated to clarify that "general neglect" does not include (1) a parent's/guardian's economic disadvantage, or (2) a child receiving treatment by spiritual means or not receiving specified medical treatment for religious reasons. Additionally, regulation updated to move, for more appropriate placement, material related to a child who is experiencing homelessness or is classified as an unaccompanied minor. In addition, regulation updated to reflect **NEW LAW (AB 1913, 2024)** which requires districts to provide employee training on the prevention of abuse, including sexual abuse, of children on district property, by district staff, or in district-sponsored programs annually, rather than the previously required once every three years.

Board Policy 5142 - Safety

Policy updated in conjunction with the accompanying administrative regulation, with the section regarding student identification cards and safety information moved to the administrative regulation.

Administrative Regulation 5142 - Safety

Regulation updated to make more current the language regarding release of a student when the custodial parent/guardian cannot be reached by referring to "an adult authorized in the district's student information system," formerly, "the student's emergency card." Additionally, regulation updated to incorporate the section regarding student identification cards and safety information, which was moved from the accompanying Governing Board policy and modified to reflect **NEW LAW (SB 1063, 2024)**. In addition, regulation updated to reflect The State of California's, "Protecting Californians From Extreme Heat: A State Action Plan to Build Community Resilience" which warns of the dangers extreme heat can pose to children and encourages investing resource in protecting children from extreme heat.

Board Policy 6141.4 - International Baccalaureate Program

Policy updated to reflect **NEW LAW (AB 1796, 2024)** which requires the district, at the beginning of each school year, to notify the parent(s)/guardian(s) of students admitted or advancing to grades 7-12 of any International Baccalaureate (IB) courses offered by the district. Additionally, policy updated to reflect the current IB program descriptions.

Board Policy 6178.1 - Work-Based Learning

Policy updated to (1) add to the philosophical statement that the Governing Board desires to improve student educational outcomes and successes and support student workforce preparedness through work-based learning opportunities which link classroom learning with real-world experiences, and (2) align language regarding collaboration with local businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers with analogous language in related sample policies. Additionally, policy updated to reflect **NEW LAW (AB 2179, 2024)** which requires, at the beginning of the first semester or quarter of the regular school term, the Superintendent or designee to notify parents/guardians of students in grades 11-12 about local apprenticeship and pre-apprenticeship programs. In addition, policy updated to include (1) that the district is authorized to host locally focused apprenticeship and/or career technical education fair events, and (2) the requirement for the district to annually observe "Workplace Readiness Week." Policy also updated to more closely align with law.

Administrative Regulation 6178.1 - Work-Based Learning

Regulation updated to clarify that the work experience education teacher-coordinator responsibilities include preparing individual training plans and observing and consulting with students. Additionally, regulation updated to list the eligibility requirements for participation in the cooperative career technical education (CTE) program. In addition, regulation updated to clarify the requirements for formal related vocational classroom instruction for both cooperative CTE programs and community classrooms.

Board Bylaw 9005 - Governance Standards

Bylaw updated to expand material related to CSBA's Professional Governance Standards, including Governing Board expectations as well as responsibilities for the Board as a whole and individual Board members.

Policy 3515: Campus Security

Status: ADOPTED

Original Adopted Date: 03/01/2007 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional policy may be revised to reflect district practice.

The Governing Board is committed to providing a school environment that promotes the safety of students, staff, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures, which may be included in the district's comprehensive safety plan and/or site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

Reporting and Responding to Threats

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

Threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual. (Education Code 49390)

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or district administrator.

CSBA NOTE: The Department of Homeland Security's, "Behavioral Threat Assessment and Management in Practice," provides education on behavioral threat assessment and management (BTAM) and the benefits of BTAM in targeted violence and terrorism prevention. BTAM is an evidence-based and systematic process to identify, inquire, assess, and manage potential threats. Multidisciplinary teams can use a BTAM process to provide alternatives to criminal justice interventions for individuals who may be at risk of moving toward violence.

The Superintendent or designee may form a multidisciplinary team in order to identify, inquire, assess, and manage potentially threatening student behavior.

Surveillance Systems

CSBA NOTE: The following optional section is for use by districts that have authorized the use of surveillance systems. Generally, the use of cameras is considered to be a "search" within the meaning of the Fourth Amendment. As described in *New Jersey v. T.L.O.*, the Fourth Amendment protection against unreasonable searches and seizures applies to searches of students conducted by school officials. As such, use of cameras for a search must be reasonable, including that they must not be used where students have a reasonable expectation of privacy. To protect reasonable expectations of privacy, cameras should not be located in areas such as bathrooms, locker rooms, or private offices. In addition, Education Code 51512 prohibits the use of a recording device in a classroom without the prior consent of the teacher and principal. Examples of locations where cameras may generally be used include hallways, stairwells, parking lots, and cafeterias. For language about the use of cameras on school buses, see AR 5131.1 - Bus Conduct.

Penal Code 632 prohibits the recording of conversations unless the parties to the conversation may reasonably expect that the communication may be overheard or recorded. Thus, if the district's equipment has audio capability, it is recommended that it be disabled so that sounds are not recorded.

In consultation with the district's school site council, safety planning committee, other relevant stakeholders, and staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras.

Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

CSBA NOTE: According to the National Institute of Justice's, "The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies," signage is an important component of a successful surveillance system and can serve as a deterrent. The Institute recommends that the signs state that the system may or may not be actively monitored. Such language is intended to deter potential perpetrators while also not building an expectation among potential victims that a person is watching events live and will be able to provide immediate assistance.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous and targeted locations around school buildings and grounds. Such signs shall state that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur and that the recordings may be used in disciplinary proceedings and/or referred to local law enforcement, as appropriate.

CSBA NOTE: Pursuant to 20 USC 1232(g) (Family Educational Rights and Privacy Act), 34 CFR 99.3, and Education Code 49061, any recording or image that is directly related to a student and is maintained by the district or a person acting for the district is considered a "student record" and thus is subject to those laws regarding access, disclosure, and retention. See BP/AR 5125 - Student Records. Also see the U.S. Department of Education's, "FAQs on Photos and Videos under FERPA," located on its website.

Additionally, a recording or image of a staff member that may be used in a personnel action is subject to the laws regarding personnel records, including an employee's right to comment on derogatory information placed in a personnel file. See AR 4112.6/4212.6/4312.6 - Personnel Files.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreement(s).

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

State	Description
24 CCR 1010.2	Door operations
24 CCR 1010.2.8	Locking arrangements in educational occupancies
24 CCR 1010.2.8.2	Lockable doors from the inside
CA Constitution Article 1, Section 28	<u>Right to Safe Schools</u>
Ed. Code 17070.10-17079.30	<u>Leroy F. Greene School Facilities Act</u>
Ed. Code 17583	<u>Classroom security locks; modernization projects</u>
Ed. Code 17586	Interior door locks
Ed. Code 32020	<u>School gates; entrances for emergency vehicles</u>
Ed. Code 32211	<u>Threatened disruption or interference with classes</u>
Ed. Code 32280-32289.5	<u>School safety plans</u>
Ed. Code 35160	<u>Authority of governing boards</u>
Ed. Code 35160.1	<u>Broad authority of school districts</u>
Ed. Code 35266	Reporting of cyber attacks
Ed. Code 38000-38005	<u>Security departments</u>
Ed. Code 49050-49051	<u>Searches by school employees</u>
Ed. Code 49060-49079	<u>Student records</u>
Ed. Code 49390-49395	<u>Homicide threats</u>

Regulation 3515: Campus Security

Status: ADOPTED

Original Adopted Date: 06/01/1996 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional administrative regulation may be used as a component of a comprehensive school safety plan (CSSP) and should be modified to reflect district practice. See BP/AR 0450 - Comprehensive Safety Plan.

Additionally, 6 USC 665k created a Federal Clearinghouse on School Safety Evidence-Based Practices to serve as a federal resource to identify and publish online evidence-based practices and recommendations to improve school safety.

The Superintendent or designee shall develop a campus security plan for each school site which contributes to a positive school climate, fosters social and emotional learning and student well-being, and includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity

These strategies include a risk management analysis of each campus' security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. Additionally, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings and interior spaces from outsiders and discourage trespassing

These strategies may include installing locks, requiring visitor registration, providing staff and student identification tags, and patrolling places used for congregating and loitering.

CSBA NOTE: Pursuant to Government Code 54957, as amended by AB 2715 (Ch. 243, Statutes of 2024), the Governing Board is authorized to hold a closed session meeting with law enforcement or security personnel on matters posing a threat to security, including a threat to critical infrastructure controls or critical infrastructure information relating to cybersecurity.

Pursuant to Government Code 8586.5, the California Cybersecurity Integration Center (CSIC) serves as the central organizing hub of the state government's cybersecurity preparedness and response activities. Government Code 8586.5 requires CSIC to coordinate cyber intelligence and information sharing with specified public and private entities, and requires such sharing of information, including cyber threat information, with school districts. Government Code 11549.3 authorizes districts, at district expense, to request the Military Department, in consultation with CSIC, to perform an independent security assessment of the district or individual district school. Districts are encouraged to consult with the California Office of Emergency Services and utilize resources such as the State Threat Assessment System and Regional Fusion Centers to help assess potential threats.

Additionally, in an effort to enhance cybersecurity across K-12 schools, the U.S. Department of Education and the Cybersecurity and Infrastructure Security Agency launched the Education Services and Facilities Subsector Government Coordinating Council in 2024. Districts who meet the federal universal service discounts for Internet access (E-rate discounts) eligibility requirements may be eligible for funding to purchase cybersecurity services and equipment through the Federal Communications Commission's Schools and Libraries Cybersecurity Pilot Program. The State Educational Technology Directors Association's 2023 guidance, "Small Districts, Big Hurdles: Cybersecurity Support for Small, Rural, and Under-resourced Districts," provides additional information specific to small districts regarding leadership development, partnership building, vulnerability assessment, and staff training to enhance cybersecurity readiness.

Pursuant to Education Code 35266, districts that experience a cyberattack, as defined, which impacts more than 500 students or personnel, are required to report such cyberattack to CSIC.

3. Secure the district's network infrastructure and web applications from cyberattacks

These strategies may include performing an independent security assessment of the district's network infrastructure and selected web applications.

4. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti and implement campus beautification.

5. Control access to keys and other school inventory

CSBA NOTE: If a district's CSSP includes procedures to prepare for active shooters or other armed assailants by conducting a drill, Education Code 32282, as amended by AB 1858 (Ch. 530, Statutes of 2024), requires the district to comply with specified requirements.

Pursuant to Education Code 32282, schools are required to include in their CSSPs procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school. For more information regarding CSSPs, see AR 0450 - Comprehensive Safety Plan.

6. Detect and intervene with school crime

These strategies may include creating a school watch program, increasing adult presence and supervision, establishing an anonymous crime reporting system, monitoring suspicious and/or threatening digital media content, analyzing school crime incidents, and collaborating with local law enforcement agencies, including providing for law enforcement presence.

CSBA NOTE: Education Code 49390 and 49393 require certificated and classified employees of the district, or other school officials such as Board members, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle school or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, to immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. "Threat or perceived threat" means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual.

7. Additionally, all staff shall be made aware of their responsibilities regarding the immediate reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats

All staff shall receive training in building and grounds security procedures and emergency response.

Locks

CSBA NOTE: Education Code 17586, as added by AB 2565 (Ch. 531, Statutes of 2024), requires school districts that undertake an addition, alteration, reconstruction, rehabilitation, or retrofit of a school building, to install interior locks on each door of any room with an occupancy of five or more persons in that school building.

All state-funded new construction and modernization projects shall include locks that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. Additionally, when the district undertakes an addition, alteration, reconstruction, rehabilitation, or retrofit of a school building, the district shall install interior locks on each door of any room with an occupancy of five or more persons. Such doors shall be capable of being unlocked from the outside with a key or other approved means. Student restrooms and doors that lock from the outside at all times are not required to have locks that can be locked from the inside. (Education Code 17075.50, 17583, 17586; 24 CCR 1010.2, 1010.2.8, 1010.2.8.2)

Keys

CSBA NOTE: The following optional section should be modified to reflect district practice.

The principal or designee shall be responsible for all keys used in a school. Keys shall be issued only to authorized employees who regularly need a key in order to carry out job responsibilities.

The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

Keys shall never be loaned to students, parents/guardians, or volunteers, nor shall the master key ever be loaned.

CSBA NOTE: Pursuant to Penal Code 469, a person who knowingly possesses, makes, duplicates, uses, or attempts to use, make, or duplicate a key without authorization may be guilty of a misdemeanor.

Any person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

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

State	Description
24 CCR 1010.2	Door operations
24 CCR 1010.2.8	Locking arrangements in educational occupancies
24 CCR 1010.2.8.2	Lockable doors from the inside
CA Constitution Article 1, Section 28	<u>Right to Safe Schools</u>
Ed. Code 17070.10-17079.30	<u>Leroy F. Greene School Facilities Act</u>
Ed. Code 17583	<u>Classroom security locks; modernization projects</u>
Ed. Code 17586	Interior door locks
Ed. Code 32020	<u>School gates; entrances for emergency vehicles</u>
Ed. Code 32211	<u>Threatened disruption or interference with classes</u>
Ed. Code 32280-32289.5	School safety plans
Ed. Code 35160	<u>Authority of governing boards</u>
Ed. Code 35160.1	<u>Broad authority of school districts</u>
Ed. Code 35266	Reporting of cyber attacks
Ed. Code 38000-38005	<u>Security departments</u>
Ed. Code 49050-49051	<u>Searches by school employees</u>
Ed. Code 49060-49079	Student records
Ed. Code 49390-49395	<u>Homicide threats</u>
Gov. Code 11549.3	<u>Independent security assessment</u>
Gov. Code 54957	Closed session board meetings
Gov. Code 8586.5	<u>California Cybersecurity Integration Center</u>
Pen. Code 469	<u>Unauthorized making, duplicating or possession of key to public building</u>
Pen. Code 626-626.11	<u>Weapons on school grounds and other school crimes</u>
Federal	Description
20 USC 1232g	<u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>
34 CFR 99.3	<u>Definition of education records</u>
6 USC 665k	<u>Federal Clearinghouse on School Safety Evidence-Based Practices</u>
Management Resources	Description
Attorney General Opinion	<u>75 Ops.Cal.Atty.Gen. 155 (1992)</u>
Attorney General Opinion	<u>83 Ops.Cal.Atty.Gen. 257 (2000)</u>
California Department of Education Publication	<u>Safe Schools: A Planning Guide for Action Workbook, 2002</u>
Court Decision	<u>Brannum v. Overton County School Board (2008) 516 F.3d 489</u>
Court Decision	<u>New Jersey v. T.L.O. (1985) 469 U.S. 325</u>
Federal Communications Commission	<u>Schools and libraries cybersecurity pilot program</u>
National Institute of Justice Publication	<u>The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999</u>

Policy 3515.4: Recovery For Property Loss Or Damage

Status: ADOPTED

Original Adopted Date: 10/01/1997 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional policy may be modified to reflect district practice.

Pursuant to Education Code 48904, parents/guardians are liable to the district for the costs of damages caused by the willful misconduct of their minor children that results in (1) damage to school property, an employee's personal property, or injury or death of a district student, employee, or volunteer, and (2) any reward being paid by the district for information leading to the identification and apprehension of persons who willfully damage or destroy property. These amounts are adjusted annually for inflation by the Superintendent of Public Instruction. For 2025, the liability of a parent/guardian must not exceed \$25,100 for damages and \$25,100 for the reward. For situations not addressed by the Education Code, Civil Code 1714.1 provides for parent/guardian liability for the willful misconduct of their minor child which results in injury, death, or property damage. The limit under this statute is adjusted every two years for cost-of-living by the Judicial Council of California and, effective July 1, 2025, parent/guardian liability must not exceed \$56,400.

Pursuant to Penal Code 640.5 and 640.6, an individual who has been found to have defaced district property with graffiti may be fined or ordered by a court to perform community service. Depending on the amount of damage, Penal Code 594 also specifies that an individual, or the parent/guardian of a minor, who has been convicted of vandalism may be ordered to clean up, repair, or replace the damaged property and to keep the property free from graffiti for one year.

The Governing Board desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. When district property is damaged due to the willful misconduct of a student or other person, the Superintendent or designee shall seek reimbursement of damages, within the limitations specified in law, from the parent/guardian of a minor child or from any other responsible individual.

The district may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student fails to return or that is willfully cut, defaced, or otherwise injured. However, the Superintendent or designee shall not collect debt for such damage caused by a current or former student experiencing homelessness or foster child or youth. (Education Code 48904, 49014)

Rewards

The Board may offer and pay a reward for information leading to the determination of the identity of, and the apprehension of, any person who willfully damages or destroys any district property. (Government Code 53069.5)

CSBA NOTE: The Governing Board may set any amount for the reward it deems to be appropriate. However, as described above, Education Code 48904 specifies a limit on the amount of parent/guardian liability for repayment of the reward.

Option 1 below allows the Superintendent or designee to offer a reward of up to \$2,500 without Board approval. Option 2 provides that the Board will determine the amount of any reward offered. Both options may be revised, including the specified reward amount, to reflect district practice.

