

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 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. Personnel - Public Employee Employment:**
 - 1.1. Resignation / Retirements / Releases**
 - 1.1.1. Classified Staff
 - 1.1.2. Certificated Staff
 - 1.2. Recommendations for Approval:**
 - 1.2.1. Ratify Classified Substitute
 - 1.2.2. Ratify Certificated Substitute
 - 1.2.3. Ratify Classified Staff
 - 1.2.4. MHS Varsity Assist Baseball Coach
 - 1.2.5. MHS Varsity Assist Softball Coach
 - 1.2.6. Certificated Staff
 - 1.3. Public Employee Performance Evaluation**
 - 1.4. Public Employee Performance Evaluation - Superintendent**
- 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.

OPEN SESSION

Reporting of Closed Session Items:

- 1. Personnel - Public Employee Employment:**
 - 1.1. Resignations / Retirements / Releases**
 - 1.1.1. Classified Staff _____ / _____ Yes: No: Abstain:
 - 1.1.2. Certificated Staff _____ / _____ Yes: No: Abstain:
 - 1.2. Recommendations for Approval:**
 - 1.2.1. Ratify Classified Substitute _____ / _____ Yes: No: Abstain:

1.2.2.	Ratify Certificated Substitute	____/____	Yes:	No:	Abstain:
1.2.3.	Ratify Classified Staff	____/____	Yes:	No:	Abstain:
1.2.4.	MHS Varsity Assist Baseball Coach	____/____	Yes:	No:	Abstain:
1.2.5.	MHS Varsity Assist Softball Coach	____/____	Yes:	No:	Abstain:
1.2.6.	Certificated Staff	____/____	Yes:	No:	Abstain:

1.3. Public Employee Performance Evaluation

1.4. Public Employee Performance Evaluation - Superintendent

- 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.

OPEN SESSION

Reports

1. MHS Student Representatives
2. MMS Student Representatives
3. Site Principals
4. Rebecca Lewis, Superintendent
5. Board Reports
6. Modoc Teachers Association
7. Teamsters Local 137
8. Maintenance and Transportation Supervisor

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 1-10**)

- 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)**

_____/____ Yes: No: Abstain:
- 2. Approve the Certification of Corrective Action Audit Findings and Recommendations **(Pages 32-42)**

_____/____ Yes: No: Abstain:
- 3. Approve the Memorandum of Understanding Between Modoc County Sheriff's Office and Modoc Joint Unified School District **(Pages 43-48)**

_____/____ Yes: No: Abstain:
- 4. Presentation of the Modoc Teachers Association (MTA) Initial Proposal for Negotiations for 2026/2027 **(Page 49)**

_____/____ Yes: No: Abstain:
- 5. Presentation of the MJUSD Initial Proposal for Negotiations with MTA for 2026/2027 **(Page 50)**

_____/____ Yes: No: Abstain:
- 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

_____/____ Yes: No: Abstain:

7. Approve to Final Reading to Rescind the Following Policy **(Pages 193-194)**

- a. AR 0440 - District Technology Plan

_____/____ Yes: No: Abstain:

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)**

_____/____ Yes: No: Abstain:

DISCUSSION

- 1. Construction Project Update
- 2. LCAP Mid-Year Progress Report **(Pages 261-274)**
- 3. Over Night and Out of State Senior Trip **(Pages 275-288)**
- 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)**

INFORMATION

1. Certificates of Participation Financial Update (**Page 302**)
2. Associated Student Body Report November 30, 2025 (**Pages 303-304**)
3. Quarterly Food Service Report (**Page 305**)
4. MJUSD General Fund Budget as of January 7, 2026 (**Page 306**)
5. MJUSD Cash Flow Projection as of January 7, 2026 (**Page 307**)

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

- 1.
- 2.

Next Regular Board Meeting:

February 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

December 16, 2025

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 5:00 p.m. closed session and at 6:17 p.m. open session. Returned to closed session at 7:30 p.m. and back to open session at 8:55 with No Reportable Action.

Roll Call and Pledge of Allegiance:

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

Pledge of Allegiance led by Jodie Veverka

Approval of Agenda: Shaun Wood/Jodie Veverka 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. MMS 6th Grade Girls Basketball Coach
- 1.1.2. Junior Varsity Boys Basketball Coach
- 1.1.3. Classified Staff
- 1.1.4. Certificated Staff

1.2. Recommendations for Approval:

- 1.2.1. Peer Tutor
- 1.3. **Public Employee Performance Evaluation**

- 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.

OPEN SESSION

Reporting of Closed Session Items:

- 1. **Personnel - Public Employee Employment:**
 - 1.1. **Resignations / Retirements / Releases**
 - 1.1.1. MMS 6th Grade Girls Basketball Coach Monica Widby/Shawn Wood Yes:5
(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0
 - 1.1.2. Junior Varsity Boys Basketball Coach Monica Widby/Shawn Wood Yes:5
(Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0
 - 1.1.3. Classified Staff Monica Widby/Shawn Wood Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0
 - 1.1.4. Certificated Staff Monica Widby/Shawn Wood Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0
 - 1.2. **Recommendations for Approval:**
 - 1.2.1. Peer Tutor Monica Widby/Shawn Wood Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0
 - 1.3. **Public Employee Performance Evaluation - 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**

ANNUAL ELECTION OF OFFICERS

Annually the Board of Education must elect officers to serve as President, Vice-President, and Clerk of the Board until the next Organizational Meeting. The Secretary of the Board will conduct the election of the President. The Chair will be returned to the President of the Board to continue with the election of the officers.

A. Election of the President
NOMINATION OF PRESIDENT

ELECTION OF PRESIDENT

Jodie Veverka/Ruth Ann Criner Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0

Member Fernand Larranaga was officially seated as President of the Governing Board.

B. Election of the Vice-President
NOMINATION OF VICE-PRESIDENT

ELECTION OF VICE-PRESIDENT

Monica Widby/Jodie Veverka Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0

Member Ruth Ann Criner was officially seated as Vice-President of the Governing Board.

C. Election of the Clerk
NOMINATION OF CLERK

ELECTION OF CLERK

Ruth Ann Criner/Shawn Wood Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0

Member Monica Widby was officially seated as Clerk of the Governing Board.

D. Appointment of the Secretary to the Board

APPOINTMENT OF SECRETARY

Ruth Ann Criner/Jodie Veverka Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0

Rebecca Lewis was officially seated as Secretary to the Governing Board.

Reports

1. Modoc High School Student Representatives - Cole Garza and Aaliyah Sevilla reported that:
 - The home wrestling tournament went well with the Braves placing 4th. Basketball was at the Trinity tournament last weekend with Varsity Boys taking Consolation, Varsity Girls and JV Boys taking 3rd place and JV girls winning. Cheer is working hard on new dance routines. Block M is this weekend and wrestling will be in Grants Pass.
 - FFA is hosting a Speaking contest on December 17th. They finished their ornament sale and still have holiday wreaths available.
 - ASB has planned a festive Block M Spirit Week. There is also a holiday scavenger hunt, hot chocolate at break, and a class tree decorating competition. Block M royalty will be presented at Varsity boys game on Friday.

- FCA donated all of their canned food collection to TEACH.
 - The annual Christmas concert for Band and Choir as Monday, December 8th.
 - Senior internships will start this Spring.
2. Site Principals
- Kristen Budmark, Principal of Modoc High School, presented the board with a MHS Counseling Office Fall Semester Re-Cap handout. She reported that they had 28 IEPs, 21 504s, 1 Special Education teacher, and 6 Special Education Instructional Aides.
 - Matt McCandless, Principal of Modoc Middle School, reported that the character trait for December is Respect. The staff focus this month is communication with parents. Boys basketball has started with 28 boys signed up. The first game is January 24th at Fall River. The Rotary Interact Club raised over \$700 with their Purple Pinky dance last Friday. Funds will be donated to provide Polio vaccinations in developing countries around the world. The semester will end January 23rd.
 - Amy Welch, Principal of Alturas Elementary School, reported that they had great participation in the parent-teacher conferences. They also have a book fair and Christmas concerts coming up. They are planning fun ways to enjoy the students before the holiday break. They are reteaching expectations of appropriate behavior. The AVID strategy of the month is the Frayer Model. The character trait is Accountability. Schoolwide attendance is 95.37%. January 5th will be teacher workday in the classroom.
3. Superintendent's Report - Beckie Lewis reported that:
- There will be a community information night on February 9th about reducing screen time and tobacco use. There will be speakers from different agencies, breakout sessions, dinner for the parents, child care and raffles. It will be held at the Modoc High School gym.
 - She will start reviewing the mid-year LCAP.
 - She went over the CIM report. She used the school survey data to set some goals and activities.
 - She is looking at Capturing Kids Hearts training.
4. Board Reports
- Shaun Wood went to the Wrestling Tournament.
 - Jodie Veverka went to the elementary school concerts and walked around Alt Ed.
 - Ruth Ann Criner thought the music concert at the gym was great. She also liked the FFA wreath.
 - Monica Widby went to the concerts, the book fair, the MMS dance, walked around Alt Ed and went to the alumni Basketball game.
 - Fernand Larranaga reported on what he learned at the CSBA state conference in Sacramento.
5. MTA
- No Report
6. Director of Maintenance & Transportation
- Doug Waterman reported that transportation is still rolling. They have not had to decline any trips. Fernand Larranaga asked him if repairs could be done to the girls bathroom at the football field and in the gym.