OPTION 1: (Authorization for Superintendent or designee to offer reward of specified amount)

The Board authorizes the Superintendent or designee to offer a reward in any amount deemed appropriate, not exceeding \$2,500. A reward in excess of \$2,500 shall be authorized in advance by the Board.

OPTION 1 ENDS HERE

OPTION 2: (Board determination of amount of reward)

The Board shall determine the appropriate amount for the reward.

OPTION 2 ENDS HERE

CSBA NOTE: The following paragraph is a recommended practice regarding disbursement of rewards and may be modified to reflect district practice.

The Superintendent or designee shall disburse the reward when the guilt of the person responsible for the act has been established by a criminal conviction or other appropriate judicial procedure. If more than one person provides information, the reward shall be divided among them as appropriate.

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

State

Civ. Code 1714.1	<u>Liability of parent/guardian for act of willful misconduct by a minor</u>
Ed. Code 19910	<u>Libraries; malicious cutting, tearing, defacing, breaking or injuring</u>
Ed. Code 19911	<u>Libraries; willful detention of property</u>
Ed. Code 200-270	Prohibition of discrimination
Ed. Code 44810	<u>Willful interference with classroom conduct</u>
Ed. Code 48904	<u>Liability of parent or guardian; withholding of grades, diplomas, transcripts</u>
Ed. Code 49014	<u>Public School Fair Debt Collection Act</u>
Gov. Code 53069.5	<u>Reward for information</u>
Gov. Code 53069.6	<u>Actions to recover damages</u>
Gov. Code 54951	<u>Local agency; definition</u>
Pen. Code 484	<u>Theft defined</u>
Pen. Code 594	<u>Vandalism</u>
Pen. Code 594.1	<u>Aerosol paint and etching cream</u>
Pen. Code 640.5	<u>Graffiti; facilities or vehicles of governmental entity</u>
Pen. Code 640.6	<u>Graffiti</u>

Management Resources

Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>Judicial Council of California</u>
Website	<u>California Department of Education</u>
Website	<u>CSBA</u>

Cross References

0450	<u>Comprehensive Safety Plan</u>
0450	<u>Comprehensive Safety Plan</u>
1313	<u>Civility</u>
1330.1	<u>Joint Use Agreements</u>
3260	<u>Fees And Charges</u>
3260	<u>Fees And Charges</u>
3512	<u>Equipment</u>
3512-E(1)	<u>Equipment</u>
3515	<u>Campus Security</u>
3515	<u>Campus Security</u>
3515.3	<u>District Police/Security Department</u>
3515.3	<u>District Police/Security Department</u>
3530	<u>Risk Management/Insurance</u>

Regulation 3515.4: Recovery For Property Loss Or Damage

Status: ADOPTED

Original Adopted Date: 10/01/1997 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following administrative regulation is optional and should be modified to reflect district practice. In order to initiate the process for recovery for property loss or damage, district employees shall report any damage to or loss of school property to the Superintendent or designee immediately after such damage or loss is discovered.

CSBA NOTE: Certain acts of graffiti or vandalism may trigger the need for an investigation pursuant to the district's sexual harassment or nondiscrimination grievance procedures (e.g., graffiti that is sexual in nature or disparaging to a class of individuals protected by the district's nondiscrimination policies). See BP 5131.5 - Vandalism and Graffiti. Upon learning of any instance of loss or damage to school property, the Superintendent or designee shall conduct a complete investigation, which includes consulting with law enforcement officials when appropriate.

After the investigation is concluded, the individual causing the damage or loss has been identified, and the costs of repair, replacement, or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps, including consultation with the district's legal counsel and/or insurance carrier, as needed, to recover the district's loss.

Such steps may also include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person and, if the responsible person is a minor, from the parent/guardian in accordance with law. Damages may include the cost of repair or replacement of the property, the payment of any reward, interest, court costs, and all other damages as provided by law.

CSBA NOTE: If a student's parents/guardians are unable to pay the damages, Education Code 48904 requires the district to offer an option for the student to provide work in lieu of payment. Pursuant to Education Code 49014, the district may offer any student or former student alternative, nonmonetary means to settle debt owed as a result of damage or loss of district property, regardless of the parents/guardians' ability to pay. However, the district is prohibited from collecting debt from a current or former student experiencing homelessness or foster youth, and therefore may not offer or require such a student to work or provide an alternative form of compensation.

If the responsible person is a minor student of the district and the student's parents/guardians are unable to pay for the damages or to return the property, the district shall offer a program of voluntary work for the student in lieu of the payment of monetary damages. The district may offer any other student or former student, with parent/guardian permission, the option to provide service, work, or other alternative, nonmonetary forms of compensation to settle the debt owed as a result of property loss or damage. Service or work exchanged for repayment of a debt shall comply with all provisions of the Labor Code related to youth employment. (Education Code 48904, 49014)

The Superintendent or designee may withhold the student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages or the voluntary work has been completed. Prior to withholding a student's grades, diploma, or transcripts, the student's parent/guardian shall be notified of the alleged misconduct and due process shall be afforded the student in accordance with law. (Education Code 48904)

Additionally, the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.

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

State	Description
Civ. Code 1714.1	Liability of parent/guardian for act of willful misconduct by a minor
Ed. Code 19910	Libraries; malicious cutting, tearing, defacing, breaking or injuring
Ed. Code 19911	Libraries; willful detention of property
Ed. Code 200-270	Prohibition of discrimination
Ed. Code 44810	Willful interference with classroom conduct
Ed. Code 48904	Liability of parent or guardian; withholding of grades, diplomas, transcripts
Ed. Code 49014	Public School Fair Debt Collection Act

Regulation 3516.1: Fire Drills And Fires

Status: ADOPTED

Original Adopted Date: 03/01/1989 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional administrative regulation may be revised to reflect district practice.

Fire Drills

The principal shall cause the fire alarm signal to be sounded at least once every month. (Education Code 32001)

CSBA NOTE: Pursuant to 24 CCR 403.4.2, the first emergency evacuation drill of each school year is required to be conducted within 10 days of the beginning of classes.

The principal shall hold the first emergency evacuation drill of each school year within 10 days of the beginning of classes. (24 CCR 403.4.2)

CSBA NOTE: The following paragraph may be revised to reflect grade levels offered by the district.

Additionally, the principal shall hold fire drills at least once a month at the elementary level, four times every school year at the intermediate level, and not less than twice every school year at the secondary level. (Education Code 32001)

When the principal conducts a fire drill, all students, teachers, and other employees shall be directed to leave the building, which may include: (5 CCR 550)

1. Notifying staff as to the schedule for fire drills
2. Ascertaining that no student remains in the building

As appropriate, teachers shall be prepared to select alternate exits and direct their classes to these exits whenever the designated escape route is blocked.

CSBA NOTE: The following paragraph, which requires that the principal or designee keep a record of each fire drill and file such record with the Superintendent or designee, may be modified to reflect district practice.

The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

Fires

CSBA NOTE: Beginning with the 2026-27 fiscal year, Education Code 32282, as amended by AB 2968 (Ch. 582, Statutes of 2024), requires the district to develop a procedure to identify appropriate refuge shelters for all students and staff to be used in the event of an evacuation order by local authorities and notify the local authorities of the identified refuge. Additionally, Education Code 32282, as amended by AB 2968, requires each school in a high or very high fire hazard severity zone to coordinate the procedure to identify appropriate refuge shelters with local authorities as well as to develop a communication and evacuation plan, which can be used in the event of an early notice evacuation warning, allowing enough time to evacuate all students and staff. For more information related to comprehensive school safety plans, see AR 0450 - Comprehensive Safety Plan.

The district shall identify refuge shelters for all students and staff to be used in the event of an evacuation order by local authorities and notify the fire department or other appropriate local authority of such refuge to prioritize the safety of students and staff. (Education Code 32282)

The identification of refuge shelters at schools in a high or very high fire hazard severity zone shall be coordinated with the fire department or other appropriate local authority. Additionally, each school in a high or very high fire hazard severity zone shall prepare a communication and evacuation plan to be used in the event of an early notice evacuation warning which allows enough time to evacuate all students and staff. (Education Code 32282)

CSBA NOTE: The following evacuation procedures may be deleted if they are already provided in the district's emergency and disaster preparedness plan. See BP/AR 3516 - Emergencies and Disaster Preparedness Plan.

Education Code 17074.50-17074.56 require that new construction projects contain an automatic fire detection, alarm, and sprinkler system. In those buildings, Education Code 32001 provides that the principal is not required to sound the fire alarm when the building is equipped with an automatic alarm system.

The California Department of Education's (CDE) memorandum, "Get Smart about Wildfire Smoke - Clear Guidelines for Schools and Wildfire Smoke," offers guidance to support schools impacted by wildfires, smoke, and extreme weather. Additionally, CDE's, "2025 California Wildfire Resources," webpage offers resources to support communities impacted by wildfires, smoke, and extreme weather.

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The principal or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system (Education Code 32001)
2. The principal or designee shall call 911
3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas
4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response
5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students
6. In outside assembly areas, the principal, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff
7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes

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

State

24 CCR 403.4.2

Description

First evacuation drill

5 CCR 550

Fire drills

Ed. Code 17074.50-17074.56

Automatic fire detection; alarm and sprinkler systems

Ed. Code 32001

Fire alarms and drills

Ed. Code 32040

Duty to equip school with first aid kit

Ed. Code 32282

Comprehensive school safety plans

Federal

Website

Description

2025 California Wildfire Resources

Management Resources

California Department of Education Publication

Description

Get Smart about Wildfire Smoke – Clear Guidelines for Schools and Wildfire Smoke

Website

CSBA District and County Office of Education Legal Services

Cross References

0450

Description

Comprehensive Safety Plan

0450

Comprehensive Safety Plan

3516

Emergencies And Disaster Preparedness Plan

3516

Emergencies And Disaster Preparedness Plan

3516.2

Bomb Threats

Policy 5113: Absences And Excuses

Status: ADOPTED

Original Adopted Date: 11/01/1999 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional policy may be revised to reflect district practice. Pursuant to Education Code 48200, children ages 6-18 years are subject to compulsory, full-time education, except when otherwise exempted.

Verification of absences is necessary for purposes of enforcement of compulsory education laws and for the determination of whether a student is truant. Pursuant to Education Code 48260, students with a valid excused absence are not truant.

For strategies to reduce chronic absences, see BP/AR 5113.1 - Chronic Absence and Truancy, CSBA's governance brief, "Seize the Data: Using Chronic Absence Data to Drive Student Engagement," the U.S. Department of Education's, "Action Planner for Reengaging Students to Support Everyday Attendance," and the Institute of Education Sciences', "Resources for Supporting Student Engagement and Attendance." For information about the impact of absences on a student's grades, see BP 5121 - Grades/Evaluation of Student Achievement.

The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

In accordance with law, Board policy, and administrative regulation, absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons as specified in Education Code 48205, and work in the entertainment or allied industry as permitted pursuant to Education Code 48225.5.

CSBA NOTE: When a student has an excused absence pursuant to Education Code 48205 or 48225.5, teachers are required to provide equivalent assignments and tests, as described below. While teachers are not required to do so for other excused absences, the following language extends this requirement to all excused absences for fairness, and to maintain student engagement in the educational program. Districts may modify the following paragraph to reflect that it only applies to excused absences pursuant to Education Code 48205 and 48225.5.

When a student's absence from school is excused, the student's teacher shall determine identical or reasonably equivalent assignments and tests to those missed during the absence which the student shall be permitted to complete for full credit within a reasonable amount of time as determined by the teacher. (Education Code 48205, 48225.5)

CSBA NOTE: The following paragraph is optional. Pursuant to Education Code 46014, districts, with the written consent of the student's parent/guardian, may excuse a student from school in order to participate in religious exercises or instruction. For the district to receive average daily attendance funding for such absences, the Governing Board is required to first adopt a resolution permitting an excused absence for this purpose. The Board is also mandated to adopt regulations governing students' attendance at such exercises or instruction and the reporting of these absences; see the accompanying administrative regulation.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

Because school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

CSBA NOTE: Pursuant to Education Code 46010.1 and the California Supreme Court in *American Academy of Pediatrics et al v. Lungren et al.*, minor students do not need parent/guardian consent to obtain confidential medical services, and schools are authorized to excuse a student from school to obtain such services.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

CSBA NOTE: 5 CCR 421 requires the Board to approve reasonable methods for verifying student absences due to illness or quarantine. See the accompanying administrative regulation for examples of methods of verification.

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

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

Regulation 5113: Absences And Excuses

Status: ADOPTED

Original Adopted Date: 11/01/2011 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: For districts that permit absences for religious purposes, the Governing Board is mandated to adopt regulations governing attendance at such exercises and the reporting of these absences. For language fulfilling this mandate, see Item #15 in "Excused Absences," below.

Excused Absences

CSBA NOTE: Items #1-18 below reflect absences that are authorized by law to be considered as excused absences for purposes of enforcing compulsory state attendance laws. Pursuant to Education Code 48205, absences specified in Items #1-14 and #18, although excused for purposes of enforcing compulsory state attendance laws, are considered absences in computing average daily attendance and do not generate state apportionment payments.

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following purposes:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment (Education Code 48205)
4. Attendance at funeral services for or grieving the death of a member of the student's immediate family or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family (Education Code 48205)

A student may be excused for this reason for up to five days for each incident. (Education Code 48205)

5. Jury duty in the manner provided for by law (Education Code 48205)

CSBA NOTE: Pursuant to Education Code 48205, absence due to the illness or medical appointment of a student's child is counted as an excused absence, and the district is prohibited from requiring a physician's note for such absences. See "Method of Verification" below.

6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Attendance or appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than one school day each semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

CSBA NOTE: Education Code 48205, as amended by AB 1884 (Ch. 919, Statutes of 2024), removes the requirement that the deployment of an immediate family member be to a combat zone or combat support position. This allows for an excused absence when a student spends time with any deployed immediate family member who is an active duty member of the uniformed service.

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

10. Attendance at the student's naturalization ceremony to become a United States citizen (Education Code 48205)
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)
12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence (Education Code 48205)

Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence each school year (Education Code 48205)

13. When a student's immediate family member or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family has died: (Education Code 48205)
- a. To access services from a victim services organization or agency
 - b. To access grief support services
 - c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent/guardian to be in such close association with the student as to be considered immediate family

Such absence shall be excused for not more than three days for each incident. (Education Code 48205)

CSBA NOTE: Education Code 48205, as amended by SB 1138 (Ch. 925, Statutes of 2024), requires a student to be excused from school when the absence is due to a student's participation in military entrance processing.

14. For a student's participation in military entrance processing

CSBA NOTE: Pursuant to Education Code 46014, with the written consent of the student's parent/guardian, districts may excuse a student from school in order to participate in religious exercises or instruction.

In order for the district to receive average daily attendance funding for such absences, the Board is required to first adopt a resolution permitting an excused absence for this purpose and regulations governing students' attendance at religious exercises or instruction and the reporting of such absences. These regulations should include all of the information from Item #15 below and may be expanded to reflect district practice.

Additionally, the student is required to attend school for at least the minimum school day and not be absent for this purpose on more than four days per school month. Pursuant to Education Code 46112, 46113, 46117, and 46141, unless otherwise provided by law, the minimum school day is generally 180 minutes for kindergarten, 230 minutes for grades 1-3, and 240 minutes for grades 4-12. For further information, see AR 6112 - School Day.

15. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in Administrative Regulation 6112 - School Day, and is not excused from school for this purpose on more than four days each school month. (Education Code 46014)

16. For a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days, work in such industry (Education Code 48225.5)

For this purpose, student absence shall be excused for a maximum of up to five absences each school year. (Education Code 48225.5)"

17. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences each school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

18. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, sibling, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

CSBA NOTE: Education Code 48205 prohibits the district from requiring a physician's note for absences due to the illness or medical appointment of the student's child. However, the district is authorized to require verification of other absences. The following section should be revised to reflect district-adopted methods of verification and to specify employee(s) assigned to verify absences.

5 CCR 420-421 provide guidelines for verifying absences due to illness; quarantine; medical, dental, or eye appointments; or attendance at a funeral service of a member of a student's immediate family. 5 CCR 421 authorizes a student's absence to be verified by a school or public health nurse, attendance supervisor, physician, principal, teacher, or any other qualified district employee assigned to make such verification.

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

Any of the following methods may be used to verify student absences:

1. Written, digital, or audio message from parent/guardian or parent representative
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative

The employee shall subsequently record the following:

- a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated

The employee shall document the verification and include the information specified in Item #2 above.

4. Physician's verification

CSBA NOTE: The following optional paragraph provides a means of verifying an excuse for confidential medical services without inquiring into the nature of the medical services.

- a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment

CSBA NOTE: The following optional paragraph provides that, after absences for illness on multiple occasions, the student may be required to bring a note from a physician to verify the illness. If a student does not have access to medical services in order to obtain such verification, the district may assist the student in obtaining the medical consultation if it is required.

- b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences

Parent/Guardian and Student Notifications

At the beginning of each school year, the Superintendent or designee shall:

CSBA NOTE: The requirement in Item #1 below is for use by any district whose board has adopted a resolution permitting an excused absence for religious instruction or exercises. See the accompanying Board policy and Item #15 in "Excused Absences" above.

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)

CSBA NOTE: The requirement in Item #2 applies to all districts. Districts that maintain only elementary grades should delete the reference to students in grades 7-12.

2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time (Education Code 48980)

Such notice shall include the full text of Education Code 48205. (Education Code 48980)

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

State	Description
48980	Parent/guardian notification
5 CCR 306	Explanation of absence
5 CCR 420-424	Record of verification of absence due to illness and other causes
Ed. Code 1740	Employment of personnel to supervise attendance
Ed. Code 37201	School month
Ed. Code 37223	Weekend classes
Ed. Code 41601	Reports of average daily attendance
Ed. Code 42238-42252.1	Apportionments

Policy 5113.12: District School Attendance Review Board

Status: ADOPTED

Original Adopted Date: 10/01/2017 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional Board policy is for use by districts that have established their own school attendance review board (SARB), in addition to or instead of a county office of education (COE) SARB, as authorized pursuant to Education Code 48321. If a district desires to establish a local SARB but a COE SARB exists, the district is required to contact the COE SARB chairperson to request permission to form a local SARB. If no COE SARB exists, the Governing Board may establish a local SARB which operates in the same manner and under the same authority as a COE SARB. For further information about procedures for addressing truancy, including, but not limited to, circumstances that require referral to a SARB, see BP/AR 5113.1 - Chronic Absence and Truancy.

Pursuant to Education Code 48240-48244, the district may appoint a district employee to serve as an attendance supervisor, jointly employ an attendance supervisor with one or more other districts, or contract with the County Superintendent of Schools for the supervision of attendance of district students. The duties of the attendance supervisor, as specified in Education Code 48240, include duties related to compulsory full-time education and truancy. See AR 5113.11 - Attendance Supervision.

The Governing Board recognizes that poor school attendance and behavior problems negatively impact student learning and achievement and put students at greater risk of dropping out of school. The Superintendent or designee shall establish a comprehensive and integrated system for the early identification of attendance problems and shall implement strategies to encourage students' attendance. After other interventions have been exhausted, students with a pattern of unexcused absences may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.

CSBA NOTE: The following optional paragraph reflects Education Code 48322, which in part authorizes COE SARBs to encourage district SARBs to maintain a continuing inventory of community resources.

The SARB shall maintain a continuing inventory of community resources, including alternative educational programs.

The Superintendent or designee shall collaborate with the SARB and appropriate community agencies, including, but not limited to, law enforcement agencies, child welfare agencies, and health services, to provide school-based and/or community-based interventions tailored to the specific needs of the student.

The Board shall appoint members to the district's SARB, who may include a parent/guardian, as well as representatives of various agencies including, but not limited to, school districts; the county probation department; the county welfare department; the County Superintendent of Schools; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; school, county, or community mental health personnel; the county district attorney's office; and the county public defender's office. (Education Code 48321)

CSBA NOTE: Pursuant to Education Code 48321, as amended by AB 1939 (Ch. 13, Statutes of 2024), each district SARB is required to, at least annually, consult with students who reflect the diversity of all the schools that are served by the SARB for the purpose of soliciting input that will assist SARB members in gaining a better understanding of, and proposing interventions for, student attendance and behavioral challenges.

Each SARB shall, at least annually, consult with students who reflect the diversity of all the schools that are served by the SARB for the purpose of soliciting input that will assist SARB members in gaining a better understanding of, and proposing interventions for, student attendance and behavioral challenges. (Education Code 48321)

The district's SARB shall provide support to improve student attendance and behavior through proactive efforts focused on building positive school environments and improved school connectedness, early identification and immediate intervention to re-engage students with poor attendance or behavior, and intensive intervention with students and families to address severe or persistent attendance or behavior issues.

CSBA NOTE: The following paragraph may be revised to reflect district practice. Pursuant to Education Code 48324, if a COE SARB exists, the district's SARB is required to be governed by rules and regulations consistent with the rules and regulations established by the COE SARB or by other legal requirements. In the absence of a COE SARB, the local SARB has the authority to set rules and regulations consistent with law.

SARBs are also subject to the open meeting requirements of the Brown Act (Government Code 54950-54963), including notice requirements, except that meetings may be held in closed session when considering matters related to individual students; see the accompanying administrative regulation.

The district's SARB shall operate in accordance with Board Bylaw 9320 - Meetings and Notices, Board Bylaw 9321 - Closed Session, and Board Bylaw 9322 - Agenda/Meeting Materials; Education Code 48320-48325; applicable rules and regulations of the County Office of Education's SARB; and the Ralph M. Brown Act (open meeting requirements).

CSBA NOTE: The California Department of Education's, "School Attendance Review Board Handbook," includes a sample report form for meeting the following requirements of Education Code 48273. The report includes the composition of the SARB; the numbers and types of referrals, such as attendance and/or behavior; total number of students referred to the SARB and number of students by grade level, gender, and race/ethnicity; and the disposition of the referrals, including the number of cases referred to courts or other agencies. According to the handbook, the annual report should also be provided to member organizations of the SARB.

The SARB shall collect data and annually report outcomes on SARB referrals to the Board, Superintendent or designee, and County Superintendent. (Education Code 48273)

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

State	Description
5 CCR 306	Explanation of absence
5 CCR 420-424	Record of verification of absence due to illness and other causes
Code of Civil Procedure 1985-1997	Production of evidence; means of production
Ed. Code 1740	Employment of personnel to supervise attendance
Ed. Code 1980-1986	County community school
Ed. Code 46010-46015	Absences
Ed. Code 48200-48208	Children ages 6-18; compulsory full-time attendance
Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants
Ed. Code 48290-48297	Failure to comply; complaints against parents
Ed. Code 48320-48325	School attendance review boards
Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48400-48403	Compulsory continuation education
Ed. Code 48660-48666	Community day schools
Ed. Code 49067	Unexcused absences as cause of failing grade
Gov. Code 54950-54963	The Ralph M. Brown Act
Pen. Code 270.1	Chronic truancy; parent/guardian misdemeanor
Pen. Code 272	Parent/guardian duty to supervise and control minor child; criminal liability for truancy
Pen. Code 830.1	Peace officers
Veh. Code 13202.7	Driving privileges; minors; suspension or delay for habitual truancy
W&I Code 11253.5	Compulsory school attendance; eligibility for aid
W&I Code 256-258	Juvenile hearing officer
W&I Code 601-601.5	Habitually truant minors
Management Resources	Description
California Department of Education Publication	School Attendance Review Boards Handbook & Forms, rev. 2018
Court Decision	L.A. v. Superior Court of San Diego County (2012) 209 Cal.App.4th 976
Website	CSBA District and County Office of Education Legal Services
Website	Attendance Works

Regulation 5113.12: District School Attendance Review Board

Status: ADOPTED

Original Adopted Date: 10/01/2017 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional administrative regulation is for use by districts that have established their own school attendance review board (SARB), in addition to or instead of a county office of education (COE) SARB, as authorized pursuant to Education Code 48321. Requirements for the composition and basic duties of the SARB are contained in Education Code 48320-48325. The district should revise the following regulation to reflect district practice and, if applicable, procedures established by the COE SARB.

Upon receiving a referral of a student with attendance and/or behavior problems, a designated member of the school attendance review board (SARB) shall review the case and may meet with school personnel to determine whether the school has provided sufficient information about the student's attendance record or behavior. If the referral is complete and is an appropriate matter for the SARB to consider, the SARB chairperson shall provide written notification to the student's parents/guardians stating the reasons a referral has been made, explaining the SARB process, advising whether additional information is needed, and describing school-level interventions that have previously been attempted.

The SARB shall meet with the student and the student's parents/guardians, give them an opportunity to present their understanding of the problem, and discuss the school and/or community resources appropriate for the student's circumstances.

In accordance with Board Bylaw 9321 - Closed Session, any SARB meeting to consider matters related to an individual student shall be held in closed session unless the parent/guardian requests, in writing, that the meeting be held in open session.

The SARB shall have access to relevant student records, but shall not provide access to others without written consent of the student's parent/guardian. (Education Code 49076)

For the limited purpose of making a proper disposition of the referral of a student, the SARB may issue subpoenas pursuant to Code of Civil Procedure 1985-1997, or may request the juvenile court to issue subpoenas to require the attendance of the student, parents/guardians or other person having control of the student, the school authority referring the student, or any other person who has pertinent or material information concerning the matter. The SARB shall not issue any subpoena that includes a request for production of written materials, but may request a juvenile court to issue such subpoena for the production of written materials. (Education Code 48263, 48321.5)

The SARB shall issue written directives stating the responsibilities of all persons involved, detailed resource referrals, and follow-up dates for the school's reports on the student's progress. The written directives shall include an agreement that the student will attend school or improve classroom behavior as applicable, and shall be signed by the student, the student's parents/guardians, the SARB chairperson, and the Superintendent or designee.

When referred by the SARB, a student may be assigned to a community day school or a county community school. (Education Code 1981, 48662)

At any time it deems proper, the SARB may require the student or the student's parents/guardians to furnish satisfactory evidence of participation in any available community services that the student or parents/guardians have been directed to use. (Education Code 48263)

Based on progress reports submitted by the school, the SARB may terminate the agreement upon the successful completion of the terms of the agreement, extend the time for completion of the agreement, or schedule another meeting with the student and the student's parents/guardians.

CSBA NOTE: Pursuant to Education Code 48263, if the SARB determines that available community services cannot resolve the student's problem or if the student and/or the student's parents/guardians have failed to respond to the SARB's directives, the SARB may notify the district attorney and/or the probation officer, if the district attorney or the probation office has elected to participate in the truancy mediation program. The following paragraph may be revised to reflect the appropriate authority to be notified.

If the student's attendance or behavior problems cannot be resolved by the SARB, or if the student and/or the student's parents/guardians continually and willfully fail to respond to SARB directives or the services provided, the student or parents/guardians shall be referred to the appropriate agency, including law enforcement agencies when necessary. (Education Code 48263, 48290-48291)

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

State	Description
5 CCR 306	Explanation of absence
5 CCR 420-424	Record of verification of absence due to illness and other causes
Code of Civil Procedure 1985-1997	Production of evidence; means of production
Ed. Code 1740	Employment of personnel to supervise attendance
Ed. Code 1980-1986	County community school
Ed. Code 46010-46015	Absences
Ed. Code 48200-48208	Children ages 6-18; compulsory full-time attendance
Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants
Ed. Code 48290-48297	Failure to comply; complaints against parents
Ed. Code 48320-48325	School attendance review boards
Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48400-48403	Compulsory continuation education
Ed. Code 48660-48666	Community day schools
Ed. Code 49067	Unexcused absences as cause of failing grade
Gov. Code 54950-54963	The Ralph M. Brown Act
Pen. Code 270.1	Chronic truancy; parent/guardian misdemeanor
Pen. Code 272	Parent/guardian duty to supervise and control minor child; criminal liability for truancy
Pen. Code 830.1	Peace officers
Veh. Code 13202.7	Driving privileges; minors; suspension or delay for habitual truancy
W&I Code 11253.5	Compulsory school attendance; eligibility for aid
W&I Code 256-258	Juvenile hearing officer
W&I Code 601-601.5	Habitually truant minors

Management Resources

California Department of Education Publication	School Attendance Review Boards Handbook & Forms, rev. 2018
Court Decision	L.A. v. Superior Court of San Diego County (2012) 209 Cal.App.4th 976
Website	CSBA District and County Office of Education Legal Services
Website	Attendance Works
Website	California Association of Supervisors of Child Welfare and Attendance
Website	California Department of Education
Website	CSBA

Cross References

5030	Student Wellness
5112.5	Open/Closed Campus
5113	Absences And Excuses
5113	Absences And Excuses

Policy 5113.2: Work Permits

Status: ADOPTED

Original Adopted Date: 06/01/1995 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional policy may be revised to reflect district practice. Education Code 49160 requires minors to obtain a work permit issued by the proper educational officers in order to accept employment, even for periods when school is not in session. See the accompanying administrative regulation for further information about the conditions under which a work permit is required, specified exceptions, and the process for issuing permits.

The Governing Board recognizes that part-time employment can provide students with income, job experience, and valuable life skills and should be permitted to the extent that such employment does not interfere with a student's education. Before accepting any offer of employment, district students who are minors shall obtain work permits from the Superintendent or designee, regardless of whether the employment will occur when school is in session, unless otherwise exempted by law.

Students with work permits shall be exempted from attendance in a full-time day school provided they attend part-time classes. (Education Code 48230)

CSBA NOTE: Education Code 49111, 49112, and 49116 and Labor Code 1391-1391.1 limit the number of hours that students may work on school days and days when school is not in session. According to the Department of Industrial Relations', "Child Labor Laws," districts have discretion to establish lower limits than provided by law for the maximum number of work hours and may impose additional requirements such as a minimum grade point average (e.g., 2.0) for issuance of a work permit. However, Education Code 49200 prohibits the use of grades, grade point average, or school attendance to deny a work permit to a student whose school has been physically closed for an extended time due to a natural disaster, pandemic, or other emergency. See the accompanying administrative regulation.

The following optional paragraph should be revised to reflect criteria established by the Governing Board.

In determining whether to grant or continue a work permit, the Superintendent or designee shall consider whether employment is likely to significantly interfere with the student's schoolwork. Students granted work permits shall be required to demonstrate and maintain a 2.0 grade point average and satisfactory school attendance, except during periods of extended school closure due to an emergency as described in Education Code 49200 and the accompanying administrative regulation. On a case-by-case basis, the Superintendent or designee may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

CSBA NOTE: Education Code 49130-49135 specify circumstances under which students between 14 and 17 years of age may receive a permit to work full time.

Work permits shall be limited to part-time employment as defined by law, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Any student authorized to work full time when school is in session shall be enrolled in part-time continuation classes. Additionally, a student 14 or 15 years of age who receives a permit to work full time shall also be enrolled in a work experience education program. (Education Code 49130, 49131, 49135)

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

State	Description
5 CCR 10120-10121	Work permits
5 CCR 16023-16027	District records; retention and destruction
8 CCR 11701-11707	Prohibited and dangerous occupations for minors
8 CCR 11750-11763	Work permits and conditions; minor employed in entertainment industry
Ed. Code 48230	Exemption from full-time school attendance for students with work permits
Ed. Code 48231	Exemption from compulsory attendance for students entering attendance area near end of term
Ed. Code 49100-49101	Compulsory attendance

Regulation 5113.2: Work Permits

Status: ADOPTED

Original Adopted Date: 11/01/2004 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional administrative regulation may be revised to reflect district practice. Education Code 49160 requires all minors to obtain a work permit in order to accept employment. Labor Code 1286 defines "minors" as persons under 18 years of age who are subject to the state's compulsory attendance laws. Students who are 18 years of age and are no longer subject to compulsory attendance pursuant to Education Code 49101 are not required to obtain a work permit even if they have not yet graduated from high school. Pursuant to Education Code 49114, students who have graduated early from high school or have received a certificate of proficiency need a "certificate of age" to be employed. Pursuant to 5 CCR 10120.1, the certificate of age is contained within the California Department of Education's (CDE), "Statement of Intent to Employ a Minor and Request for Work Permit - Certificate of Age," (Form B1-1), available on its website.

Before accepting employment, a student under 18 years of age who is subject to the state's compulsory attendance laws, including a student who has not yet graduated from high school or has not received a certificate of proficiency, shall obtain a work permit.

CSBA NOTE: State and federal labor laws generally require that minors be at least 14 years of age to be employed, although Education Code 49111 authorizes the issuance of a work permit to a minor who is at least 12 years of age for periods when school is not in session.

The district may issue a permit authorizing employment while school is in session, including employment connected with a work experience education program pursuant to Education Code 51760-51769.5, to a student 14-17 years of age. Additionally, the district may issue a permit to any student 12-17 years of age to be employed during a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance pursuant to Education Code 48231 because the student arrived from another state within 10 days before the end of the school term. (Education Code 49111, 49113, 49160)

If a student has obtained an offer of employment in the entertainment industry, the student shall request a work permit from the California Department of Industrial Relations, Division of Labor Standards Enforcement, pursuant to Labor Code 1308.5 and 8 CCR 11752-11753.

A work permit shall not be required for a student who meets all of the following criteria: (5 CCR 10121)

1. Is not receiving pay or financial reimbursement for services rendered in volunteer services or educational purposes
2. Is not in an employer-employee relationship in accordance with the Fair Labor Standards Act, and is serving as an unpaid trainee or volunteer or in an in-school placement
3. Has submitted written parent/guardian permission

CSBA NOTE: The following paragraph reflects exemptions cited in Education Code 49112 and 49141, Labor Code 1394, and the Department of Industrial Relations' (DIR), "Child Labor Laws."

In addition, a student shall not be required to obtain a work permit if the student is self-employed; is working at odd jobs such as yard work and babysitting in private homes where the student is not regularly employed; is a self-employed news carrier delivering newspapers to consumers on a regular route; is employed in agricultural, horticultural, viticultural, or domestic labor during non-school hours when the work is performed for or under the control of the parent/guardian and is performed upon or in connection with premises the parent/guardian owns, operates, or controls; or is otherwise exempted by law.