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. Marie spoke on behalf of Alex Moreo being reinstated as a Wrestling volunteer. She handed out parent emails supporting Alex to the board.

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

Ruth Ann Criner/Monica Widby Yes: 5 (Larranaga, Widby, Veverka, Criner,

Wood) No: 0 Abstain: 0

1. Administration

- 1.1. Approve Minutes
 - 1.1.1. Regular Board Meeting November 18, 2025 **(Pages 1-11)**
- 1.2. Approve Wrestling Fundraiser **(Page 12)**
- 1.3. Approve MMS Fundraisers **(Page 13)**
- 1.4. Approve the Placement Agreement Between Western Governors University and Modoc Joint Unified School District **(Pages 14-20)**
- 1.5. Ratify the Supervised Internship Agreement Between University of Massachusetts Global and Modoc Joint Unified School District **(Pages 21-36)**

2. Budget and Finance

- 2.1. Approve Budget Changes over \$10,000 **(Page 37)**
- 2.2. Approve Donations **(Pages 38-39)**
 - 2.2.1. Alturas Ranches to ASB FFA
 - 2.2.2. Bill Hall to MHS ASB Cross Country
- 2.3. Approve Approve warrants to be paid from the following **(Pages 40-43)**
 - 2.3.1. Checks dated 11/1/25 - 11/30/25
 - General Fund in the amount of \$129,516.40
 - Cafeteria Fund in the amount of \$35,624.88
 - Warrant/Pass Through in the amount of \$15,466.60

DISCUSSION/ACTION AGENDA

1. Authorized Agents/Representatives/Calendar

- a. Rebecca Lewis as authorized agent for Modoc Joint Unified School District, Modoc County, California, to serve as the District's authorized agent to local, state and federal programs and as authorized agent for building projects, programs, and financial data; and the Clerk of projects, programs and financial data; and the Clerk of projects, programs, and financial data; and the Clerk of the Governing Board, Monica Widby, as authorized agent for Modoc Joint Unified School District in the absence of the Superintendent.

Shaun Wood/Ruth Ann Criner Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0

- b. Approve calendar of Board Meeting dates and times for 2026.

- i. Option A **(Page 44)**

- ii. Option B 2nd Wednesday of the Month **(Page 45)** Jodie Veverka/Shawn Wood

Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0

2. Approve 2025 / 2026 First Interim Report **(Insert)**

Jodie Veverka/Monica Widby Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0

3. Approve the 1st Reading to Approve the Following Policies **(Pages 46-187)**

- 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:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0

4. Approve to Rescind the Following Policy (**Pages 188-189**)

a. AR 0440 - District Technology Plan

Ruth Ann Criner/Monica Widby Yes:5 (Larranaga, Criner, Veverka, Widby, Wood) No: 0 Abstain: 0

DISCUSSION

1. Construction Project Update - The board did a site visit. There will be a meeting on Thursday.

INFORMATION

1. Associated Student Body Report for October 31, 2025 (**Pages 190-191**)

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

- 1.

Next Regular Board Meeting:

January 14, 2026

5:00 p.m. Closed Session

6:00 p.m. Open Session

3. Adjournment: 7:30

AES REPORT

Principals' Notes

We had a great participation in parent-teacher conferences. We are planning fun ways to enjoy students before the holiday break. We are reteaching expectations of appropriate behavior.

Monthly Review

AVID strategy: Frayer Model
Character Trait: Accountability
Schoolwide Attendance:
95.37%

Plans for Next Month

Jan 5th Teacher Workday in their Classrooms

Jan 9th SOAR Assembly

Jan 19th No School

PLC topics: Trimester Data Analysis and Writing Instruction
Family Challenge: Read a book in a cozy spot and share your favorite part.



MHS Counseling Office Fall Semester Re-cap

- **Total Enrollment-by class**
 - Freshmen - 61
 - Sophomores - 74
 - Juniors - 51
 - Seniors - 63
- **Current Attendance Rate**
 - Average Daily Attendance Rate - 93.48%
 - Freshmen - 92.89%
 - Sophomores - 93.11%
 - Juniors - 94.43%
 - Seniors - 93.71%
- **Number of IEPs - Total - 28**
 - Freshmen - 8
 - Sophomores - 9
 - Juniors - 4
 - Seniors - 7
- **Number of 504s - Total -21**
 - Freshmen - 6
 - Sophomores - 7
 - Juniors - 2
 - Seniors - 6
- **Counseling accomplishments, planned field trips, activities**
 - PSAT x 18
 - SAT x 16
 - ASVAB x 15
 - YouScience - aptitude strengths
 - Senior Surveys
 - College applications and scholarships, A-G reqs
 - Planning College field trip
 - Concurrent Enrollment - Finishing up fall semester, Registering spring
 - Military visitors
 - Working on CSAC
 - NatureBridge

- McConnell Foundation Scholarship - Encouraging students to apply
- Financial Aid Night with Brad Williams
- Spring Honor Roll Recognition/Awards
- At-risk student focus - Seniors - 5 total
- Meeting with students
- Planning 2 scholarship application nights
- Learning more about scholarships and organizing platforms
- Help community members/alumni with setting up scholarships
- Planning College and Career Conference in the Spring with Sarah S.
- Collaborate with Logan Swanson about all things seniors
- Ordering diplomas and materials for graduation/scholarship awards
- 504s and SSTs
- Collaboration with wellness coach and MCOE

Quarterly Report on Williams Uniform Complaints

Education Code 35186(d): A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

- ☐ 1st Quarter July 1 to September 30
☒ 2nd Quarter **October 1 to December 31**
☐ 3rd Quarter January 1 to March 31
☐ 4th Quarter April 1 to June 30

Date for information to be reported publicly at governing board meeting: January 14, 2026

- ☒ **No complaints were filed with any school in the district during the quarter indicated above.**
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		

Print Name of Superintendent: Beckie Lewis

Signature Of Superintendent: 

Date: 1/16/26

Submit report quarterly to: **Mike Martin, County Superintendent of Schools**
Modoc County Office of Education
139 Henderson Street
Alturas, CA 96101



E-RATE MANAGEMENT SERVICES AGREEMENT

THIS AGREEMENT is made and entered into in the County of **Modoc**, State of **CA**, by E-rate Advisors Inc, hereinafter referred to as “the Company”, and **Modoc Joint Unified School District**, hereinafter referred to as the Local Education Agency (“LEA”).

TERMS:

E-rate: Short for Education Rate. It is a federal program that provides discounts on telecommunications, internet access, and internal connections to eligible schools and libraries. It’s officially known as the Schools and Libraries Program of the Universal Service Fund (USF). It is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Funding Year (FY): The 12-month period during which approved schools and libraries can receive E-rate discounts for eligible services, or the 15 months for some eligible Category 2 services. It defines the timeframe in which services must be delivered and paid for under the E-rate program.

Service Year: The period preceding the funding year in which all mandated procurement processes must be completed to be eligible for E-rate discounts in the upcoming Funding Year. In simple terms, E-rate Advisors Inc performs services a year in advance of the LEA receiving E-rate funding.

WITNESSETH: NOW, THEREFORE, the Parties agree as follows:

Article 1: Contract with the Company: The LEA hereby contracts with the Company to perform the necessary E-rate application services as hereinafter set forth.

Article 2. The Company’s Services: The Company hereby agrees to perform the following E-rate application services set forth to the satisfaction of the LEA, and described in Attachment A, which includes assuming responsibility for open issues from prior years.