Persons Authorized to Issue Work Permits

CSBA NOTE: Education Code 49110 specifies persons authorized to issue work permits in the district, including the Superintendent, a designated employee holding a services credential with a specialization in pupil personnel services, a certificated work experience education teacher or coordinator, and a principal or other school administrator designated by the principal. Pursuant to Education Code 49110, if the district does not employ or contract with a person holding a services credential with a specialization in pupil personnel services or a certificated work experience education teacher or coordinator, the Superintendent may provide written authorization for a person without such qualifications to temporarily issue work permits when the Superintendent is absent from the district. Education Code 49110 also authorizes a charter school chief executive officer or designee, the County Superintendent of Schools or designee, or private school principal or designee to issue a work permit.

Items #1-3 below may be revised to specify the position(s) of the employee(s) responsible for issuing work permits in the district.

The following individuals are authorized to issue a work permit to a student in the district: (Education Code 49110)

1. The Superintendent
2. An employee holding a services credential with a specialization in pupil personnel services or a certificated work experience education teacher or coordinator, when authorized by the Superintendent in writing
3. A principal, or another school administrator designated by the principal, provided that the principal or designee:
 - a. Provides a self-certification that the principal or designee understands the requirements of law for issuing a work permit
 - b. Does not issue a work permit to the principal's or designee's own child

If the person designated to issue work permits is not available and delay in issuing a permit would jeopardize a student's ability to secure work, the Superintendent may temporarily authorize another person to issue the permit. (Education Code 49110)

Application

The student's parent/guardian, foster parent, caregiver with whom the student resides, or residential shelter services provider shall file a written request for a work permit. (Education Code 49110)

CSBA NOTE: The request for a permit must be submitted to the district on a form approved by CDE pursuant to Education Code 49117 and 49162-49163 (CDE Form B1-1, "Statement of Intent to Employ a Minor and Request for Work Permit - Certificate of Age").

The request for a work permit shall be submitted to the Superintendent or designee on a form approved by the California Department of Education (CDE).

If the student is applying for a full-time work permit, the student and the student's parent/guardian shall generally be required to appear before, and submit the application to, the Superintendent or designee. (Education Code 49132)

CSBA NOTE: Education Code 49110.5 requires that any minor seeking the signature of a verifying authority on a "Statement of Intent to Employ a Minor and Request for a Work Permit-Certificate of Age" be issued, before or at the time of receiving the signature, a document clearly explaining basic labor rights extended to workers, as specified. CDE has a "Basic Labor Rights Information Sheet Template," available on its website.

The Superintendent or designee shall, before or at the time of signing the work permit, issue the student a document clearly explaining basic labor rights extended to workers, as specified in Education Code 49110.5.

CSBA NOTE: Education Code 49132 and 49200 establish the following flexibility in the application process in the event of an extended physical closure of the campus due to a natural disaster, pandemic, or other emergency.

In the event of an extended physical closure of the campus due to a natural disaster, pandemic, or other emergency, the required documentation, including signatures, may be collected electronically. In addition, if the application is for a full-time work permit, the student and parent/guardian shall not be required to appear in person before the Superintendent or designee if the completed application has been successfully submitted electronically and the student and parent/guardian have attended a video conference with the person issuing the work permit. (Education Code 49132, 49200)

Approval Process

The Superintendent or designee shall have discretion to determine whether to issue the work permit.

CSBA NOTE: The following optional paragraph should be revised to reflect any criteria established by the Governing Board for the issuance of work permits; see the accompanying Board policy.

In determining whether to approve a work permit, the Superintendent or designee shall verify the student's date of birth, the type of work permit to be issued, and whether the student meets any other criteria established by the

Governing Board. The Superintendent or designee may inspect the student's records and/or may confer with at least one of the student's teachers for evidence of satisfactory grades and school attendance and to determine whether the student possesses the motivation and maturity to maintain academic progress while working.

CSBA NOTE: Although districts generally have the authority to impose additional requirements on the issuance of work permits, Education Code 49200 prohibits consideration of grades, grade point average, or school attendance in the event of an extended physical closure of the campus due to a natural disaster, pandemic, or other emergency. However, a work permit shall not be denied based on a student's grades, grade point average, or school attendance under either of the following circumstances: (Education Code 49120, 49200)

1. The student's school has been physically closed for an extended time due to a natural disaster, pandemic, or other emergency
2. The student is applying for a work permit in order to participate in a government-administered employment and training program that will occur during the regular summer recess or vacation of the student's school

Students shall not be approved to work in environments declared hazardous or dangerous for young workers or otherwise prohibited by child labor laws. (Labor Code 1290-1298; 29 CFR 570.33, 570.50-570.72)

CSBA NOTE: State and federal regulations pertaining to work hours are summarized in DIR's, "Child Labor Laws." The following paragraph reflects legal requirements establishing maximum work hours for minors, but may be revised to reflect any more restrictive work hours established by Board policy.

The Superintendent or designee shall ensure that the requested work hours do not exceed the maximum work hours specified in law based on the student's age and whether the employment will occur while school is in session. (Education Code 49111, 49112, 49116; Labor Code 1391-1391.1; 29 CFR 570.35)

CSBA NOTE: Pursuant to Education Code 49130-49131, the district may issue a work permit authorizing full-time employment while school is in session to a student 14-17 years of age. However, for students 14-15 years of age, Education Code 49130 specifies that the student is required to have completed elementary school, the permit expires at the end of the current school year, and either (1) the student's earnings are needed due to a parent/guardian's death or incapacity to work by reason of illness or injury, (2) the earnings are needed due to the student's inability to reside with the family, or (3) a student who is in foster care has written authorization from a social worker, probation officer, or child protective services worker acting as an officer of the court for the purpose of furthering the goal of emancipation.

Full-time employment may be authorized for students 14-17 years of age in accordance with Education Code 49130-49135.

CSBA NOTE: Pursuant to Education Code 49117, work permits are required to be issued on forms prepared and provided by the Superintendent of Public Instruction (SPI), or on forms produced by the district when authorized by the SPI. CDE's, "Permit to Employ and Work," (CDE Form B1-4) is available on its website.

All work permits shall be issued on forms provided by or authorized by CDE. (Education Code 49117)

CSBA NOTE: The following two paragraphs reflect information provided in DIR's, "Child Labor Laws."

Each permit shall authorize work for a specific employer. Whenever a student changes employers, the student shall request a new permit.

The student may be issued more than one work permit if the student works concurrently for more than one employer, provided that the total number of hours worked does not exceed the total number of hours allowed by law and the district.

CSBA NOTE: The following optional paragraph is for use by districts that allow principals or their designees to issue work permits; see Item #3 in "Persons Authorized to Issue Work Permits" above.

Whenever a work permit is issued by a principal or other designated school administrator, the principal or designee shall submit to the Superintendent a copy of the work permit issued, along with a copy of the application and a self-certification that the principal or designee understands the requirements in existing law for issuing a work permit. (Education Code 49110)

The Superintendent or designee shall periodically inspect the grades and attendance records of students granted work permits to ensure maintenance of academic progress and any additional criteria established in Board policy.

Expiration of Work Permits

Work permits issued during the school year shall expire five days after the opening of the next succeeding school year. (Education Code 49118)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice, including establishing a time period for submitting a renewal request before the permit expires.

Before the work permit expires, a student may apply for a renewed work permit in accordance with the procedures specified in "Approval Process" above.

Revocation of Work Permits

The Superintendent or designee shall revoke a student's work permit whenever the Superintendent or designee determines that the employment is impairing the health or education of the student, any provision or condition of the permit is being violated, the student is performing work in violation of law, or any condition for the issuance of the permit no longer exists or never existed. (Education Code 49116, 49164; Labor Code 1300)

The Superintendent may revoke a work permit issued by a principal of a public or private school located within the district if the Superintendent becomes aware of any grounds upon which the student may be deemed ineligible for a work permit under law. (Education Code 49110)

Retention of Records

CSBA NOTE: Because a work permit is classified as a Class 3 - Disposable Record pursuant to 5 CCR 16026, it should not be destroyed until four years after it was issued. See AR 3580 - District Records for further information about the classification and disposal of records.

In accordance with Administrative Regulation 3580 - District Records, the Superintendent or designee shall retain a copy of the work permit application and the work permit until the end of the fourth year after the work permit was issued. (5 CCR 16026)

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

State	Description
5 CCR 10120-10121	<u>Work permits</u>
5 CCR 16023-16027	<u>District records; retention and destruction</u>
8 CCR 11701-11707	<u>Prohibited and dangerous occupations for minors</u>
8 CCR 11750-11763	<u>Work permits and conditions; minor employed in entertainment industry</u>
Ed. Code 48230	<u>Exemption from full-time school attendance for students with work permits</u>
Ed. Code 48231	<u>Exemption from compulsory attendance for students entering attendance area near end of term</u>
Ed. Code 49100-49101	<u>Compulsory attendance</u>
Ed. Code 49110-49119	<u>Permits to work</u>
Ed. Code 49130-49135	<u>Permits to work full time</u>
Ed. Code 49140-49141	<u>Exceptions</u>
Ed. Code 49160-49165	<u>Employment of minors; duties of employers</u>
Ed. Code 49180-49183	<u>Violations</u>
Ed. Code 49200	<u>Permit to work during extended emergency school closure</u>
Ed. Code 51760-51769.5	<u>Work experience education</u>
Ed. Code 52300-52462	<u>Career technical education</u>
Lab. Code 1285-1312	<u>Employment of minors</u>
Lab. Code 1391-1394	<u>Working hours for minors</u>

Policy 5141: Health Care And Emergencies

Status: ADOPTED

Original Adopted Date: 03/01/2005 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional policy may be revised to reflect district practice.

Pursuant to Education Code 49429.5, county offices of education are required to, in consultation with the California Department of Education and other relevant state and local agencies, coordinate agreements between districts and charter schools within the county in order to develop a system through which qualified mental health and other key school employees could be rapidly deployed on a short- or long-term basis to an area of the county that has experienced a natural disaster or other traumatic event, in order to provide support to students and staff, to the extent the district or charter school employing those employees determines they can be deployed under the circumstances.

The Governing Board recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health, or welfare of a student at school or during district-sponsored activities.

The Superintendent or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when accidents and injuries to students occur and that parents/guardians are notified as appropriate.

The Superintendent or designee shall ask parents/guardians to provide emergency contact information in order to facilitate communication in the event of an accident or illness.

District staff shall appropriately report and document student accidents.

"Do Not Resuscitate" Orders

CSBA NOTE: The following optional section is for use by districts that wish to preclude the acceptance of "do not resuscitate" orders except under very limited circumstances. It is recommended that districts presented with a "do not resuscitate" order consult CSBA's District and County Office of Education Legal Services or district legal counsel as appropriate.

The Board believes that staff members should not be placed in the position of determining whether to follow any parent/guardian or medical "do not resuscitate" order. Staff shall not accept or follow any such order except under the specific written direction of the Superintendent or designee. The Superintendent or designee may only direct a staff member to follow a "do not resuscitate" order if the Superintendent or designee has received a written authorization from the student's parent/guardian, with an authorized health care provider statement, and an order of an appropriate court.

The Superintendent or designee shall ensure that parents/guardians who have submitted a "do not resuscitate" order are informed of this policy.

Automated External Defibrillators

CSBA NOTE: The following optional section is for use by districts that have or are considering purchasing or receiving a donation of automated external defibrillators (AEDs) to be used to treat victims of sudden cardiac arrest. For information regarding the requirements for AEDs for districts that offer interscholastic athletic programs, see AR 6145.2 - Athletic Competition.

When an AED is placed in a school building, Health and Safety Code 1797.196 requires that the principal ensure that employees receive information annually that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. Additionally, pursuant to Health and Safety Code 1797.196, as amended by AB 3262 (Ch. 19, Statutes of 2024), when an AED is placed in a school serving students in grades 6-12, the principal is required to, at least annually, notify students as to the location of all AED units on the campus. See the accompanying administrative regulation.

Health and Safety Code 1797.196 protects entities and individuals from civil liability resulting from the use of an AED in an emergency as long as certain conditions specified in the law are satisfied.

It is recommended that districts considering the placement of an AED on school grounds work closely with medical professionals, the manufacturer of the device, local officials, nonprofit organizations, and the district's risk manager

or insurance specialist to ensure that necessary precautions are taken, such as staff training, equipment maintenance and storage, proper placement of the devices, and record-keeping. Local chapters of the American Red Cross and American Heart Association may help provide training and facilitate the purchase of AEDs. Additionally, it is recommended that districts with questions about AEDs consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The Board authorizes the Superintendent or designee to place automated external defibrillators (AEDs) at designated school sites for use by school employees in an emergency, in accordance with the accompanying administrative regulation.

The Superintendent or designee shall develop guidelines for employees regarding the use of AEDs and shall ensure that employees receive information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. Additionally, the guidelines shall specify the placement, security, and maintenance of the AED.

The authorization of AEDs in district schools shall not be deemed to create a guarantee that an AED will be present or will be used in the case of an emergency, or that a trained employee will be present and/or able to use an AED in an emergency, or that the AED will operate properly.

Trauma Kits

CSBA NOTE: Pursuant to Health and Safety Code 19310, school buildings with an occupancy of 200 or more that are constructed on or after January 1, 2023, or are constructed prior to January 1, 2023, and modified or renovated as specified, are required to acquire trauma kits in accordance with the accompanying regulation.

Any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified in Health and Safety Code 19310, shall acquire, place, and maintain trauma kits in accordance with the accompanying administrative regulation.

School employees shall be notified annually of the location of the trauma kits and be provided with information regarding training in the use of the trauma kit. (Health and Safety Code 19310)

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

State	Description
8 CCR 5193	Bloodborne pathogens
Civ. Code 1714.21	Defibrillators; CPR; immunity from civil liability
Ed. Code 32040-32044	First aid equipment; field trips
Ed. Code 49300-49307	School safety patrols
Ed. Code 49407	Liability for treatment
Ed. Code 49408	Student emergency information
Ed. Code 49409	Athletic events; physicians and surgeons; emergency medical care; immunity
Ed. Code 49417	Automated external defibrillators
Ed. Code 49429.5	County office of education coordination of agreements between districts and charter schools; rapid deployment of qualified mental health professionals and other key school personnel
Ed. Code 49470	Medical and hospital services for athletic program
Ed. Code 49471	Medical and hospital services not provided or available
Ed. Code 49472	Medical and hospital services for students
Ed. Code 49474	Ambulance services
Ed. Code 51202	Instruction in personal and public health and safety
Fam. Code 6550-6552	Caregivers
H&S Code 1797.196	Automated external defibrillators; immunity from civil liability

Regulation 5141: Health Care And Emergencies

Status: ADOPTED

Original Adopted Date: 11/01/2005 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following administrative regulation is optional and may be revised to reflect district practice.

Emergency Contact Information

In order to facilitate contact in case of an emergency or accident, the principal or designee shall annually request that parents/guardians provide the following information:

1. Home address and telephone number
2. Parent/guardian's business address and telephone number
3. Parent/guardian's cell phone number and email address
4. Name, address, and telephone number of an alternative contact person to whom the student may be released and who is authorized by the parent/guardian to care for the student in cases of emergency or when the parent/guardian cannot be reached
5. Local physician to call in case of emergency

In addition, parents/guardians shall be encouraged to notify the school whenever their emergency contact information changes.

Notification/Consent for Medical Treatment

Whenever a student requires emergency or urgent medical treatment while at school or a district-sponsored activity, the principal or designee shall contact the parent/guardian or, if the parent/guardian cannot be reached, another person identified in the district's student information system as an emergency contact, in order to obtain consent for the medical treatment.

CSBA NOTE: Pursuant to Education Code 49407, the district may not be held liable for the reasonable treatment of a student during regular school hours if the parent/guardian cannot be reached, unless the parent/guardian has previously filed a written objection to any medical treatment other than first aid.

If the student's parent/guardian or other contact person cannot be reached to provide consent, the principal or designee may seek reasonable medical treatment for the student as needed, unless the parent/guardian has previously filed with the district a written objection to any medical treatment other than first aid.

CSBA NOTE: Family Code 6550 provides authorization for a caregiver 18 years of age or older who has signed a caregiver's affidavit to enroll a minor in school and to consent to school-related medical care on behalf of the minor when the minor is residing with the caregiver. A sample caregiver's affidavit can be found in Family Code 6552. Also see AR 5111.1 - District Residency.

Pursuant to Family Code 6550, any person who provides medical care in good-faith reliance on a caregiver's affidavit is not subject to criminal or civil liability or professional disciplinary action for such reliance, unless the individual providing medical care has actual knowledge of facts contrary to those stated on the affidavit.

A person who has filed with the district a completed caregiver's authorization affidavit pursuant to Family Code 6550-6552 shall have the right to consent to or refuse school-related medical care on behalf of the minor student. The caregiver's authorization shall be invalid if the district receives notice that the minor student is no longer living with the caregiver or if the Superintendent or designee has actual knowledge of facts contrary to those stated on the affidavit. (Family Code 6550)

The caregiver's consent to medical care shall be superseded by any contravening decision of the parent or other person having legal custody of the student, provided that this contravening decision does not jeopardize the student's life, health, or safety. (Family Code 6550)

Automated External Defibrillators

CSBA NOTE: The following optional section is for use by districts that choose to place automated external

defibrillators (AEDs) in school facilities. For information regarding requirements for AEDs for districts that offer interscholastic athletic programs, see AR 6145.2 - Athletic Competition.