Article 3. The Company’s Fee:

Article 3.1: E-rate Category 1 services. The LEA agrees to pay the Company a total of \$2,500.00 annually. The service fee will be billed quarterly. Payment shall be made within thirty (30) days of the invoice date.

Article 3.2: E-rate Category 2 services. Invoicing for Category 2 services occurs only in the years the service from the Company is utilized. The LEA agrees to pay the Company a minimum fee of \$500.00 or a total fee of 10% of the requested Category 2 funds annually, whichever amount is greater. The fee will not exceed \$4,000 annually. The Company will invoice the LEA for Category 2 services after completing the FCC Form 471.

E-RATE MANAGEMENT SERVICES AGREEMENT

Article 4. Time of Performance and Term of Agreement: The Fund Year is defined as the year E-rate funds will be received by the LEA. The service period is defined as the timeframe in advance of the Fund Year required to secure the funds. The Company shall provide the services called for under this agreement upon the signing of the contract and ending 6/30/2028. The corresponding Funding Years are FY2026/27 – FY2028/29.

*Single-year option: Services for FY 2026/27 only (Initial here _____)
Should the Single-Year option be selected, the contract will expire 6/30/2026.*

Article 5. Employee Benefits, Hold Harmless: The Company is an independent contractor to the LEA, therefore, employee Benefits are not an element of this agreement. The Company agrees to indemnify and to hold free and harmless the LEA, its officers, agents, and employees from all loss, liability, damages, costs, or expenses that may or might at any time arise or be asserted against the LEA, its officers, agents and employees, arising by reason of, in the course of, or in connection with, the performance of this Agreement.

Article 6. Confidentiality and Use of Information: The Company shall hold in trust for the LEA, and shall not disclose to any person, any confidential information. The LEA shall keep confidential information that is related to the Company's research, development, trade secrets and business affairs, but does not include information which is generally known or easily ascertainable by nonparties through available public documentation. The Company shall advise LEA of any and all material used, or recommended for use by, the Company to achieve the project goals, that are subject to any copyright restrictions or requirements.

Article 7. Administrator of Agreement: This Agreement shall be administered on behalf of the LEA. Any notice to be sent to a party hereunder shall be addressed to:

For LEA Rebecca Lewis
Superintendent
906 West Fourth St
Alturas CA 96101

For the Company Attn: Lara Allen
President
113 E Azalea Dr
Long Beach MS 39560

Article 8. Ownership of Work-Product: All products of work performed pursuant to this Agreement will be the sole property of the LEA, except the Company's proprietary information and products.

Article 9. Information provided by LEA to the Company: The LEA is solely responsible for the information provided to the Company, and in turn, to the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). Any suits or legal action by the SLD or other parties as a result of information provided by the LEA is the responsibility of the LEA. An example of this, but not limited to, may be fraudulent information related to a procurement. The Company will endeavor to ascertain appropriate information, but will not be held liable if information is inaccurate or falsified by LEA.

Article 10. Termination of Agreement: The LEA or the Company may terminate this Agreement at any time and for any reason by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. If the Agreement is terminated by the LEA as provided in this section, the Company shall be entitled to receive compensation for any satisfactory work, as determined by the LEA,

E-RATE MANAGEMENT SERVICES AGREEMENT

completed up to the receipt by the Company of notice of termination and the effective date of termination pursuant to specific request by the LEA for the performance of such work.

Article 11. Independent Contractor: The Company, in the performance of this Agreement, shall be and act as an independent contractor. The Company understands and agrees that it and all of its employees shall not be considered officers, employees, co-agents, partner, or joint venture of the LEA, and are not entitled to benefits of any kind or nature normally provided employees of the LEA and/or to which LEA's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. The Company shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to the Company's employees. In the performance of the work herein contemplated, the Company is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, the LEA being interested only in the results obtained.

Article 12. Arbitration Fees and Hold Harmless: Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees. Both parties agree to hold the other party, its officers, agents or employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of the other party, its officers, agents or employees under this agreement. In the event the Company is found in breach of this agreement and/or negligent, the parties agree that the Company's financial and other liability will be limited to the compensation given to it by the LEA for the agreement year in question. The Company will not be liable for any other compensation to the LEA.

Article 13. Alterations or Variance: No alterations to this Agreement or variance from the provisions herein shall be valid unless made in writing and executed by both of the parties hereto.

Article 14. A.B. 1610: If the Company personnel are in contact with students on a more than limited or occasional basis as determined by the LEA, the Company agrees to provide the LEA with: written certification under penalty of perjury that all of its employees who may come in contact with students have been fingerprinted and had their criminal histories checked and that none of these employees have been convicted of a serious or violent felony. At the LEA's discretion, this contract may be immediately terminated if the Company fails to comply with this law.

Article 15. Performance of Services

15.1. Standard of Care: The Company represents that it has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of the LEA. The Company's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to school agencies. The Company shall carefully study and compare all documents, findings, and other instructions and shall report to the LEA, in writing, any error, inconsistency, or omission that the Company or its employees may discover. The Company shall have responsibility for discovery of errors, inconsistencies, or omissions.

15.2 Meetings: The Company and the LEA agree to participate in regular meetings to discuss strategies, timetables, implementations of services, and any other issues deemed relevant

E-RATE MANAGEMENT SERVICES AGREEMENT

to the operation of the Company's performance of Services. Meetings will be conducted via telephone or web conferencing. Face to face meetings are available upon request for an additional fee.

Article 16. Audit: The Company shall establish and maintain records, and systems of accounting, in accordance with E-rate rules and regulations, regarding all E-Rate forms transacted under this Agreement. The Company shall provide these records and systems of accounting during the Term of this Agreement to the LEA at the completion of each E-rate Fund Year. The records should be sufficient, based on current program rules, to pass any audit performed by the Schools and Libraries Program. LEA shall retain the documentation for a minimum of ten (10) years after the end of the Fund Year. The Company shall support LEA with up to fifteen (15) hours of services in the event of a Beneficiary and Contributor Audit Program (BCAP) audit conducted by the Federal Communications Commission (FCC), or its agents. Services provided by the Company in excess of fifteen (15) hours will be billed at the rate of \$75.00 per hour, accrued in fifteen (15) minute increments. On-site presence during such audits is available upon request and at an additional fee. The Modernization Orders implemented in 2015 marked a change in the audit procedures which made on-site audits a rare event.

Article 17. Integration/Entire Agreement of Parties: This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

Article 18. CA Law: This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of CA. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the LEA's administrative offices are located.

Article 19. Waiver: The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

Article 20. Severability: If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

Article 21. Provisions Required By Law Deemed Inserted: Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

Article 22. Authority to Bind Parties: Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

Article 23. Captions and Interpretations: Paragraph headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal

E-RATE MANAGEMENT SERVICES AGREEMENT

representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

Article 24. Calculation of Time: For the purposes of this Agreement, “days” refers to calendar days unless otherwise specified.

Article 25. Signature Authority: Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

Article 26. Counterparts: This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

Article 27. Incorporation of Recitals and Exhibits: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

E-RATE MANAGEMENT SERVICES AGREEMENT

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date hereinabove first written.

Modoc Joint Unified School District, BEN: 144784

LEA Representative:

Representative Signature:

Signature Date:

E-rate Advisors, CRN: 16079893

Company Representative:

Representative Signature:

Signature Date:

E-RATE MANAGEMENT SERVICES AGREEMENT

Attachment “A”: E-rate Application Scope of Work

The following describes the deliverables and the responsibilities of the Company.

1. E-rate cycle advanced planning
 - a) Conduct an assessment and planning meeting with LEA to establish annual timelines and procurement needs as it relates to E-rate/ECF eligible goods and services.
 - b) Advise LEA of any adjustments needed to LEA processes in order to maintain program compliance.
2. Schools and Libraries Division
 - a) Act as the main point of contact and liaison with the Schools and Libraries Division (SLD).
3. Discount Calculation
 - a) Collect information necessary to establish the discount percent for the LEA and update the E-rate Productivity Center (EPC) applicant profile(s).
4. Procurement
 - a) In collaboration with LEA, Establish procurement type, procurement timeline and Evaluation Matrix criteria and points
 - b) Assist with the development of the Request for Proposal (RFP) when needed.
 - c) Provide sample language of Legal Notice for publishing in the newspaper, when needed.
 - d) The Company will prepare and certify the FCC Form 470.
 - i) The Company will ensure all deadlines associated with the FCC Form 470 are met on time.
 - e) Question and Answer from proposers: LEA may choose to respond to questions from proposers, or LEA may direct the Company to do so.
 - f) Receipt of proposals: The Company will, at minimum, be copied via email on all proposals received. The LEA may opt for the Company to manage receipt of all proposals, which will then be provided in an organized manner to the LEA for review.
 - g) Evaluation matrix: The Company will provide the Evaluation Matrix to the LEA for review, approval and signature.
 - h) Contract signature: The Company will ensure that a contract, proposal, or Letter of Intent is signed by the LEA prior to proceeding with the FCC Form 471.
5. Request for funds
 - a) Based on awarded services, the company will prepare and certify the FCC Form 471 if authorized to do so by the LEA.
 - b) The Company will ensure all deadlines associated with the FCC Form 471 are met promptly.
6. Program Integrity Assurance (PIA)
 - a) The Company will prepare and respond to all PIA questions expeditiously.
7. Funding Commitment Decision Letter (FCDL)
 - a) The Company will review the FCDL for accuracy.
 - i) An appeal will be submitted immediately if errors are discovered.
8. FCC Form 486 and Post-Commitment activities.
 - a) The Company will communicate with the LEA to ensure the funding will be utilized in the given funding year.

E-RATE MANAGEMENT SERVICES AGREEMENT

- b) The Company will prepare and submit, if authorized by the LEA, the FCC Form 486.
 - c) Promptly file all “post-commitment” forms necessary to remain compliant and ensure receipt of funding to LEA. This includes, but is not limited to, the FCC Form 472, Form 500, Service Substitutions, SPIN splits, Service Provider “grids” or “data collection” forms.
9. Other services
- a) Full service in the event of Selective Review or Payment Quality Assurance Review.
 - b) Audit support: 15 hours of off-site (virtual) support
 - i) On-site audit support is available according to the following fee schedule:
 - (1) All travel expenses (i.e. airfare, lodging, rental car, meals)
 - (2) \$75 per hour for a minimum of 4 hours per day for a minimum of 3 days, not including travel days.
10. Audit Documentation
- a) All services rendered by the Company will have full guarantee of documentation needed to successfully pass an audit. There is no time limit on how long the Company will maintain such documents.
 - b) Documents that are not available to the Company, such as proof of payment to service providers, will be the responsibility of the LEA.
 - i) LEA will be provided a list of documents that LEA will be responsible for.
11. Inventory of Category 2 equipment
- a) The Company will track equipment purchased with Category 2 funds, beginning with the first year of the contract between LEA and Company.
12. Education
- a) The Company will explain and educate the LEA on E-rate rules and regulations when requested.
13. Services for open items from prior years
- a) The Company will ensure that all funding for prior years is managed properly, so that the LEA benefits from the approved funding.
 - i) Service provider forms
 - ii) Invoicing
 - iii) Reconciliation
 - iv) Appeals, if necessary
 - v) Review of all funding and procurement procedures to ensure compliance with E-rate rules and regulations.

E-RATE MANAGEMENT SERVICES AGREEMENT

The following describes the E-rate responsibilities of the LEA.

14. E-rate cycle advanced planning
 - a) Communicate with the Company about the technology needs of the LEA
 - b) Ensure local procurement policy aligns with E-rate procurement requirements. The Company will assist with this.
 - c) Determine if the LEA will allow the Company to certify forms on behalf of the LEA.
15. Schools and Libraries Division
 - a) Assign full rights within the E-rate Productivity Center (EPC) to individual employees of the Company.
 - b) Allow the Company to communicate with the Schools and Libraries Division (SLD) on the LEA's behalf.
16. Discount Calculation
 - a) Provide requested documentation to the Company.
17. Procurement
 - a) Work with the Company to establish procurement timelines such as the opening and closing dates of the procurement.
 - b) Provide technical specifications for RFPs when needed.
 - c) Publish the Legal Notice in the newspaper, when needed.
 - d) Determine if the LEA will handle Q and A from proposers or if this will be delegated to the Company.
 - e) Ensure the Evaluation Matrix is filled out and signed prior to signing contracts.
 - f) Ensure contracts are signed in accordance with local policy.
18. FCC Form 471
 - a) Respond to requests from the Company regarding contracts, or other documentation necessary to support the Form 471.
19. Program Integrity Assurance (PIA)
 - a) Respond to any request for information from the Company within five (5) days of receipt of the request.
20. Audit Documentation
 - a) Maintain relevant E-rate documents for a minimum of 10 years beyond the last date of service. This documentation is separate from the documentation maintained by the Company. A full list of required documents will be provided by the Company.
21. CIPA compliance: Provide evidence of
 - a) Board agenda showing CIPA discussion.
 - b) Board minutes showing CIPA discussion.
 - c) Internet filtering mechanism
 - d) Internet Safety Policy
 - e) Cyberbullying education plan
22. Inventory
 - a) Maintain inventory information according to E-rate requirements. These requirements will be provided to the LEA by the Company.

E-RATE MANAGEMENT SERVICES AGREEMENT

Letter of Agency

This agreement is entered into by and between E-rate Advisors, Inc, a California Corporation, and Modoc Joint Unified School District, a Local Education Agency (LEA) under the laws of the State of CA. E-rate Advisors' authority to communicate shall remain in effect during the term of the E-rate Management Services Agreement.

This Letter of Agency (LOA) grants E-rate Advisors the authority to investigate and communicate with E-rate service providers, the Schools and Libraries Division of the Universal Service Administrative Company and any other agency relevant to E-rate and CTF discounts on behalf of the LEA.

The LOA shall remain effective until December 31, 2032.

E-rate Advisors representatives include:

Lara Allen Rachel White Ed White Heather Baker

Modoc Joint Unified School District, BEN: 144784

LEA Representative:

Representative Signature:

Signature Date:

E-rate Advisors, CRN: 16079893

Company Representative:

Representative Signature:

Signature Date:



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

January 8, 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:

- In December, the President signed the reauthorization of the Secure Rural Schools Act for fiscal years 2024, 2025, and 2026, restoring Forest Reserve funding. I am requesting Board approval to increase Forest Reserve revenues by \$360,000, which is the estimated amount to be received from the fiscal year 2024 allocation, and to increase transfers out from the General Fund to the Special Reserve Fund by the same amount for future capital outlay projects.

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 person who prepared the memorandum.



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

Donor: Hadwick Family Farm Telephone Number: _____
Address: 2454 Co Rd 56 City & State: Alturas CA 96101

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

1. \$500.00
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>500.00</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? ASB FFA National Convention

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.

Donor's Signature

12-18-2025
Date

Principal's Signature

12.19.25
Date

District Official's Signature

Date



Alturas Elementary School

MODOC JOINT UNIFIED SCHOOL DISTRICT

809 West 8th Street, Alturas, California 96101

Amy Welch, Principal

To: Beckie Lewis
Superintendent, MJUSD

From: Amy Welch
Intern Principal, AES

Date: January 6, 2026

Subject: 2026 Expanded Learning Proposal

- Academic Focused (Math & ELA)
- Enrollment Open to all students enrolled for the 2025/2026 School Year, K-6th priority.
 - Two week open enrollment period with a deadline to enroll
 - An informational invitation/contract will be sent to parents electronically via Thrillshare, and a hardcopy will be sent home with each student. The invite will include the objective, along with attendance and behavior expectations. Follow up phone calls will be made as needed.
 - Keep track of the dates the students enrolled
 - We will do our best to honor all enrollments based on staffing
 - We will work with our Ed Specialist teachers to identify students who are already scheduled for ESY and run our ESY program at the same time as our General Education program.
- 6 Weeks (30 total instructional days) **June 15th - July 28th** (*No school on June 19th and July 3rd*)
 - Instructional time - 4 hours each day (8 am - Noon)
 - 8 am - 8:20 SEL
 - 8:20-10:00 ELA Reading
 - *Small Group (SIPPS, Sight Words, Fluency, IXL, Leveled Readers, Writing)*
 - 10:15-10:30 Recess/Break
 - snack provided by school
 - 10:20-12:00 Math
 - *Small Group (Concept/skill focused, manipulatives, Zearn, IXL, math facts, application)*
 - Lunch and After School Enrichment Program - 5 hours each day (Noon - 5 pm)
 - Field trip/enrichment/incentive days - transportation is provided by the District.
 - End of summer party **\$400**
 - Local & Out of town field trips **\$18,577**
 - **Week of June 15th**-Local field trips (JLS Shows, Modoc County Refuge (tagging ducks and other refuge activities); Wild Horse Corral; Cedar Pass; Museum
 - **June 26th - Redding:** Turtle Bay/ Aquatic Center
 - **July 3rd** - Classroom games and activities
 - **July 10th** - Burney Falls/Lake Britton/Fish Hatchery or The Lava Beds
 - **July 17th** - Redding, CA Shasta Lake Caverns & Aquatic Center
 - **July 24th** - Community Swimming Pool and BBQ/ ice cream sundaes
 - **July 28th** - Reno: Wild Island Water park
 - Use RESULTS, STAR, grade level benchmark test for pre and post assessments
 - Classroom budget for incentives and enrichment **\$500**
 - **\$8,000** for Swag
 - After School Enrichment Program classroom budget **\$500** per classroom for supplies
 - After School Pool 2 times a week starting the Week of June 22nd making 10 afternoons at the pool. Estimated cost of **\$2,500**