Pursuant to Health and Safety Code 1797.196, when an AED is placed in a school, the district is required to, among other requirements, notify the local emergency medical services agency regarding the existence, location, and type of AED acquired. Pursuant to Health and Safety Code 1797.200, the local emergency medical services agency is designated by each county and may be the county health department, another agency that the county has established or contracted with, or a joint powers agency.

Pursuant to Education Code 49417 and Health and Safety Code 1797.196, the district or a district employee will not be liable for civil damages resulting from any act or omission in the rendering of emergency care or treatment provided the employee complies with the requirements of Health and Safety Code 1797.196 and does not act with gross negligence or willful or wanton misconduct by using, attempting to use, or maliciously failing to use an AED to render emergency care or treatment.

When an automated external defibrillator (AED) is placed in a district school, the Superintendent or designee shall notify an agent of the local emergency medical services agency of the existence, location, and type of AED acquired. (Health and Safety Code 1797.196, 1797.200)

The Superintendent or designee shall ensure that any AED placed at a district school is: (Health and Safety Code 1797.196)

1. Maintained and tested according to the operation and maintenance guidelines set forth by the manufacturer
2. Tested at least biannually and after each use
3. Inspected at least every 90 days for potential issues related to operability of the device, including a blinking light or other obvious defect that may suggest tampering or that another problem has arisen with the functionality of the AED

Additionally, the Superintendent or designee shall comply with all laws and regulations governing the placement of an AED and maintain required records of the AED maintenance and testing. (Health and Safety Code 1797.196)

The Superintendent or designee shall develop a written plan which describes the procedures to be followed in the event of a medical emergency, including an emergency that may involve the use of an AED. These procedures shall include, but not be limited to, requirements for immediate notification of the 911 emergency telephone number in the event of an emergency that may involve the use of an AED.

CSBA NOTE: Health and Safety Code 1797.196 requires that the principal annually provide school employees the information specified below. Additionally, Health and Safety Code 1797.196 requires that instructions on how to use the AED be in no less than 14-point type and posted next to every AED.

The principal of any district school with an AED shall annually provide information to school employees that describes: (Health and Safety Code 1797.196)

1. Sudden cardiac arrest
2. The school's emergency response plan
3. The proper use of an AED

Instructions on how to use the AED, in no less than 14-point type, shall be posted next to every AED. Additionally, school employees shall be notified annually of the location of all AED units on campus and be provided information about who they can contact if they want to voluntarily take AED or cardiopulmonary resuscitation training. (Health and Safety Code 1797.196)

The Superintendent or designee shall annually offer a demonstration to at least one school staff member on how to use an AED properly in an emergency. The building owner may arrange for the demonstration or partner with a nonprofit organization to do so. (Health and Safety Code 1797.196)

CSBA NOTE: Pursuant to Health and Safety Code 1797.196, as amended by AB 3262 (Ch. 19, Statutes of 2024), when an AED is placed in a school serving students in grades 6-12, the principal is required to, at least annually, notify students as to the location of all AED units on the campus. The following is for districts that serve students in

grades 6-12 and may be modified to reflect the grade levels served.

The principal of any district school serving students in grades 6-12 that has an AED placed in the school shall annually notify students as to the location of all AEDs on campus. (Health and Safety Code 1797.196)

Trauma Kits

CSBA NOTE: Pursuant to Health and Safety Code 19310, school buildings with an occupancy of 200 or more that are constructed on or after January 1, 2023, or are constructed prior to January 1, 2023, and modified or renovated as specified, are required to acquire trauma kits as described below. A district that complies with Health and Safety Code 19310 is not liable for civil damages resulting from the failure, improper operation, or malfunction of equipment or materials within a properly stocked trauma kit.

Any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified, shall acquire and place at least six trauma kits on the premises of the building in an easily accessible and recognizable container. (Health and Safety Code 19310)

All trauma kits acquired and placed on the premises of a school building or structure shall be inspected every three years to ensure that all materials, supplies, and equipment contained in the trauma kit are not expired, and replace any expired or missing materials, supplies, and equipment as necessary. After a trauma kit is used, it shall be restocked and any materials, supplies, and equipment replaced as necessary to ensure that all materials, supplies, and equipment required to be contained in the trauma kit are contained in the trauma kit. (Health and Safety Code 19310)

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

State	Description
8 CCR 5193	<u>Bloodborne pathogens</u>
Civ. Code 1714.21	<u>Defibrillators; CPR; immunity from civil liability</u>
Ed. Code 32040-32044	<u>First aid equipment; field trips</u>
Ed. Code 49300-49307	<u>School safety patrols</u>
Ed. Code 49407	<u>Liability for treatment</u>
Ed. Code 49408	<u>Student emergency information</u>
Ed. Code 49409	<u>Athletic events; physicians and surgeons; emergency medical care; immunity</u>
Ed. Code 49417	<u>Automated external defibrillators</u>
Ed. Code 49429.5	County office of education coordination of agreements between districts and charter schools; rapid deployment of qualified mental health professionals and other key school personnel
Ed. Code 49470	<u>Medical and hospital services for athletic program</u>
Ed. Code 49471	<u>Medical and hospital services not provided or available</u>
Ed. Code 49472	<u>Medical and hospital services for students</u>
Ed. Code 49474	<u>Ambulance services</u>
Ed. Code 51202	<u>Instruction in personal and public health and safety</u>
Fam. Code 6550-6552	<u>Caregivers</u>
H&S Code 1797.196	<u>Automated external defibrillators; immunity from civil liability</u>
H&S Code 1797.200	<u>Emergency medical services agency</u>
H&S Code 1799.102	<u>Personal liability immunity</u>
H&S Code 19305-19310	Trauma kits

Policy 5141.4: Child Abuse Prevention And Reporting

Status: ADOPTED

Original Adopted Date: 07/01/2002 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional policy may be revised to reflect district practice.

Pursuant to Education Code 44691, as amended by AB 1913 (Ch. 814, Statutes of 2024), the California Department of Education (CDE) is required to develop and disseminate information to all districts regarding the prevention, detection, and reporting of child abuse, including sexual abuse of children on district property, by district staff, or in district-sponsored programs. Education Code 44691 also requires CDE to provide guidance on the responsibilities of mandated reporters. See CDE's website for information and resources.

SchoolSafety.gov is an interagency website created by the U.S. Department of Homeland Security, U.S. Department of Education, U.S. Department of Justice, and U.S. Department of Health and Human Services to provide districts with actionable recommendations to create safe and supportive learning environments for students, including information about how to prevent, identify, and respond to child exploitation.

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

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

Child Abuse Prevention

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

CSBA NOTE: Education Code 51900.6 authorizes districts to provide age-appropriate instruction in sexual abuse and sexual assault awareness and prevention in grades kindergarten-12, provided that students are allowed to be excused from such instruction upon the written request of their parents/guardians.

Pursuant to Education Code 33546.2, as added by AB 2932 (Ch. 118, Statutes of 2024), the Instructional Quality Commission is required to consider incorporating into the health curriculum framework, content on sextortion, which means a threat to use sexual or intimate images or videos, however obtained, to compel another person to produce sexual or intimate images or videos, engage in sexual acts, or provide anything of value.

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

CSBA NOTE: Pursuant to Education Code 33133.5, posters notifying students of the appropriate telephone number to call to report child abuse or neglect are available on CDE's website in five languages. Education Code 33133.5 encourages districts to post the appropriate version(s) of the poster in an area of the school where students frequently congregate.

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

CSBA NOTE: The following paragraph is for use by districts that serve students in grades 7-12. Education Code 215.5 requires districts that issue or reissue student identification cards to have the telephone number of the National Domestic Violence Hotline (1-800-799-7233) and other specified information printed on either side of student identification cards. For additional information required to be printed on student identification cards, see BP 5142 - Safety.

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

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

Child Abuse Reporting

CSBA NOTE: The Child Abuse and Neglect Reporting Act (Penal Code 11164-11174.3) identifies persons who are mandated to report known or suspected child abuse or neglect and establishes procedures for filing a report; see the accompanying administrative regulation.

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

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

CSBA NOTE: Education Code 44252 requires that teachers applying to the Commission on Teacher Credentialing for a new credential or a renewal of their credential read and sign a statement that they understand the duties imposed on them as mandated reporters pursuant to Penal Code 11164-11174.3.

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

CSBA NOTE: Education Code 44691 and Penal Code 11165.7 require districts to annually train their employees regarding the duties of mandated reporters; see the accompanying administrative regulation. However, pursuant to Penal Code 11165.7, a lack of training does not excuse any mandated reporter from the duty to report suspected child abuse and neglect.

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

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

State	Description
5 CCR 3200-3205	<u>Special education compliance complaints</u>
Code of Civil Procedure 340.1	<u>Damages suffered as result of childhood sexual abuse</u>
Ed. Code 215.5	<u>Student identification cards; inclusion of safety hotlines</u>
Ed. Code 32280-32289.5	<u>School safety plans</u>
Ed. Code 33133.5	<u>Posters of telephone number for students to report child abuse or neglect</u>
Ed. Code 33195	<u>Heritage schools; mandated reporters</u>
Ed. Code 33308.1	<u>Guidelines on procedure for filing child abuse complaints</u>
Ed. Code 33546.2	<u>Health framework for California public schools; sextortion</u>
Ed. Code 44252	<u>Teacher credentialing</u>
Ed. Code 44691	<u>Staff development in the detection of child abuse and neglect</u>
Ed. Code 44807	<u>Teachers' duty concerning conduct of students</u>
Ed. Code 48906	<u>Notification when student released to peace officer</u>
Ed. Code 48987	<u>Dissemination of reporting guidelines to parents</u>
Ed. Code 49001	<u>Prohibition of corporal punishment</u>
Ed. Code 51220.5	<u>Parenting skills education</u>
Ed. Code 51900.6	<u>Sexual abuse and sexual assault awareness and prevention instruction</u>
Pen. Code 11164-11174.3	<u>Child Abuse and Neglect Reporting Act</u>
Pen. Code 152.3	<u>Duty to report murder, rape, or lewd or lascivious act</u>

Regulation 5141.4: Child Abuse Prevention And Reporting

Status: ADOPTED

Original Adopted Date: 11/01/2010 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional administrative regulation may be revised to reflect district practice.

Pursuant to Education Code 44691, as amended by AB 1913 (Ch. 814, Statutes of 2024), the California Department of Education (CDE) is required to develop and disseminate information to all districts regarding the prevention, detection, and reporting of child abuse, including sexual abuse of children on district property, by district staff, or in district-sponsored programs. Education Code 44691 also requires CDE to provide guidance on the responsibilities of mandated reporters. See CDE's website for information and resources.

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person

CSBA NOTE: Pursuant to Penal Code 11165.1, "sexual exploitation" includes conduct involving matter depicting a minor engaged in obscene acts in violation of Penal Code 311.2 which, as amended by AB 1831 (Ch. 926, Statutes of 2024), was expanded to include matter that is digitally altered or generated by the use of artificial intelligence.

2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of employment. (Penal Code 11165.5, 11165.6)

CSBA NOTE: Education Code 44807 provides that physical control of a student under the conditions specified in Item #3 below is not subject to criminal prosecution or penalties.

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be legally privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a district employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)

CSBA NOTE: Pursuant to Penal Code 11165.2, "general neglect" does not include Items #1-2 below.

Additionally, general neglect does not include: (Penal Code 11165.2)

1. A parent/guardian's economic disadvantage
2. A child receiving treatment by spiritual means pursuant to Welfare and Institutions Code 16509.1, or not receiving specified medical treatment for religious reasons

CSBA NOTE: The following definition of "mandated reporters" does not list non-school persons (e.g., physicians,

clergy members) who are also mandated to report suspected child abuse or neglect and may be revised to reflect additional positions applicable to the district as specified in Penal Code 11165.7.

Penal Code 11165.7 clarifies that volunteers whose duties require direct contact with and supervision of children are not mandated reporters. However, the law encourages volunteers to obtain training in the identification and reporting of child abuse and neglect and to report known or suspected incidents of child abuse or neglect. For more information about requirements for volunteers, see BP/AR 1240 - Volunteer Assistance.

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; licensees, administrators, and employees of a licensed child day care facility; Head Start program teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on the person's training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

CSBA NOTE: Penal Code 11166 specifies that a mandated reporter has a duty to report when acting in a professional capacity or within the scope of employment. When a mandated reporter is acting in a private capacity, like other private citizens, making a report is discretionary. Pursuant to Penal Code 801.8, prosecution for the failure of a mandated reporter to report an incident under Penal Code 11166 known or reasonably suspected by the mandated reporter to be sexual assault, may be filed at any time within five years from the date of occurrence of such offense. Additionally, pursuant to Penal Code 801.8, prosecution for the failure of a mandated reporter to report an incident under Penal Code 11166 known or reasonably suspected by the mandated reporter to be child abuse or severe neglect may be filed within one year of the discovery of the offense, but in no case later than four years after the commission of the offense.

Using the procedures provided below, a mandated reporter shall make a report whenever the mandated reporter, while acting in a professional capacity or within the scope of employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11165.9, 11166.05, 11167)

CSBA NOTE: Pursuant to Penal Code 152.3, it is a misdemeanor, with specified exceptions, for a witness to not report a murder, rape, or lewd or lascivious act as defined in Penal Code 288 where the victim is under 14 years of age. Persons who fail to report such offenses may be subject to a fine and/or imprisonment.

Any district employee who reasonably believes to have observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under 14 years of age shall notify a peace officer. (Penal Code 152.3)

The fact that a child is experiencing homelessness or is classified as an unaccompanied minor, as defined in the federal McKinney-Vento Homeless Assistance Act (42 USC 11434a), is not, in and of itself, a sufficient basis for reporting child abuse or neglect. (Penal Code 11165.15)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

CSBA NOTE: Penal Code 11166.01 provides that it is a crime, punishable by a fine and/or imprisonment, for a supervisor or administrator to knowingly inhibit or impede a mandated reporter from making a report.

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom the person knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

CSBA NOTE: Penal Code 11165.9 specifies the agencies that are authorized to receive reports of suspected child abuse and neglect, as detailed in the following paragraph. The agency must accept a report even if it lacks subject matter or geographical jurisdiction to investigate the case; the agency is then responsible for referring the case to an agency with proper jurisdiction.

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

CSBA NOTE: It is recommended that the district's administrative regulation include the name, address, and phone number of the appropriate agencies in its area to whom reports should be made.

Such reports shall be made to the following agency(ies):

Modoc County Social Services
(name of appropriate agency)
120 North Main St. Alturas, CA 96101
(address)
(530) 233-1650
(phone number)

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall prepare and either send, fax, or electronically transmit to the appropriate agency a written follow-up report, which includes a completed California Department of Justice (DOJ) form (BCIA 8572). (Penal Code 11166, 11168)

CSBA NOTE: Pursuant to Penal Code 11168, the California Department of Justice (DOJ) form, which is available on DOJ's website, is required to be distributed by the police department, sheriff's department, county probation department, or county welfare department, as appropriate. It may also be made available at the district office or school site.

The DOJ form may be obtained from the district office or other appropriate agencies, such as the police department, sheriff's department, or county probation or welfare department.

CSBA NOTE: Penal Code 11167 requires the mandated reporter's name when reporting known or suspected child abuse. However, the reporter's name and the report are confidential and are only disclosed in limited circumstances provided by law.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class

- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to the mandated reporter. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

CSBA NOTE: Item #3 below is optional and may be revised to reflect district practice. Pursuant to Penal Code 11166, districts may establish internal reporting procedures encouraging employees to notify supervisors and administrators of reports that are made. These internal procedures must not inhibit or impede immediate and direct reporting by employees to appropriate agencies, direct an employee to allow the employee's supervisor to file or process a mandated report under any circumstances, or require any employee to disclose the employee's identity to the employer.

3. Internal Reporting

The mandated reporter shall not be required to disclose the mandated reporter's identity to a supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Within the first six weeks of each school year, or within the first six weeks of employment if hired during the school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. (Education Code 44691; Penal Code 11165.7)

CSBA NOTE: Education Code 44691 requires districts to use the online training module provided by the California Department of Social Services (CDSS), available on CDSS' website. However, if the online training module is not used, the Superintendent or designee is required to report to CDE regarding the training being used in its place.

The Superintendent or designee shall use the online training module provided by the California Department of Social Services (CDSS). (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. Additionally, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

CSBA NOTE: Pursuant to Education Code 44691, as amended by AB 1913, districts are required to provide annual training on the prevention of abuse, including sexual abuse, of children on district property, by district staff, or in district-sponsored programs.

In addition, the Superintendent or designee shall provide annual training on the prevention of abuse, including sexual abuse, of children on district property, by district staff, or in district-sponsored programs. (Education Code 44691)

CSBA NOTE: Education Code 44691 requires districts to develop a process by which all persons required to receive training provide proof of receiving the training, such as the use of a sign-in sheet or submission of a certificate of completion. The following paragraph may be revised to reflect district practice.

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

Victim Interviews by Social Services

CSBA NOTE: Penal Code 11174.3 authorizes a representative from CDSS or another government agency investigating suspected child abuse or neglect to interview a student during school hours, on school grounds, concerning a report of child abuse or neglect that occurred at home or in an out-of-home care facility. However, there is no clear guidance regarding the procedures to be followed if a social worker is accompanied by law enforcement. It is recommended that districts with questions about student interviews during school hours consult CSBA's District and County Office of Education Legal Services or district legal counsel as necessary.

Whenever CDSS or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform the person of the following requirements prior to the interview: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable the child to be as comfortable as possible
2. The selected person shall not participate in the interview
3. The selected person shall not discuss the facts or circumstances of the case with the child
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect

Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

Parent/Guardian Complaints

CSBA NOTE: Education Code 48987 requires the district, upon request, to disseminate guidelines adopted by CDE advising parents/guardians of procedures for filing child abuse complaints. Such sample guidelines are available on CDE's website.

Claims against the district for childhood sexual assault are governed by the timelines and procedures specified in Code of Civil Procedure 340.1; see AR 3320 - Claims and Actions Against the District.

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring on district property to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those guidelines and/or procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect on district property, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee shall also file a report when obligated to do so pursuant to

Penal Code 11166 using the procedures described above for mandated reporters.

CSBA NOTE: 5 CCR 3201 authorizes parents/guardians of special education students to file a complaint with CDE as provided in the following paragraph. CDE does not investigate allegations of child abuse or neglect, but may investigate conditions that may involve physical safety concerns as such concerns interfere with the provision of a free appropriate public education.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 3200-3205.

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. Additionally, the district shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, any person who will be a mandated reporter by virtue of the person's position shall sign a statement indicating knowledge of the reporting obligations under Penal Code 11166 and compliance with such provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

CSBA NOTE: The remainder of this section is optional and should be deleted by districts that do not provide these additional notifications.

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of the mandated reporter's professional capacity or outside the scope of employment (Penal Code 11172)

Any other person making a report shall not incur civil or criminal liability unless it can be proven that the person knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, the mandated reporter may be guilty of a crime punishable by a fine and/or imprisonment (Penal Code 11166)

No employee shall be subject to any sanction by the district for making a report unless it can be shown that the employee knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166, 11172)

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State	Description
5 CCR 3200-3205	Special education compliance complaints
Code of Civil Procedure 340.1	Damages suffered as result of childhood sexual abuse
Ed. Code 215.5	Student identification cards; inclusion of safety hotlines
Ed. Code 32280-32289.5	School safety plans
Ed. Code 33133.5	Posters of telephone number for students to report child abuse or neglect
Ed. Code 33195	Heritage schools; mandated reporters
Ed. Code 33308.1	Guidelines on procedure for filing child abuse complaints
Ed. Code 33546.2	Health framework for California public schools; sextortion

Policy 5142: Safety

Status: ADOPTED

Original Adopted Date: 11/01/2002 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional policy may be revised to reflect district practice.

Under the California Tort Claims Act (Government Code 810-996.6), a district may be held liable for personal injuries caused by dangerous conditions on school property and for its employees' failure to use reasonable care to prevent foreseeable injuries resulting from school activities. The court in *Dailey v. Los Angeles Unified School District* held that, within the scope of their employment, school staff must exercise the degree of care "which a person of ordinary prudence, charged with (comparable) duties, would exercise under the same circumstances." In *J.H. v. Los Angeles Unified School District*, the court held that the district had a duty to use ordinary care in supervising the after-school program.

With regard to athletic activities, the court in *Kahn v. East Side Union High School District* held that schools have no legal duty to eliminate risks inherent in the activity itself because students are deemed to assume those risks by participating in the activity. However, schools do have a duty to exercise due care not to increase the risks over and above those inherent in the sport.

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and promotes student safety and well-being. Appropriate measures shall be implemented to minimize the risk of harm to students, including, but not limited to, protocols for maintaining safe conditions on school grounds, promoting safe use of school facilities and equipment, and guiding student participation in educational programs and school-sponsored activities.

CSBA NOTE: 6 USC 665k established the Federal Clearinghouse on School Safety Evidence-Based Practices to serve as a federal resource to identify and publish online evidence-based practices and recommendations to improve school safety.

Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

District staff shall be responsible for the proper supervision of students at all times when students are subject to district rules, including, but not limited to, during school hours, district-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using district provided transportation.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety and emergency procedures, as well as injury and disease prevention.

Crossing Guards/Student Safety Patrol

CSBA NOTE: School crossing guards may be employed by the Governing Board pursuant to Education Code 45450-45451 and by cities and counties pursuant to Vehicle Code 42200 and 42201. Education Code 49300 authorizes the Board to establish a student safety patrol at any district school for the purpose of assisting students in safely crossing streets. See the accompanying administrative regulation for requirements pertaining to safety patrols.

To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a student safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

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State	Description
5 CCR 14030	<u>Preliminary procedure, planning and approval of school facilities</u>
5 CCR 14103	<u>Authority of the driver</u>
5 CCR 202	<u>Exclusion of students with a contagious disease</u>

Regulation 5142: Safety

Status: ADOPTED

Original Adopted Date: 07/01/2006 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional administrative regulation may be revised to reflect district practice.

At each school, the principal or designee shall establish emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials, consistent with law, Board policy, and administrative regulation. The rules shall be communicated to students, distributed to parents/guardians, and readily available at the school at all times.

Release of Students

CSBA NOTE: For information related to release of students during an emergency, see AR 3516 - Emergencies and Disaster Preparedness Plan.

Students shall be released during the school day only to the custody of an adult who is one of the following:

1. The student's custodial parent/guardian
2. An adult authorized in the district's student information system as an individual to whom the student may be released when the custodial parent/guardian cannot be reached, provided the principal or designee verifies the adult's identity
3. An authorized law enforcement officer acting in accordance with law
4. An adult taking the student to emergency medical care at the request of the principal or designee

Supervision of Students

CSBA NOTE: Pursuant to 5 CCR 5570, teachers are required to be present at their rooms and admit students not less than 30 minutes before school starts unless otherwise provided by rule of the Governing Board. The district's collective bargaining agreement may include supervision of students. The following paragraph may be revised to maintain consistency with the district's collective bargaining agreement and/or district practice.

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time that school starts. (5 CCR 5570)

Every teacher shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert for unauthorized persons and dangerous conditions, and promptly report any unusual incidents to the principal or designee and file a written report as appropriate.

CSBA NOTE: Education Code 49393 requires the reporting of potential homicidal acts related to school or a school activity, as described below.

Districts are encouraged to consult with the California Office of Emergency Services (OES) and utilize resources such as the State Threat Assessment System and Regional Fusion Centers to help assess potential threats. For more information see OES' website.

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

Threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual. (Education Code 49390)

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is

encouraged to report the threat to a school or district administrator.

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Clearly identify supervision zones and require all playground supervisors to remain at a location from which they can observe their entire zone of supervision and be observed by students in the supervision zone
2. Consider the size of the playground area, the number of areas that are obstructed from open view, and the age of the students to determine the ratio of playground supervisors to students

At any school where playground supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions. (5 CCR 5552)

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help prevent problems and resolve conflicts among students. Additionally, all staff and other school officials shall be made aware of their responsibilities regarding the reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats. The training shall be documented and kept on file.

Student Identification Cards and Safety Information

CSBA NOTE: The following section is for use by districts that serve students in grades 7-12.

Education Code 215.5, as amended by SB 1063 (Ch. 642, Statutes of 2024), requires districts that issue student identification cards to have printed on either side of the card the telephone number of the 988 Suicide and Crisis Lifeline and the National Domestic Violence Hotline (1-800-799-7233), and allows to have printed on the card a quick response (QR) code that links to the county's mental health resources website.

Student identification cards of students in grades 7-12 shall have printed on them the 988 Suicide and Crisis Lifeline and the National Domestic Violence Hotline (1-800-799-7233). Additionally, student identification cards of students in grades 7-12 may have printed on them a quick response (QR) code that links to the county's mental health resources website. (Education Code 215.5)

Student Safety Patrols

A school safety patrol shall be composed of students of the school selected by the principal or designee and shall be allowed to serve only with written consent of the students and the student's parents/guardians. Patrol members shall be at least 10 years of age and in the fifth grade. (Education Code 49302; 5 CCR 571)

School safety patrols shall be used only at those locations where the nature of traffic will permit their safe operation. The locations where school safety patrols are used should be determined jointly with the local law enforcement agency. (5 CCR 572)

Patrol members shall be under the supervision and control of the principal or designee and shall receive training in proper procedures, including, but not limited to, the operations specified in 5 CCR 573-574. Whenever on duty, patrol members shall wear the standard uniform required by 5 CCR 576.

Playground Safety

CSBA NOTE: Health and Safety Code 115725 defines "playground" to include fall zones, surface materials, access ramps, and all areas within and including the designated enclosure and barriers.

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. The Superintendent or designee shall have a playground safety inspector certified by the National Playground Safety Institute conduct an initial inspection to aid compliance with applicable safety standards. (Health and Safety Code 115725)

CSBA NOTE: The State of California's, "Protecting Californians From Extreme Heat: A State Action Plan to Build Community Resilience," warns of the dangers extreme heat can pose to children and encourages investing resource in protecting children from extreme heat.

The Superintendent or designee may permit students to avoid overexposure to sun when they are outdoors and

evaluate the adequacy of shade in playground areas in accordance with Board Policy 5141.7 - Sun Safety.

Activities with Safety Risks

CSBA NOTE: The following optional section lists activities to be prohibited by the district because of high risk to student safety and should be revised to reflect district practice.

Pursuant to Government Code 831.7, public entities, including districts, are not liable to participants in a hazardous recreational activity, those who assist participants, or spectators for any damage to person or property arising out of the hazardous recreational activity when the person knew or reasonably should have known that the hazardous recreational activity created a substantial risk of injury and was voluntarily in the place of risk or having the ability to leave but failed to do so. Government Code 831.7 defines a "hazardous recreational activity" as a recreational activity conducted on school grounds that creates a substantial risk of injury, as distinguished from a minor, trivial, or insignificant risk of injury. The list below includes, but is not limited to, some of the hazardous recreational activities listed in Government Code 831.7. Prior to authorizing such activities, it is recommended that districts consult with their insurance carrier or joint powers authority or, for those who self-insure, with CSBA's District and County Offices of Education Legal Services or district legal counsel. See BP/AR 3530 - Risk Management/Insurance.

Due to concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during district-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Cross-country or downhill skiing
7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Archery
12. Mountain bicycling
13. Rock climbing
14. Rocketeering
15. Surfing
16. Body Contact Sports
17. Other activities determined by the principal to have a high risk to student safety

CSBA NOTE: Vehicle Code 21201 establishes requirements for bicycles on roadways in regard to brakes, handlebars, size, and illumination when operated during darkness. Districts may want to provide such information to students and parents/guardians.

To enable the district to provide students safety instruction related to using electric, motorized, or nonmotorized

bicycles and scooters, Education Code 51860, authorizes the Board to assist local law enforcement, nonprofit associations or organizations specified in Education Code 38134, such as the Girls Scouts, Boys Scouts, and parent-teacher associations, and public agencies that provide such safety instruction, in providing safety instruction to district students.

Additionally, pursuant to Streets and Highways Code 894, the California Highway Patrol has developed and posted on its website statewide safety and training programs for users of electric bicycles, including, but not limited to, general electric bicycle riding safety, emergency maneuver skills, rules of the road, and laws pertaining to electric bicycles.

As needed, the Superintendent or designee may periodically provide training or instruction to students on the safe use of electric, motorized or nonmotorized bicycles, scooters, skateboards, and roller skates. Any student who rides a bicycle, scooter, skateboard, or roller skates to school shall wear a properly fitted and fastened bicycle helmet.

Events In or Around a Swimming Pool

CSBA NOTE: Pursuant to Education Code 35179.6, any district that chooses to sponsor or host an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool is required to comply with the following paragraph.

Pursuant to Education Code 51140, a local, state, or national drowning or injury prevention organization affiliated with one or more drowning prevention organizations may provide informational materials, in electronic or hardcopy form, to a public school regarding specified water safety topics. Upon receipt of such information the district may provide such information to parents/guardians at the time students enroll at the school and at the beginning of the school year.

When any on-campus event that is not part of an interscholastic athletic program is sponsored or hosted by the district and is to be held in or around a swimming pool, at least one adult with a valid certification of cardiopulmonary resuscitation training shall be present throughout the duration of the event. (Education Code 35179.6)

Laboratory Safety

CSBA NOTE: The following optional section reflects the Legislature's intent as stated in Education Code 49341, and the California Department of Education's, "Science Safety Handbook for Public Schools."

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to regularly review, update, and implement these procedures.

Students in a laboratory shall be under the supervision of a certificated employee. Students shall be taught laboratory safety, and safety guidelines and procedures shall be posted in science classrooms. Students shall receive continual reminders about general and specific hazards.

Hazardous materials shall be properly used, stored, and disposed of in accordance with law and the district's chemical hygiene plan.

Bloodborne pathogens shall be handled in accordance with the district's exposure control plan.

The district's emergency plan, emergency contact numbers, and first aid supplies shall be readily accessible.

Parents/guardians shall be made aware of the kinds of laboratory activities that will be conducted during the school year.

Hearing Protection

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee may also provide hearing conservation education to teach students ways to protect their hearing.

Eye Safety Devices

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed the actual cost to the district. (Education Code 32030, 32031, 32033)

Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, when engaging in outdoor activities. Any application of insect repellent shall occur under the supervision of school personnel, and in accordance with the manufacturer's directions.

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

State	Description
5 CCR 14030	<u>Preliminary procedure, planning and approval of school facilities</u>
5 CCR 14103	<u>Authority of the driver</u>
5 CCR 202	<u>Exclusion of students with a contagious disease</u>
5 CCR 350	<u>Fees not permitted</u>
5 CCR 5552	<u>Playground supervision</u>
5 CCR 5570	<u>When school shall be open and teachers present</u>
5 CCR 570-576	<u>School safety patrols</u>
Ed. Code 17280-17317	<u>Field Act; approval of plans and supervision of construction</u>
Ed. Code 17365-17374	<u>Field Act; fitness for occupancy; liability of board members</u>
Ed. Code 17670	<u>Shade structures</u>
Ed. Code 215.5	<u>Student identification cards; safety information</u>
Ed. Code 32001	<u>Fire alarms and drills</u>
Ed. Code 32020	<u>School gates; entrances for emergency vehicles</u>
Ed. Code 32030-32034	<u>Eye safety</u>
Ed. Code 32040	<u>Duty to equip school with first aid kit</u>
Ed. Code 32225-32226	<u>Communications devices in classrooms</u>
Ed. Code 32240-32245	<u>Lead-Safe Schools Protection Act</u>
Ed. Code 32250-32254	<u>CDE School Safety and Security Resource Unit</u>
Ed. Code 32280-32289.5	<u>School safety plans</u>
Ed. Code 35179.6	<u>School-sponsored on-campus event in or around swimming pool</u>
Ed. Code 38134	<u>Use of school property</u>
Ed. Code 44807	<u>Teachers' duty concerning conduct of students</u>
Ed. Code 44808	<u>Exemption from liability when students are not on school property</u>
Ed. Code 44808.5	<u>Permission for high school students to leave school grounds; notice</u>
Ed. Code 45450-45451	<u>Crossing guards</u>
Ed. Code 48900	<u>Grounds for suspension or expulsion</u>
Ed. Code 49300-49307	<u>School safety patrols</u>
Ed. Code 49330-49335	<u>Injurious objects</u>
Ed. Code 49341	<u>Hazardous materials in school science laboratories</u>
Ed. Code 49390-49395	<u>Homicide threats</u>
Ed. Code 51140	<u>Water safety</u>
Ed. Code 51202	<u>Instruction in personal and public health and safety</u>
Ed. Code 51860	<u>Time and facilities for bicycle and scooter safety instruction</u>

Policy 6178.1: Work-Based Learning

Status: ADOPTED

Original Adopted Date: 03/01/2008 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional policy is for use by districts maintaining middle and/or high schools and should be revised to reflect district practice.

Under the state plan for career technical education (CTE), each district receiving funds under the Strengthening Career and Technical Education for the 21st Century Act (20 USC 2301-2414) is required to include specified components in its CTE program, including practical application and experience through actual or simulated work-based learning assignments. Districts not receiving such funds may offer work-based learning opportunities at their discretion. See BP/AR 6178 - Career Technical Education.

The U.S. Department of Labor's July 2025, "Training and Employment Guidance Letter No. 10-23, Change 2," directs entities, including districts, that receive specified grants including Workforce Innovation and Opportunity Act (WIOA) youth programs such as YouthBuild, to update policies and procedures to ensure that participants served by WIOA and related programs are legally authorized to work in the United States. The Guidance Letter directs grantees to provide only participant-level services to individuals with valid work authorization. Additionally, the Guidance states that grantees are required to retain proof of a participant's authorization to work in the United States. It is recommended that districts with questions about work authorization consult CSBA's District and County Offices of Education Legal Services or district legal counsel.

The Governing Board desires to improve student educational outcomes and successes and support student workforce preparedness by facilitating work-based learning opportunities which link classroom learning with real-world experiences. The district's work-based learning program shall be designed to teach students the skills, attitudes, and knowledge necessary for successful employment and to reinforce mastery of both academic and career technical education (CTE) standards.