Amy Welch, Principal
(530)233-7201 ext. 201



Alturas Elementary School

MODOC JOINT UNIFIED SCHOOL DISTRICT

809 West 8th Street, Alturas, California 96101

Amy Welch, Principal

-
- One district vehicle for transportation as needed, if eligible staffing is available to transport to meet SB88 requirements.
 - Staffing
 - 1 administrator
 - Unknown amount of teachers at this point, determined by program enrollment
 - Include 1 hour of prep for teachers (7:30-12:30)
 - 1 instructional aide per classroom (6)-preferably those who are SIPPS/Decoding trained
 - 1 secretary
 - 1 food service worker
 - Include 8 hours of prep for teachers prior to Summer School beginning
 - Include 2 hours of closure/clean up for teachers after Summer School ends
 - Teachers will be paid at their individual hourly rate
 - Instructional aides will be paid at hourly rate
 - Include Summer School Stipend bonus that will be prorated based on days worked. Substitute teachers will not be eligible for the bonus.
 - \$500 per week for Certificated Staff
 - \$300 per week for Classified Staff (Instructional Aides, Food Service, Secretary)





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

January 2, 2026

MEMORANDUM

To: Beckie Lewis, Superintendent
From: Elizabeth Nikki Guzman, Business Manager
Subject: 2026 IRS Standard Mileage Rate

The Internal Revenue Service announced the 2026 standard mileage rate beginning on January 1, 2026 as \$0.725 cents per mile. This is an increase from \$0.70 cents per mile.

Exhibit 3550 under Business and Noninstructional Operations in Board Policy states that the IRS current mileage reimbursement rate will be used.

Checks Dated 12/01/2025 through 12/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
30075901	12/02/2025	Fidelity Security Life/EyeMed FSL/EyeMed Premiums	76-9571	Vision Insurance December 2025		1,044.42
30075902	12/02/2025	Northern CA General Teamsters Security Fund	76-9572	Health Insurance December 2025		30,092.00
30075903	12/02/2025	Northern CA General Teamsters Security Fund	76-9572	IA Health Insurance Dec 2025		16,600.00
30075904	12/02/2025	Tri County Schools Ins. Group	76-9558	Workers' Comp November 2025	10,604.92	
			76-9572	Health Insurance Dec 2025	110,970.92	121,575.84
30075971	12/04/2025	Guardian	76-9570	Dental Claims Nov 2025		6,522.11
30075972	12/05/2025	Aaron Moss	01-5800	Instrument Repair		810.00
30075973	12/05/2025	Accrediting Commission for Schools, WASC	01-5300	Annual Membership		1,270.00
30075974	12/05/2025	Amazon Capital Services, Inc.	01-4300	Class storage	254.21	
				Class supplies	748.70	
				Classroom Supplies	375.02	
				Driveway Rubber Curb Ramps	149.07	
				Office Supplies	32.04	
				Paper	30.46	
				parent engagement Supplies	91.17	
				Staff Lounge	313.82	1,994.49
30075975	12/05/2025	Beacon Fire Alarm & Security	01-5800	Fire Alarm System Inspections		1,144.00
30075976	12/05/2025	Bidwell Canyon Farm	01-4700	produce for cafeteria		86.00
30075977	12/05/2025	BSN Sports LLC	01-4300	Basketball Nets	35.83	
				Wrestling Singlets	2,399.25	
30075978	12/05/2025	California FFA Association	01-4300	Leadership Packets		2,435.08
30075979	12/05/2025	CenturyLink	01-5901	Phone SLES		1,590.00
30075980	12/05/2025	The College Board (WRO)	01-4300	SAT Testing	58.31	
30075981	12/05/2025	DMV Renewal	01-5800	Dump Trailer License Fee	386.40	
30075982	12/05/2025	Ed Staub & Sons Petroleum, Inc	01-4311	Bus Tank Fuel Delivery	10.00	
30075983	12/05/2025	Fortuna High School District ATTN: Sandy Dale	01-5200	New Professionals Institute Registration	631.57	
30075984	12/05/2025	Grainger	01-4300	Custodial Supplies	335.00	
				Maintenance supplies	398.51	
				Welding Supplies	40.16	
30075985	12/05/2025	Spencer Barr -Huhphuhner, Inc.	01-4300	Parent Engagement Nov	881.52	1,320.19
30075986	12/05/2025	North State Grocery, Inc.	01-4300	Ag Foods I & II November	301.97	14.97
				Food Living Skills November	24.56	
				Life Skills Supplies-Nov	55.74	
				Parent Engagement Nov	60.29	
				Refreshments for Building Culture & Equity	89.46	532.02
30075987	12/05/2025	Jones School Supply Co. Inc.	01-4300	Honor Roll Pins		267.72
30075988	12/05/2025	Keegan Richardson	01-5800	Technology services 25/26		2,400.00

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

Checks Dated 12/01/2025 through 12/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
30075989	12/05/2025	Knight Enterprises	01-4300	Welding Supplies	355.69	
30075990	12/05/2025	Les Schwab Tire Center	01-4313	Tires for Transportation		339.88
30075991	12/05/2025	Mandy Larranaga	01-5800	Sped Case Management Services	15.81-	201.84
30075992	12/05/2025	McCombs Electric, Inc.	01-5800	Exterior Lift Rental		3,038.75
				MHS Gym Lights	300.00	
				Food Handlers License	372.00	672.00
30075993	12/05/2025	National Restaurant Assoc. Solutions LLC	01-4300	Gym Scoreboard Bulbs		269.75
30075994	12/05/2025	Nevco Sports, LLC	01-4300	Maintenance Security Lights		1,871.21
30075995	12/05/2025	North Valley Distributing	01-4300	Cafeteria Food Supplies		68.64
30075996	12/05/2025	Nourish Food Hub	01-4700	Office Supplies		740.57
30075997	12/05/2025	ODP Business Solutions, LLC	01-4300	Staff room supplies	2,298.64	
				Board Scholarship	192.92-	2,105.72
30075998	12/05/2025	Plumas Bank -Scholarship Trust Acct.	01-5800	Mechanic Services	305.91	138.92
30075999	12/05/2025	Josiah Sanders Sanders Mobile Repair	01-4314	Mechanic Services	865.59	1,171.50
				Food Service Supplies	946.86	
30076000	12/05/2025	Sysco Food Services of Sacramento	13-4300	Food Service Supplies	13,895.08	14,841.94
				Mower Parts		963.31
30076001	12/05/2025	Turf Star, Inc.	01-4300	AES Copier		14.40
30076002	12/05/2025	Xerox Financial Services	01-5620	NFCA Softball Clinic Perdiem		208.00
30076053	12/11/2025	Steinbrook-Cory, Jillian R	01-5200	Maintenance Supplies	20.38	
30076054	12/11/2025	NAPA Sierra	01-4300	Transportation Supplies	519.35	539.73
				Maintenance Supplies/Services	199.74	
30076055	12/11/2025	Alturas Tire Center	01-4314	Maintenance Supplies/Services	170.00	369.74
				Water/Sewer		481.44
30076056	12/11/2025	City of Alturas Water Department	01-5800	Reading Incentives		49.34
30076057	12/11/2025	Antonio's Cucina Italiana	01-4300	Fire Alarm System		180.00
30076058	12/11/2025	Beacon Fire Alarm & Security	01-5800	Commodities		183.30
30076059	12/11/2025	California Department of Education	13-4700	HP Notebooks for Business & Finance		4,440.80
30076060	12/11/2025	CDW Government	01-4300	Pathway		
				Propane for Forklift	23.18	
30076061	12/11/2025	Ed Staub & Sons Petroleum, Inc	01-4300	Bus Tank Fuel Delivery	1,525.00	
				Fuel for vehicles	756.27	
				Propane all sites	1,597.10	4,009.64
30076062	12/11/2025	Fagen Friedman & Fulfrost LLP	13-4311	Fuel for vehicles	108.09	138.00
30076063	12/11/2025	Four Seasons Supply Center	01-5800	Superintendent Legal Fees		
				Custodial Supplies	3,300.34	

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 12/01/2025 through 12/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
30076063	12/11/2025	Four Seasons Supply Center	01-4300	Maintenance Supplies	1,551.30	4,851.64
30076064	12/11/2025	Frontier	01-5901	Phone Service		2,367.64
30076065	12/11/2025	Grainger	01-4300	Maintenance supplies		210.90
30076066	12/11/2025	Hat Creek Construction & Materials, Inc.	01-4300	Gravel for hut at football field		190.03
30076067	12/11/2025	North State Grocery, Inc.	01-4300	Kinder Thanksgiving		49.40
30076068	12/11/2025	K & K Distributing	13-4300	Food Service Supplies	254.33	
			13-4700	Food Service Supplies	7,899.94	8,154.27
30076069	12/11/2025	Card Service Center	01-4311	Superintendent Travel	26.88	
			01-5200	Track Conference Flights	196.60	
			01-5800	Superintendent Travel	12.00	235.48
30076070	12/11/2025	McCombs Electric, Inc.	01-5800	MHS Gym Emergency Light Repair		760.00
30076071	12/11/2025	MCOE	01-5800	Mleage for Student Health Visit	771.40	
				Technology services 25/26	27,508.00	28,279.40
30076072	12/11/2025	Northern Section, CIF	01-5800	Cross Country Championship Entry Fees		80.00
30076073	12/11/2025	Pacific Power & Light	01-5501	Power Service		30,190.85
30076074	12/11/2025	Josiah Sanders Sanders Mobile Repair	01-5800	Mechanic Services		1,402.50
30076075	12/11/2025	Scholastic Inc.	01-4300	Supplemental ELD Book		232.01
30076076	12/11/2025	U.S. Bank Equipment Finance	01-5620	DO Copier		483.39
30076077	12/11/2025	US Bank	01-5800	Annual COP's agent fees	2,800.00	
30076078	12/11/2025	U.S. Cellular	01-5902	Social Worker Phone	47.72	
30076079	12/11/2025	Ubeo Business Services	01-5620	Quarterly Copier Reading Overages		909.79
30076080	12/11/2025	Vestis	01-5505	Maint/Cafe Laundry		858.36
30076134	12/16/2025	360training, Inc.	01-5800	OSHA Certification		864.00
30076135	12/16/2025	AED Brands, LLC	01-4300	AED Supplies		1,428.69
30076136	12/16/2025	WM Corporate Services, Inc. as Payment Agent	01-5504	Garbage Service All Sites		3,106.19
30076137	12/16/2025	Alturas Tire Center	01-4313	Transportation Supplies	228.03	
			01-5800	Transportation Supplies	195.00	423.03
			01-4300	100% Attendance incentive	69.94	
				Aide Lockers	515.98	
				All Sites Medical supplies	966.66	
				Class attendance incentives	216.82	
				CNC Shop Supplies	30.77	
				Incentive sticker	170.20	
				Lathe Tool and Supplies	1,290.80	
				Lunch Outdoor Equipment	628.16	
				Office Supplies	167.78	
				Teacher Supplies	405.32	

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.

Checks Dated 12/01/2025 through 12/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
30076138	12/16/2025	Amazon Capital Services, Inc.	01-4300	Toner Cartridges	803.86	5,266.29
30076139	12/16/2025	American Safety Council, Inc.	01-5800	Drivers Ed Registration		821.25
30076140	12/16/2025	Canon Financial Services, Inc	01-5620	MHS/MMS Copiers		1,398.98
30076141	12/16/2025	Department of Justice Accounting Office	01-5800	Fingerprint Services		32.00
30076142	12/16/2025	Ed Staub & Sons Petroleum, Inc	01-4311	Bus Tank Fuel Delivery	1,010.81	
				Fuel for vehicles	707.00	
				Fuel for vehicles	36.31	
30076143	12/16/2025	Follett Software, LLC	13-4311	Library Manager Renewal		1,754.12
30076144	12/16/2025	Four Seasons Supply Center	01-5800	Window Blinds		612.97
30076145	12/16/2025	North State Grocery, Inc.	01-4300	Kinder Gingerbread		331.62
30076146	12/16/2025	Jostens, Inc.	01-4300	Diploma		76.65
				Unpaid Sales Tax	19.79	
30076147	12/16/2025	Juniors Automotive	01-4314	PT Mechanic Services	1.34-	18.45
				PT Mechanic Services	71.96	
30076148	12/16/2025	Card Service Center	01-5800	ARIES Conference Registration	112.80	184.76
				Board Member Lodging	2,598.00	
				Softball Clinic Registration	686.90	
				Custodial Supplies	169.00	3,453.90
30076149	12/16/2025	ODP Business Solutions, LLC	01-4300	Toner Cartridges Ag Dept	765.89	
				Toner Cartridges Ag Dept	800.01	
30076150	12/16/2025	SingletonAuman PC	01-5200	Audit services	138.37	1,704.27
30076151	12/16/2025	Wayne C. Bethel Refrigeration & Heating	01-5800	Emergency Repairs Alt Ed	187.50	29,700.00
				Kitchen Refrigerator Repairs	458.26	
30076152	12/16/2025	Keegan Richardson	13-5630	Technology services 25/26		645.76
30076153	12/16/2025	Oxford Suites - Redding	01-5800	Girls Basketball Lodging		3,187.50
30076154	12/16/2025	Western State Design, Inc.	01-5200	MHS Boys Locker Dryer Replacement		1,739.40
30076164	12/29/2025	Fidelity Security Life/EyeMed Premiums	01-4300	Vision Insurance Jan 2026		4,325.50
30076165	12/29/2025	Guardian	76-9571	Dental Insurance Jan 2026		1,044.42
			76-9570			561.69
Total Number of Checks					87	372,943.36

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	77	171,737.86
13	Cafeteria	6	23,782.17
76	Warrant/pass Through	7	177,440.48

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 12/01/2025 through 12/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
		Total Number of Checks	87			
		Less Unpaid Sales Tax Liability				
		Net (Check Amount)			372,960.51	
					17.15	
					<u>372,943.36</u>	



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

January 8, 2026

MEMORANDUM

To: Beckie Lewis, Superintendent
From: Elizabeth Nikki Guzman, Business Manager
Subject: Certification of Corrective Action Audit Findings and Recommendations

Pursuant to Education Code Section 41020(i) and AB 1200, county offices of education are responsible for follow up on local education agency audit findings related to attendance, inventory of equipment, internal control issues, and other miscellaneous matters to determine whether noted exceptions have been corrected or whether an acceptable corrective action plan is in place.

Modoc County Office of Education (MCOE) is requesting that the Governing Board certify that it has reviewed all corrective actions related to audit findings and recommendations from the 2024-25 audit report.

The audit report includes one finding: 2025-001 Instructional Materials Hearing (CDDC#70000).

Attached for Board review and certification is the Certification of Corrective Action Audit Finding and Recommendations form, along with the Audit Corrective Action and supporting documentation. Upon Board certification, these materials will be forwarded to MCOE.

A handwritten signature in dark ink, appearing to be "E. Guzman", is located in the bottom right corner of the page.

MODOC COUNTY OFFICE OF EDUCATION
Fiscal Services

**CERTIFICATION OF CORRECTIVE ACTION
AUDIT FINDINGS AND RECOMMENDATIONS**

FISCAL YEAR 2024-25

DISTRICT NAME: Modoc Joint Unified School District

☐ Certification of Corrective Action is hereby filed by the governing board of the school district.

Signature of Clerk/Secretary of the Governing Board

January 14, 2026
Date of Meeting

☐ Certification of Corrective Action:

The superintendent certifies that all corrective action(s) specified in the attached page(s) have been reviewed by the district's Governing board and assures that corrective procedures have been implemented and will be used in the ensuing years.

Signature of District Superintendent

Date

FOR ADDITIONAL INFORMATION

District Contact: Elizabeth N. Velez Guzman

Phone: (530) 233-7201

Submit the Original of Certification of Corrective Action, together with each Audit Finding Corrective Action form and corresponding documentation to:

Leslie Corder, CBO
Modoc County Office of Education
139 Henderson Street
Alturas, CA 96101

Your response must be submitted by **March 15th**.