CSBA NOTE: The following list should be revised to reflect the program(s) offered by the district. Education Code 51760.1 authorizes districts, county offices of education, regional occupational centers/programs, and partnership academies to provide work-based learning opportunities which may include, but are not limited to, work experience education (WEE), community classrooms or cooperative CTE programs, and job shadowing experiences, as described in Items #1-3 below. See the accompanying administrative regulation for legal requirements pertaining to these programs. Additionally, although not specified in state law, Items #4-8 below provide other examples of work-based learning opportunities cited in the state's CTE curriculum framework.

The district's work-based learning program may offer opportunities for paid and/or unpaid work experiences, including, but not limited to:

1. Work experience education as defined in Education Code 51764
2. Cooperative CTE or community classrooms as defined in Education Code 52372.1
3. Job shadowing experience as defined in Education Code 51769
4. Student internships
5. Apprenticeships
6. Service learning
7. Employment in social/civic or school-based enterprises
8. Technology-based or other simulated work experiences

The Superintendent or designee may provide students employment opportunities with public and private employers in areas within or outside the district, including in any contiguous state. (Education Code 51768)

The Board may elect to pay wages to students participating in a work-based learning program, but shall not make payments to or for private employers except for students with disabilities who are participating in work experience education programs funded by the state for such students. (Education Code 51768)

CSBA NOTE: Pursuant to 5 CCR 10070, the district is required to submit a secondary district plan to the California

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Department of Education (CDE) along with its WEE program application. Additionally, 5 CCR 10070 requires the district to submit evidence, such as meeting minutes, that the Governing Board has approved the district plan. The following paragraph ensures the Board's involvement when any work-based learning program requires CDE or other state agency approval.

Any district plan for work-based learning shall be submitted to the Board for approval. When required, the plan shall be submitted to the California Department of Education or other state agency or official.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Education Code 51760.1 encourages districts to work with any local workforce investment board youth councils and workforce investment boards established by Education Code 51760.2 to coordinate work-based learning opportunities and facilitate regional planning. Districts that receive funding to provide CTE programs pursuant to Education Code 52055.770 may include in such programs a work-based learning component. For information regarding CTE, see BP/AR 6178-Career Technical Education.

The Superintendent or designee may collaborate with businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers in planning and implementing work-based learning opportunities that support the district's vision and goals for student learning and local workforce development efforts.

CSBA NOTE: Pursuant to Education Code 48980.5, as added by AB 2179 (Ch. 62, Statutes of 2024), the district is required to, at the beginning of the first semester or quarter of the regular school term, notify parents/guardians of students in grades 11-12 about local apprenticeship and pre-apprenticeship programs, as specified. If a district maintains a website, then the district is required to make the Division of Apprenticeship Standards' database accessible through a direct link on its website.

At the beginning of the first semester or quarter of the regular school term, the Superintendent or designee shall notify parents/guardians of students in grades 11-12 about local apprenticeship and pre-apprenticeship programs and make the Division of Apprenticeship Standards' database accessible through a direct link on the district's website. (Education Code 48980.5)

CSBA NOTE: Pursuant to Labor Code 3074.2, districts are encouraged to host apprenticeship fairs that are focused on local apprenticeship programs and CTE opportunities, in the style of college and career fairs. For more information regarding college and career fairs, including notice requirements, see BP 6178 - Career Technical Education.

In accordance with Board Policy 6178 - Career Technical Education, the district may provide students with opportunities to explore, make career choices, and seek appropriate instruction and training to support those choices, by hosting locally focused apprenticeship and/or career technical education fair events.

CSBA NOTE: Pursuant to Education Code 49110.5, all public high schools are required to observe, during the week that includes April 28, "Workplace Readiness Week," by providing information to students on their rights as workers, including specified topics. For additional information on "Workplace Readiness Week," see BP 6142.94 - History-Social Science Instruction.

As specified in Board Policy 6142.94 - History-Social Science Instruction, the district shall annually observe "Workplace Readiness Week." (Education Code 49110.5)

CSBA NOTE: Districts that offer WEE programs are required by 5 CCR 10070-10071 to develop a written training agreement with each employer with specified components and assurances. 5 CCR 10087 and 10108 require the development of a training agreement and individual student training plans for community classrooms and cooperative CTE programs. Districts that do not offer these specific programs may delete or revise the following paragraph.

When required by law, the Superintendent or designee shall develop a written training agreement with the employer that describes the conditions and requirements to be met by all parties and shall develop an individual training plan for each student which outlines the objectives or competencies that the student is expected to accomplish at the work site. (5 CCR 10070-10071, 10087, 10108)

To ensure appropriate guidance and supervision of participating students and maximize the educational benefit from placement in any work-based learning program, district staff shall coordinate with the workplace supervisors or mentors.

CSBA NOTE: Education Code 49160 prohibits any person, firm, or corporation from employing a minor under age 18 without a work permit issued by the proper education authority, with specified exceptions. See BP/AR 5113.2 -

Work Permits. Work permits are not required for unpaid work-based learning opportunities. Districts that offer only unpaid programs may delete the following paragraph.

A minor student shall be allowed employment through a paid work-based learning program only if the student has been issued a work permit, in accordance with law, Board policy, and administrative regulation. (Education Code 49113, 49160)

All laws or rules applicable to minors in employment relationships shall be applicable to students enrolled in work-based learning programs. (Education Code 51763)

CSBA NOTE: According to CDE's, "Work Experience Education Guide," students participating in a paid work-based learning program are required to be covered by their employer for workers' compensation insurance pursuant to Education Code 51769. Students participating in an unpaid work-based learning program are required to be covered by the district's insurance, unless the employer elects to provide such coverage.

Additionally, Education Code 35208 requires districts to insure against liability. Pursuant to Education Code 51760, the Board may choose to purchase liability insurance for students participating in work-based learning programs off school grounds or may require such students to purchase insurance and pass on all or a portion of the costs to the district, at the discretion of the Board. It is recommended that districts with questions about obtaining liability and/or workers' compensation insurance for students participating in work-based learning programs consult the district's risk manager or legal counsel, or CSBA's District and County Office of Education Legal Services.

The Superintendent or designee shall ensure that any student participating in a work-based learning program off school grounds is covered under the employer's or district's insurance, as applicable, in the event the student is injured.

CSBA NOTE: 5 CCR 10075 requires a WEE teacher-coordinator to possess a valid preliminary, professional clear, or life credential or other nonintern teaching credential that authorizes the teacher to teach in California K-12 schools, have two years of occupational experience outside the field of education, and have knowledge of the educational purposes, standards, laws, and rules and regulations applicable to WEE. Pursuant to 5 CCR 10080 and 10100, teachers of community classrooms and cooperative CTE programs are required to be certificated CTE teachers.

The Superintendent or designee shall ensure that any teacher-coordinator of a work-based learning program possesses the appropriate experience and credential issued by the Commission on Teacher Credentialing. (5 CCR 10075, 10080, 10100)

The Superintendent or designee shall maintain records related to each student's participation in the district's work-based learning program, including, but not limited to, the student's individualized training plan, employment hours and job site, work permit if applicable, the employer's report of student's attendance and job performance, the teacher-coordinator's consultations and observations, and reports of the student's grade and credits earned.

CSBA NOTE: The following optional paragraph may be revised to reflect indicators agreed upon by the Board and Superintendent for evaluating program effectiveness.

The Superintendent or designee shall periodically report to the Board regarding program implementation and effectiveness, including, but not limited to, rates of student participation in work-based learning programs and assessment results of participating students.

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

State	Description
5 CCR 10070-10075	<u>Work experience education</u>
5 CCR 10080-10092	<u>Community classrooms</u>
5 CCR 10100-10111	<u>Cooperative vocational education</u>
5 CCR 1635	<u>Credit for work experience education</u>
Ed. Code 35208	<u>Liability insurance</u>
Ed. Code 46144	<u>Minimum school day for work experience program</u>
Ed. Code 46147	<u>Exception for minimum day: students in last semester or quarter of grade 12</u>
Ed. Code 46300	<u>Method of computing average daily attendance</u>

Regulation 6178.1: Work-Based Learning

Status: ADOPTED

Original Adopted Date: 03/01/2008 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional administrative regulation is for use by districts maintaining middle and/or high schools that provide any of the work-based learning programs authorized by Education Code 51760.1. Pursuant to Education Code 51760.1, students participating in work-based learning programs must be afforded the same statutory and regulatory safeguards, when applicable, as students participating in work experience education (WEE) programs. The district should select the section(s) below that reflect the program(s) available in the district.

Work Experience Education

CSBA NOTE: The following optional section is for use by districts that offer a WEE program pursuant to Education Code 51760.1 and 5 CCR 10070-10075, and may be revised to reflect district practice. Although the WEE programs described in Items #1-3 below may enroll students under age 16, such students may only receive credit for general WEE or career technical WEE under the limited circumstances specified in Education Code 51760.3. For further information about the operation of WEE programs, see the California Department of Education's (CDE), "Work Experience Education Guide."

The district's work experience education (WEE) program shall consist of one or more of the following types of unpaid and paid on-the-job experiences: (5 CCR 10071)

1. Exploratory WEE, which provides students with a combination of related classroom instruction in WEE and unpaid opportunities to observe and sample systematically a variety of conditions of work for the purpose of ascertaining their interest and suitability for the occupation they are exploring

The length of exploratory WEE assignments may vary depending on the aptitude of the student, the occupation being explored, the facilities of the work station, and the job classification. A student may not participate in an exploratory WEE assignment if the student receives pay for like work at the same work station or similar job outside of the WEE program.

2. General WEE, which has as its purpose the application of basic skills of reading, writing, and computation and which provides students an opportunity to acquire general and specific occupational skills through a combination of supervised paid employment in any occupational field and related classroom instruction in WEE
3. Career technical WEE, which reinforces and extends career learning opportunities for students through a combination of related-classroom instruction in WEE and supervised paid or unpaid employment in the occupation for which their career technical course in school prepares them

The student-teacher ratio in any WEE program shall not exceed 125 students per full-time equivalent certificated teacher-coordinator. (Education Code 46300)

The minimum day for students enrolled in a WEE program shall be four periods totaling at least 180 minutes in duration, unless the school or student meets one of the conditions specified in Education Code 46144 or 46147. (Education Code 46144, 46147)

CSBA NOTE: The following optional paragraph reflects CDE's, "Work Experience Education Guide."

A WEE program offered during the summer shall be conducted in the same time period as the regular summer school program and shall conform to all appropriate laws and regulations applicable to WEE.

CSBA NOTE: Pursuant to Education Code 51764, any WEE program is required to be coordinated by district staff.

Each WEE program shall operate under the supervision of a teacher-coordinator. The teacher-coordinator shall prepare individual training plans, observe and consult with students, and make at least two on-site contacts per semester with each work supervisor and at least one on-site contact during summer school to evaluate student performance. (Education Code 51764; 5 CCR 10074)

Any student who is 16 years of age or older and who satisfactorily completes a WEE program with a minimum of one instructional period per week of related classroom instruction or counseling by a certificated employee, in sessions scheduled intermittently throughout the semester, shall be granted up to 40 semester periods of credit for WEE within the following limits: (Education Code 51760.3; 5 CCR 1635)

1. For exploratory WEE, the student may earn 10 semester periods for each semester, with a maximum of 20 semester periods earned in two semesters
2. For either general or career technical WEE, the student may earn 10 semester periods for each semester, with a maximum of 40 semester periods

Any student who satisfies the above requirements but is under 16 years of age may be granted credit under any of the following conditions: (Education Code 51760.3)

1. The student is enrolled in grade 11 or higher
2. The principal certifies that the student is in need of immediate work experience education in order to pursue employment opportunities
3. The principal certifies that, without being provided an opportunity to enroll in the WEE program, there is a high probability that the student will no longer be enrolled as a full-time student
4. The student is at least 14 years of age and the principal certifies that such credit is necessary for the student's participation in a career technical education (CTE) program
5. The student has an individualized education program that prescribes the type of training for which participation in a WEE program is deemed appropriate

Cooperative Career Technical Education Program/Community Classrooms

CSBA NOTE: The following optional section is for use by districts that offer a cooperative career technical education (CTE) program (5 CCR 10100-10111) and/or community classroom program (5 CCR 10080-10090) and should be modified to reflect the program(s) offered by the district. Except where noted, requirements described below apply to either program.

Both the cooperative CTE and community classroom programs require participating students to be concurrently enrolled in a course or program approved by CDE. Pursuant to 5 CCR 10103, students in the cooperative CTE program are also required to meet additional criteria specified below.

Pursuant to 5 CCR 10085 and 10106, the curriculum is required to identify how competencies necessary for employment will be taught through concurrent classroom instruction and on-the-job training experiences.

To be eligible for program participation, a student shall be concurrently enrolled in a CTE course or program approved by the California Department of Education. (5 CCR 10082, 10103)

Additionally, to be eligible for participation in the cooperative CTE program, a student shall: (5 CCR 10103)

1. Be at least 16 years of age, unless the principal determines that the program is appropriate for a younger student due to the student's financial, motivational, or other exceptional needs
2. Be a full-time student, as defined
3. Have parent/guardian consent if under 18 years of age

At least one instructional period per week of formal CTE classroom instruction shall be provided to participating students. A minimum of three CTE instructional periods shall be provided per week. Each of the CTE instructional periods shall be at least 50 minutes. (5 CCR 10085, 10106)

Teachers assigned to the program shall locate and select training stations to provide participating students with unpaid on-the-job learning experiences in the specific occupation related to the approved course or program. (5 CCR 10086, 10107)

CSBA NOTE: The district should choose one or both options below reflecting program(s) offered by the district.

OPTION 1: (Cooperative CTE Program)

Formal related vocational classroom instruction shall be concurrent and directly related to the paid on-the-job training of students and organized to ensure that each student will have sufficient number of hours of related classroom instruction and on-the-job training experience to provide the student with those competencies necessary

for employment and advancement in the occupational area for which training is offered. (5 CCR 10106)

The cooperative CTE program teacher shall make at least one visitation every four weeks to each employer to ensure that the provisions of the training agreement are being met and that students are acquiring the competencies identified in their individual training plans. One out of every two visits to the training station shall include an observation of the student engaged in on-the-job training experiences. (5 CCR 10109)

OPTION 1 ENDS HERE

OPTION 2: (Community Classrooms)

Formal related concurrent vocational classroom instruction shall be based on the skills, knowledges, attitudes, and related performance levels in the occupation for which training is conducted. (5 CCR 10085)

The community classroom teacher shall make at least one visitation every three weeks to consult with the supervisor or manager in accordance with 5 CCR 10088, observe students at the training station, provide instruction, and ensure that students are acquiring the competencies identified in their individual training plans. Each visitation shall include an observation of the student engaged in unpaid on-the-job training experiences. (5 CCR 10088)

OPTION 2 ENDS HERE

CSBA NOTE: The following paragraph is for use by districts offering either the cooperative CTE or community classroom program.

Students shall be granted academic credit for satisfactory completion of the program. The teacher shall be responsible for evaluating the student's performance in the CTE course and, with the assistance of the employer, the student's participation at the training station. (5 CCR 10081, 10102)

Job Shadowing

CSBA NOTE: The following optional section is for use by districts that offer job shadowing opportunities pursuant to Education Code 51769. The section may be revised to reflect district practice, including specifying the position designated by the Superintendent or designee to coordinate or manage the program. CDE's, "Work Experience Education Guide," recommends that job shadowing activities be conducted under the supervision of the WEE coordinator.

The program coordinator shall identify job shadowing placements with the goal of providing students with exposure to a broad range of career options and employment settings.

The program coordinator shall supervise job shadowing activities, including the coordination of the student's and employer's schedules and consultation with the student's other teachers when necessary.

Participating students may attend job shadowing opportunities for three to 25 hours in one semester, intersession, or summer school session. However, a student may be permitted to participate for up to 40 hours in one semester, intersession, or summer school session, if the principal certifies that it is necessary for the student's participation in a CTE program. (Education Code 51769)

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

State	Description
5 CCR 10070-10075	<u>Work experience education</u>
5 CCR 10080-10092	<u>Community classrooms</u>
5 CCR 10100-10111	<u>Cooperative vocational education</u>
5 CCR 1635	<u>Credit for work experience education</u>
Ed. Code 35208	<u>Liability insurance</u>
Ed. Code 46144	<u>Minimum school day for work experience program</u>

Bylaw 9005: Governance Standards

Status: ADOPTED

Original Adopted Date: 07/01/1984 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

CSBA NOTE: The following optional bylaw is based on CSBA's Professional Governance Standards and may be modified to reflect district practice.

The Governing Board expects itself to act in the best interests of every student in the district within the legal confines established by law and the fiscal confines established by the budget. The Board shall govern the district responsibly and uphold the highest standards of ethical conduct.