MODOC COUNTY OFFICE OF EDUCATION
Fiscal Services

AUDIT CORRECTIVE ACTION

FISCAL YEAR 2024-25

DISTRICT NAME: Modoc Joint Unified School District

FINDING CATEGORY: Instructional Materials Hearing

FINDING #: 2025-001

PAGE#: 65

Describe below specific corrective action used in resolving audit finding:

Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.

Attach all pertinent documentation. Number of attachments for this finding: 8.

Finding: In 2024-25, the District did not provide the required 10 day advance notice for the public hearing regarding sufficiency of instructional materials.

Corrective Action: The District has taken corrective measures to ensure proper advance notice for public hearings, including place, time and purpose of the meeting is being done.

The 10 day advance notice for the public hearing regarding sufficiency of instructional materials for 2025-26 was done on August 19, 2025 for approval at the September 9, 2025 Board meeting.

MODOC JOINT UNIFIED SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2025

B. State Award Findings and Questioned Costs

Finding 2025-001 Instructional Material Hearing (CDDC#70000)

Criteria upon which audit finding is based (Legal Citation)

California Education Code section 60119 requires the governing board to each school district to hold a public hearing to determine the sufficiency of instructional materials.

Finding (Condition)

During the audit of the District we noted:

The District did not provide the required 10 day advance notice for the public hearing regarding sufficiency of instructional materials.

The notice for the hearing did not include the place, time or purpose of the meeting.

The notice did not encourage teacher, parents, or guardians to attend the hearing.

Amount of Questioned Costs, How Computed and Prevalence

None.

Effect

The District was not in compliance with Education Code section 60119.

Cause

The District did not have adequate procedures to ensure compliance with all statutory notice and outreach requirements for the annual instructional materials hearing.

Recommendation

The District should implement procedures to ensure all statutory requirements for public notice of the annual instructional materials sufficiency hearing are met.

District's Response

The District concurs with this finding.

C. Yellow Book/Financial Statement Findings (Continued)

None

D. Federal Award Findings and Questioned Costs

None.

MODOC JOINT UNIFIED SCHOOL DISTRICT

CORRECTIVE ACTION PLAN

FOR THE YEAR ENDED JUNE 30, 2025

Person Monitoring Corrective Action Plan

District Superintendent - Rebecca Lewis

Finding 2025-001 Instructional Material Hearing (CDDC#30000).

Finding (Condition)

During the audit of the District we noted:

The District did not provide the required 10 day advance notice for the public hearing regarding sufficiency of instructional materials.

The notice for the hearing did not include the place, time or purpose of the meeting.

The notice did not encourage teacher, parents, or guardians to attend the hearing.

Corrective Action Planned

The District has taken corrective measures to ensure we are providing proper advance notice for public hearings, including place, time and purpose of the meeting.

Expected Completion Date

August 19, 2025

MODOC JOINT UNIFIED SCHOOL DISTRICT

906 W 4th Street

Alturas, CA 96101

VERIFICATION OF POSTING

I, Gerese Weber, certify that the Notice of Public Hearing for standard-aligned textbook and instructional material sufficiency was posted as follows:

Modoc Joint Unified School District

906 W 4th St, Alturas, CA 96101

August 19, 2025 at 9:30 a.m.

Modoc High School

900 N Main St, Alturas, CA 96101

August 19, 2025 at 9:30 a.m.

Alturas Elementary School

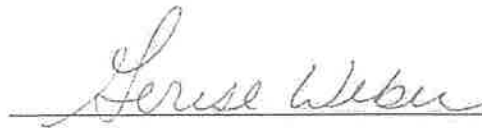
809 W 8th St, Alturas, CA 96101

August 19, 2025 at 9:30 a.m.

Modoc County Office of Education

139 Henderson St, Alturas, CA 96101

August 19, 2025 at 9:30 a.m.



(Signature)

MODOC JOINT UNIFIED SCHOOL DISTRICT
Board of Trustees

Regular Board Meeting

September 9, 2025

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

Shaun Wood, Member

Jodie Veverka, 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:

1. **Personnel - Public Employee Employment:**
 - 1.1. **Resignations/Retirements/Releases**
 - 1.1.1. Junior Varsity Wrestling Coach
 - 1.2. **Recommendations for Approval:**
 - 1.2.1. MHS WASC Coordinator
 - 1.2.2. MHS Varsity Wrestling Coach
 - 1.2.3. Reclassify Food Service Worker II to Food Service Worker III
 - 1.2.4. Reclassify Food Service Worker I to Food Service Worker II
 - 1.2.5. MHS Girls Golf Coach
 - 1.2.6. Peer Tutor
 - 1.2.7. MHS AVID Coordinator
 - 1.2.8. Junior Varsity Boys Basketball Coach
 - 1.3. **Government Code § 54957:**
 - 1.3.1. Public Employee Performance Evaluation: (Various Certificated and Classified employees);
2. **Negotiations:** Conference with labor negotiator pursuant to [Government Code § 54957.6]: Agency Negotiator: Rebecca Lewis; Employee Organization: Modoc Teachers Association.
3. **Negotiations:** Conference with labor negotiator pursuant to [Government Code § 54957.6]: Agency Negotiator: Rebecca Lewis; Employee Organization: Teamsters Local 137.

OPEN SESSION

Reporting of Closed Session Items:

1. **Personnel - Public Employee Employment:**
 - 1.1. **Resignations/Retirements/Releases**
 - 1.1.1. Junior Varsity Wrestling Coach _____ / _____ Yes: No: Abstain:
 - 1.2. **Recommendations for Approval:**
 - 1.2.1. MHS WASC Coordinator _____ / _____ Yes: No: Abstain:
 - 1.2.2. MHS Varsity Wrestling Coach _____ / _____ Yes: No: Abstain:
 - 1.2.3. Reclassify Food Service Worker II to Food Service Worker III _____ / _____ Yes: No: Abstain:

1.2.4. Reclassify Food Service Worker I to Food Service Worker II

_____/_____/_____ Yes: No: Abstain:

1.2.5. MHS Girls Golf Coach

_____/_____/_____ Yes: No: Abstain:

1.2.6. Peer Tutor

_____/_____/_____ Yes: No: Abstain:

1.2.7. MHS AVID Coordinator

_____/_____/_____ Yes: No: Abstain:

1.2.8. Junior Varsity Boys Basketball Coach

_____/_____/_____ Yes: No: Abstain:

1.3. Government Code § 54957:

1.3.1. Public Employee Performance Evaluation: (Various Certificated and Classified employees);

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

Reports

1. MHS Student Representatives
2. MMS Student Representatives
3. Site Principals
4. Rebecca Lewis, Superintendent
5. Board Reports
6. Modoc Teachers Association
7. Teamsters Local 137
8. Director of Maintenance and 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 are 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
 - 1.1.1. Regular Board Meeting August 12, 2025 (Pages 1-7)
- 1.2. Approve the Agreement for 2025-26 Indian Education Tutoring Services (Pages 8-9)
- 1.3. Approve the 2025-2026 Contract for Tuition Students between Modoc Joint Unified School District and Lake County School District #7 (Pages 10-14)
- 1.4. Approve MHS Fundraisers (Pages 15-17)

2. Budget and Finance

- 2.1. Ratify Adult Meal Pricing (Page 18)
- 2.2. Approve Approve warrants to be paid from the following (Pages 19-22)
 - 2.2.1. Checks dated 8/1/25 - 8/31/25
 - General Fund in the amount of \$352,055.57
 - Cafeteria Fund in the amount of \$9,685.68
 - Special Reserve Capital Outlay in the amount of \$327,210.69
 - Warrant/Pass Through in the amount of \$183,667.12

DISCUSSION/ACTION AGENDA

Public Hearing

This meeting is declared a public hearing for the purpose of allowing members of the public to discuss the State Department of Education Instructional Materials funding for Transitional Kindergarten through grade twelve.