In order to set the direction for the district, provide a high quality education to each student, ensure proper accountability and oversight of the district and the Superintendent, and offer community leadership on behalf of the district and public education, the Board expects itself to have a unity of purpose and to:

1. Keep the district focused on learning and achievement for all students
2. Communicate a common vision
3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations

In fulfilling its role, the Board is responsible for:

1. Involving the community, parents/guardians, students, and staff in regularly developing or updating a common vision for the district focused on learning and achievement and responsive to the needs of all students
2. Adopting and updating policies consistent with law and the district's vision and goals
3. Maintaining accountability for student learning by adopting curricula and monitoring student progress
4. Hiring and supporting the Superintendent so that the vision, goals, and policies of the district can be implemented
5. Conducting regular and timely evaluations of the Superintendent based on the vision, goals, and performance of the district, and ensuring that the Superintendent holds district personnel accountable
6. Adopting a fiscally responsible budget based on the district's vision and goals, and regularly monitoring the fiscal health of the district
7. Ensuring that a safe and appropriate educational environment is provided to all students
8. Establishing a framework for the district's collective bargaining process and adopting responsible agreements
9. Providing community leadership on educational issues and advocating on behalf of students and public education at the local, state, and federal levels

In addition, each individual Board member is expected to:

1. Keep learning and achievement for all students as the primary focus
2. Value, support, and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students,

parents/guardians, and the community

4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
8. Understand that authority rests with the Board as a whole and not with individuals

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

State

Ed. Code 35010

Ed. Code 35160

Ed. Code 35164

Gov. Code 1090

Gov. Code 1098

Gov. Code 54950-54963

Gov. Code 87300-87313

Description

Control of district, prescription and enforcement of rules

Authority of governing boards

Actions by majority vote

Financial interest in contract

Disclosure of confidential information

The Ralph M. Brown Act

Conflict of interest code

Management Resources

CSBA Publication

Website

Website

Description

Professional Governance Standards

CSBA District and County Office of Education Legal Services

CSBA

Cross References

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1312.2-E(1)

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Description

Vision

Philosophy

Goals For The School District

Communication With The Public

Citizen Advisory Committees

Citizen Advisory Committees

Complaints Concerning Instructional Materials

Complaints Concerning Instructional Materials

Complaints Concerning Instructional Materials

Civility

Concepts And Roles

Superintendent Responsibilities And Duties

Superintendent Governance Standards

Evaluation Of The Superintendent

Role Of The Board

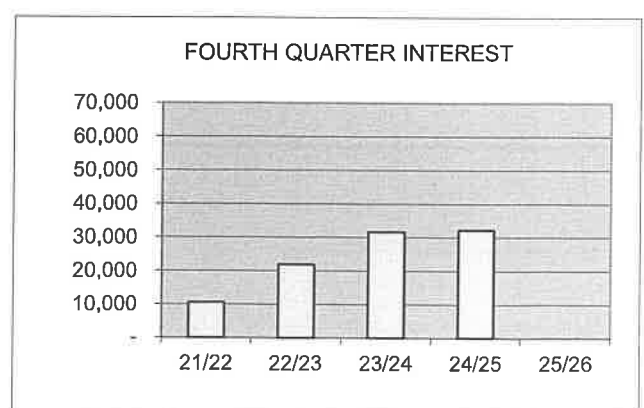
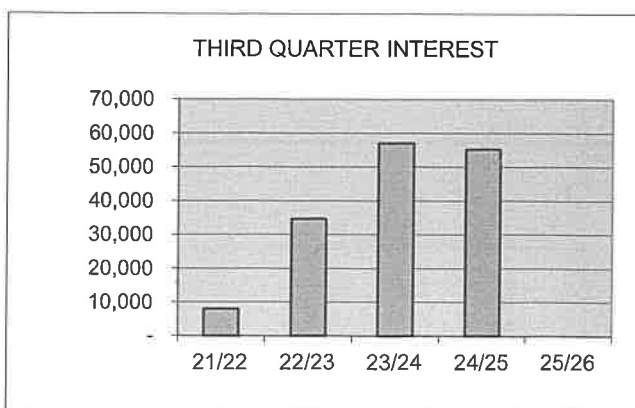
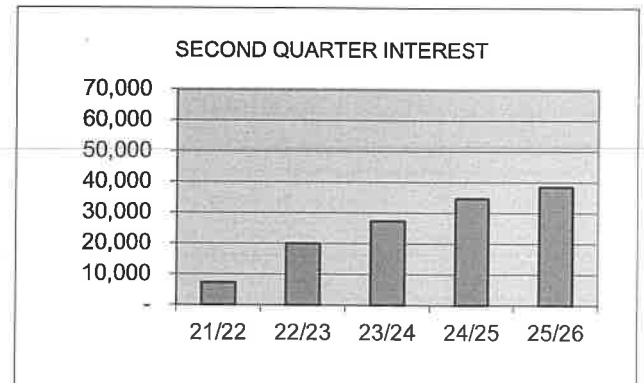
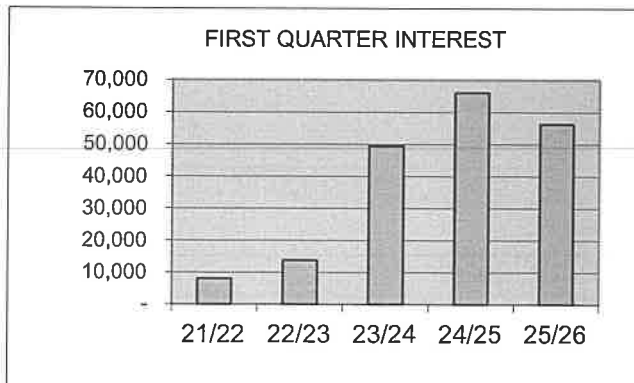
QUARTERLY & HISTORICAL INTEREST EARNED ON MJUSD INVESTMENTS

MJUSD earns interest from the following: Community Local Agency Special Sweep (CLA\$\$) account, certificates of deposit (CDs) with Edward Jones Investments, and Local Agency Investment Fund (LAIF).

2025-26 fiscal year interest earned during the 2nd quarter:

	October	November	December	2nd Qtr Totals
CLA\$\$ Acct	285.12	276.01	285.30	846.43
Edward Jones	9,899.02	203.65	1,281.92	11,384.59
LAIF				26,158.52
				38,389.54

	21/22	22/23	23/24	24/25	25/26
1ST QTR	8,054.29	13,751.12	49,408.60	66,104.47	56,283.47
2ND QTR	7,264.49	19,964.35	27,337.77	34,679.65	38,389.54
3RD QTR	8,009.07	34,650.30	57,099.33	55,228.21	-
4TH QTR	10,533.37	21,945.61	31,631.54	32,209.88	-
	33,861.22	90,311.38	165,477.24	188,222.21	94,673.01





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ASSOCIATED STUDENT BODY (ASB) REPORT

PERIOD ENDING:

December 31, 2025

To: Beckie Lewis, Superintendent
From: Elizabeth Nikki Guzman, Business Manager
Date: January 12, 2026

A financial summary report for each school's ASB account is provided below.

School Site	Beginning Balance	Deposits	Withdrawals	Ending Balance
Modoc Middle School	\$8,159.02	+\$1,146.00	-\$183.24	\$9,121.78
Modoc High School	\$184,521.47	+\$22,792.50	-\$30,953.03	\$176,360.94

On the following page is a balance summary report for each school's ASB account.

ASSOCIATED STUDENT BODY (ASB) SUMMARY
PERIOD ENDING: December 31, 2025

A balance summary report for each school's ASB account is provided below. These totals include uncleared deposits and expenditures and will not match the bank statement totals.

Modoc High School ASB

2026 Class	11,051.45
2027 Class	6,624.87
2028 Class	3,674.51
2029 Class	1,458.48
Art	3,678.31
Athletics	22,593.00
Baseball	197.49
Boys Basketball	2,849.32
Cheerleading	748.31
CNC	1,529.23
Cross Country	799.90
CSF	102.88
Drama	1,982.55
FFA	12,435.68
FFA-Allen Clark Scholarship	6,918.68
FFA - Greenhouse	7,240.33
FFA - Shop	6,774.16
FFA Floral	2,308.78
FFA National Convention	11,742.38
Football	2,871.54
Girls Basketball	10,920.48
Golf	1,292.17
Interact Club	500.00
Music	2,948.83
Scholarship	23,750.58
SCL	0.10
Shooting Sports Team	850.60
Soccer	1,366.60
Softball	269.14
Student Council	3,496.20
Testing	1,089.50
Track	610.47
Volleyball	2,851.14
Warner High School	504.06
Woodshop	3,884.22
Wrestling	3,029.24
Yearbook	8,130.03

Total MHS ASB \$173,075.21

Modoc Middle School ASB

Yearbook	3,210.54
Book Club	101.74
MMS ASB	4,908.27
Total MMS ASB	\$8,220.55

2025-26 MJUSD GENERAL FUND BUDGET

As of February 4, 2026

Enrollment: 767 ~ Est. P2 ADA: 706.40 ~ COLA: 2.30%

Object Codes	Unrestricted	Restricted	Total
REVENUES:			
LCFF Sources 8010-8099	11,569,874	0	11,569,874
Federal Revenues 8100-8299	398,000	721,071	1,119,071
Other State Revenues 8300-8599	173,320	2,272,531	2,445,851
Other Local Revenues 8600-8799	294,102	507,561	801,663
TOTAL REVENUES	12,435,296	3,501,163	15,936,459
EXPENDITURES:			
Certificated Salaries 1000-1999	4,176,782	645,066	4,821,848
Classified Salaries 2000-2999	1,231,307	1,439,757	2,671,064
Benefits 3000-3999	2,650,190	1,438,273	4,088,463
Books and Supplies 4000-4999	643,413	686,404	1,329,817
Services, Other Operating 5000-5999	1,431,345	1,479,768	2,911,113
Capital Outlay 6000-6999	7,000	330,507	337,507
Other Outgo 7100-7299	177,203	105,319	282,522
Direct/Indirect 7300-7399	-223,536	223,536	0
TOTAL EXPENDITURES	10,093,704	6,348,630	16,442,334
EXCESS (DEFICIENCY)	2,341,592	-2,847,467	-505,875
OTHER FINANCING:			
Transfers In 8900-8929	0	0	0
Transfers Out 7600-7629	-568,234	-244,447	-812,681
Other Sources 8930-8979	0	0	0
Contributions to Rest. 8980-8999	-1,868,184	1,868,184	0
TOTAL OTHER FINANCING	-2,436,418	1,623,737	-812,681
INCREASE (DECREASE)	-94,826	-1,223,730	-1,318,556
FUND BALANCE:			
Beginning Balance	7,524,734	2,502,445	10,027,179
ENDING FUND BALANCE	7,429,908	1,278,715	8,708,623

Components of Fund Balance

Revolving Fund	2,500		2,500
Restricted Carryover		1,278,715	1,278,715
Other Assignments	4,494,055		4,494,055
Economic Uncertainties: 17% Minimum Reserve	2,933,353		2,933,353
Ending Fund Balance	7,429,908	1,278,715	8,708,623

Board Approved 1/14/26: Increase Forest Reserves by \$360,000 and transfers out by the same amount.

Other Changes: Add Literacy Screening grant of \$5,419 and decrease Title V by \$905.

Modoc Joint Unified School District
2025-26 CASH FLOW PROJECTION: GENERAL FUND

	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Adjustments	TOTAL
Beginning Cash	6,498,679.56	6,147,825.71	5,784,754.28	6,853,623.66	7,143,635.63	6,234,265.36	8,360,216.09	7,827,407.68	7,117,992.55	7,283,024.91	7,392,397.36	6,114,976.50			
RECEIPTS															
LCFF															
State Aid	875,305.00	875,308.00	875,308.00	872,007.00	0.00	0.00	350,123.00	331,807.00	331,807.00	331,807.00	331,807.00	0.00	331,806.00	0.00	5,507,085.00
Education Protection Acct	0.00	0.00	595,697.00	0.00	0.00	595,698.00	0.00	0.00	595,697.00	0.00	0.00	595,697.00	0.00	0.00	2,382,789.00
Property Tax	1,965.42	36,496.89	0.00	0.00	0.00	2,435,035.05	53,313.98	0.00	0.00	1,120,000.00	0.00	33,188.66	0.00	0.00	3,680,000.00
Federal Rev.	0.00	0.00	66,921.79	5,163.52	0.00	239,236.00	0.00	97,015.00	366,810.76	31,326.00	0.00	152,875.93	159,722.00	0.00	1,119,071.00
State Rev.	135,209.00	135,206.00	573,382.15	302,136.00	93,500.00	52,353.90	74,999.09	104,077.00	196,216.00	80,573.00	80,573.00	418,912.94	198,712.92	0.00	2,445,651.00
Local Rev	34,182.97	10,370.44	25,191.20	106,011.52	19,707.34	11,452.85	97,230.33	6,509.87	4,501.60	30,001.60	10,199.14	226,101.95	220,202.19	0.00	801,663.00
Interfund Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS	1,046,662.39	1,057,381.33	2,136,500.14	1,285,318.04	113,207.34	3,333,775.80	575,666.40	539,408.87	1,495,032.36	1,593,707.60	422,579.14	1,426,776.48	910,443.11	0.00	15,936,459.00
DISBURSEMENTS															
Certificated Salaries	53,473.15	429,894.92	391,466.92	395,588.30	384,203.51	446,573.72	396,137.71	410,000.00	460,000.00	410,000.00	410,000.00	564,509.77	60,000.00	0.00	4,821,848.00
Classified Salaries	98,110.79	245,761.55	203,939.35	207,171.30	206,311.11	274,735.98	203,158.82	270,000.00	210,000.00	270,000.00	280,000.00	321,875.10	0.00	0.00	2,671,064.00
Employee Benefits	97,350.09	317,407.93	308,192.68	289,456.75	305,747.25	316,734.57	370,902.35	320,000.00	345,000.00	320,000.00	320,000.00	837,671.38	0.00	0.00	4,083,453.00
Subtotal Salaries & Benefits	248,934.03	993,064.40	903,598.95	892,216.35	906,261.87	1,038,044.27	970,198.88	940,000.00	1,015,000.00	940,000.00	1,010,000.00	1,724,056.25	60,000.00	0.00	11,581,375.00
Books & Supplies	12,801.66	90,460.65	87,983.76	93,758.97	39,350.25	44,258.24	61,174.27	100,000.00	100,000.00	100,000.00	100,000.00	150,029.20	350,000.00	0.00	1,329,817.00
Capital Outlay	331,895.28	130,184.21	160,102.23	80,531.58	83,115.50	125,539.71	99,078.27	200,000.00	200,000.00	200,000.00	230,000.00	136,730.55	800,000.00	0.00	2,911,113.00
Other Outgo	0.00	0.00	0.00	0.00	0.00	0.00	7,367.82	0.00	15,000.00	140,000.00	0.00	282,522.00	7,000.00	0.00	337,507.00
Interfund Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	282,522.00
All Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	360,000.00	452,681.00	0.00	0.00	812,681.00
TOTAL DISBURSEMENTS	625,039.60	1,213,709.26	1,151,684.94	1,066,506.90	1,028,727.62	1,207,842.22	1,077,819.24	1,240,000.00	1,330,000.00	1,380,000.00	1,700,000.00	3,016,665.22	1,217,000.00	0.00	17,255,015.00
BALANCE SHEET ITEMS															
Investments/Cash not in Treasury	-18,435.33	0.00	0.00	-47,743.67	0.00	0.00	-30,024.47	0.00	0.00	-10,000.00	0.00	-5,000.00	111,200.69	4,145,187.29	4,145,184.51
Accounts Receivable	198,247.76	12,397.84	538,056.02	115,403.50	6,150.01	0.00	820.00	9,400.00	0.00	0.00	0.00	255,949.08	0.00	0.00	1,136,424.21
Due From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures	0.00	0.00	22,247.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,247.46
Subtotal Assets	179,812.43	12,397.84	580,303.48	67,659.83	6,150.01	0.00	-29,204.47	9,400.00	0.00	-10,000.00	0.00	250,949.08	111,200.69	0.00	1,158,668.89
Use Tax	0.00	27.37	415.18	240.00	0.00	17.15	-652.88	0.00	0.00	0.00	0.00	-46.82	0.00	0.00	0.00
Accounts Payable	-952,289.07	-219,168.71	1,456.85	3,301.00	0.00	0.00	-798.22	-18,224.00	0.00	-94,335.15	0.00	-17,178.11	0.00	0.00	-1,297,235.41
Unearned Revenues	0.00	0.00	-478,121.33	0.00	0.00	0.00	-1,451.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-478,121.33
Subtotal Liabilities	-952,289.07	-219,141.34	-476,249.30	3,541.00	0.00	17.15	-30,655.57	-8,824.00	0.00	-104,335.15	0.00	-17,224.93	0.00	0.00	-1,775,356.74
TOTAL BALANCE SHEET ITEMS															
Net Increase/Decrease	-350,853.85	-363,071.43	1,068,869.38	290,011.97	-909,370.27	2,125,950.73	-532,808.41	-709,415.13	165,032.36	109,372.45	-1,277,420.86	-1,356,184.59	-195,356.20	4,145,187.29	2,868,212.90
Ending Cash	6,147,825.71	5,784,754.28	6,853,623.66	7,143,635.63	6,234,265.36	8,360,216.09	7,827,407.68	7,117,992.55	7,283,024.91	7,392,397.36	6,114,976.50	4,758,791.91			
Ending Cash, Plus Accruals															8,708,623.00

REPORT: Projections based on historical, budgeted and estimated revenue allocations and expenditures.