- 1. Approve Resolution 25.26.1 Teacher Assignments (Pages 23-26)

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

- 2. Approve Resolution 25.26.2 Adopting the GANN Limit (Pages 27-31)

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

- 3. Approve Resolution 25.26.3 Declaring Sufficiency of Instructional Materials (Pages 32-36)

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

- 4. Ratify Addendum A1 of Keegan's IT Services Proposal (Page 37)

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

5. Approve Revised Music Teacher Job Descriptions (**Pages 38-47**)

_____/____ Yes: No: Abstain:

6. Approve the 2024/2025 Unaudited Actuals Report (**Insert**)

_____/____ Yes: No: Abstain:

7. Approve the Memorandums of Understanding between Modoc Joint Unified School District and Humboldt County Office of Education for 2 Teachers for the Teacher Residency Program. (**Pages 48-62**)

_____/____ Yes: No: Abstain:

8. Nominate and Approve a Perry Hawkins Board Member for the 25/26 Year

_____/____ Yes: No: Abstain:

9. Approve the Changes to the 25/26 Transportation Safety Plan & Handbook (**Pages 63-78**)

_____/____ Yes: No: Abstain:

10. Approve the Memorandum of Understanding between Modoc Joint Unified School District and Alturas Police Department for a School Resource Officer for the 2025-2026 School Year. (**Pages 79-80**)

_____/____ Yes: No: Abstain:

DISCUSSION

1. Construction Update

INFORMATION

1. Seamless Summer Food Service Report (**Page 81**)
2. ASB Report for the Period Ending July 31, 2025 (**Page 82**)

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

- 1.
- 2.

Next Regular Board Meeting:

October 14, 2025

5:00 p.m. Closed Session

6:00 p.m. Open Session

Adjournment:

MEMORANDUM OF UNDERSTANDING

Between

Modoc County Sheriff's Office
and
Modoc Joint Unified School District
Surprise Valley Joint Unified School District
Tulelake Basin Joint Unified School District

For the School Resource Officer Program (COPS Hiring Program 2025)

This Memorandum of Understanding ("MOU") establishes a formal partnership between the **Modoc County Sheriff's Office (MCSO)**, a public agency located at **102 S. Court Street, Alturas, CA 96101**, and the following school districts with educational oversight authority within Modoc County, California: The purpose is to implement the School Resource Officer (SRO) program funded under the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) Hiring Program (CHP) 2025 award.

- **Modoc County Office of Education**
139 Henderson St., Alturas, CA 96101
Authorized Official: Mike Martin, County Superintendent
- **Modoc Joint Unified School District (MJUSD)**
906 W. 4th Street, Alturas, CA 96101
 - **Authorized Official:** Beckie Lewis, Superintendent
- **Surprise Valley Joint Unified School District (SVJUSD)**
470 Lincoln Street, Cedarville, CA 96104
 - **Authorized Official:** Audra Evans, Superintendent
- **Tulelake Basin Joint Unified School District (TBJUSD)**
400 G Street, Tulelake, CA 96134
 - **Authorized Official:** Brian Norby, Superintendent

Purpose

The County and the Districts plan to assign **(1-2) School Resource Officers (SROs)** to school campuses to enhance campus safety and security and to strengthen community policing partnerships among law enforcement, schools, students, families, and surrounding communities.

School Resource Officers assigned under this agreement shall operate in a manner consistent with the principles of **community policing** and in compliance with the requirements of the **U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office) Hiring Grant Program**, including the **2025 COPS Hiring Grant Program**.

COPS Hiring Grant Compliance

This MOU is intended to comply with all applicable requirements of the **COPS Hiring Grant Program**, including programmatic, fiscal, training, reporting, and retention obligations.

Community Policing Requirement

The parties acknowledge that SRO duties shall align with the COPS Office definition of community policing, including:

- Building positive relationships with students, staff, families, and community members;
- Engaging in problem-solving strategies to address school safety concerns; and
- Participating in prevention, education, and outreach activities beyond traditional law enforcement responses.

Supplanting Prohibition

Grant funds awarded under the COPS Hiring Grant Program shall **not supplant** state, local, or other non-federal funds. The SRO positions supported under this MOU shall comply with all COPS Office non-supplanting requirements. These SRO positions represent an increase in law-enforcement presence beyond pre-award staffing levels and shall not replace existing officers or funding obligations.

Retention Requirement

The Modoc County Sheriff's Office agrees to comply with all applicable **COPS Hiring Grant retention requirements**, including retention of grant-funded officer positions for the period specified by the COPS Office following the conclusion of the grant, subject to lawful budget authority and continued funding.

Training and Certification

All SROs funded under this agreement shall meet applicable **California POST certification and training requirements**, including POST School Resource Officer training, as well as any training required by the COPS Office as a condition of grant funding.

Reporting and Recordkeeping

The Modoc County Sheriff's Office shall maintain all records necessary to comply with COPS Office grant reporting, monitoring, and audit requirements. The Districts agree to cooperate, as appropriate, in providing information related to SRO activities, community engagement, and program outcomes.

Grant Contingency

Continuation of this MOU is contingent upon the approval, availability, and continuation of COPS Hiring Grant funding. In the event grant funding is reduced, suspended, or terminated, MCSO shall notify the Districts promptly, and the parties shall confer regarding continuation or modification of the SRO program.

Roles and Responsibilities

Modoc County Sheriff's Office (MCSO) shall:

- Assign sworn, uniformed, armed Deputy Sheriffs to serve as School Resource Officers for Modoc, Surprise Valley, and Tulelake Basin school campuses.
- Retain sole authority over employee supervision, evaluation, discipline, and dismissal.
- Ensure SROs are subject to all personnel policies and procedures of Modoc County and MCSO.
- Ensure each SRO maintains all required certifications, training, and clearances, including POST-required SRO training.
- Ensure instruction includes adolescent development, trauma-informed response, cultural competence, de-escalation, and school-specific policies.
- Maintain SRO personnel and activity records for grant compliance and reporting.
- Collaborate with school administrators to develop joint response protocols for emergencies, crises and investigations.
- Provide necessary law-enforcement equipment and communication support.

School Resource Officers (SROs) shall:

- Perform duties consistent with their law-enforcement authority, including:
 - Building positive relationships with students and staff through engagement and mentoring.
 - Preventing and investigating criminal acts occurring on campus or at school-related events; non-criminal acts will be handled by school administration.
 - Providing law-related education programs that may include gang participation, alcohol or drugs.
 - Supporting school-safety initiatives and emergency response planning.
- Coordinate and communicate with the superintendent, school superintendent or designee.
- Develop and maintain an assignment schedule for participating schools.
- Prepare and submit required reports.
- Participate in School Attendance Review Board (SARB) meetings, as appropriate.
- Collect and share information related to school safety and disruptive incidents in compliance with FERPA, state student-privacy laws, and law-enforcement confidentiality requirements. Access to student records shall occur only as permitted under FERPA exceptions or written consent.

The School Districts shall:

- Coordinate with SROs to ensure student safety and support legitimate law enforcement needs.
- Comply with all laws governing student information and confidentiality.
- Communicate concerns to MCSO supervisory staff.
- Provide workspace and access to communication/digital systems and resources.
- Include SROs in school emergency response plans and procedures.
- Support the SRO participation in outreach for school and community activities.

Program Administration

SROs shall report through the MCSO chain of command to the **Modoc County Sheriff**. SROs retain discretionary authority regarding law enforcement actions. Matters beyond SRO authority shall be referred to the Sheriff and the appropriate District Superintendent.

All decisions shall consider district policies and procedures applicable to the situation.

Program Evaluation

The program shall be evaluated jointly by the Modoc County Sheriff and District Superintendents at least annually to assess impacts on:

- School safety and disruptive incidents; and
- The number and nature of non-criminal contacts.

The parties agree to collaborate on community-based solutions to school safety issues.

Assigned Campuses

SROs shall spend the majority of their assigned time on or around district campuses, including:

Modoc Joint Unified School District

- Alturas Elementary School
- Modoc Middle School
- Modoc High School
- Warner High School
- High Desert Community Day School

Surprise Valley Joint Unified School District

- Surprise Valley Elementary School
- Surprise Valley High School

Tulelake Basin Joint Unified School District

- Tulelake Basin Elementary School
 - Tulelake High School
-

Emergency Response

SROs may be required to respond to emergency calls. Emergency response duties shall take precedence over routine SRO assignments.

Reporting and Evaluation

Representatives of MCSO and the Districts shall meet at the conclusion of each school year to review program effectiveness to include incident data, safety outcomes, and stakeholder feedback. Adjustments to SRO duties may be made with written approval of the Sheriff and District Superintendents. Modoc Sheriff's Office will submit all reports required by the COPS Office, including progress, financial, and performance.

Funding and Resources

Funding is provided through the COPS Hiring Program 2025 Award No. 15JCOPS-25-GG-01366-UHPX. Modoc Sheriff's Office will be responsible for match requirements per the award agreement. This may be in-kind support.

Term and Termination

This MOU shall take effect upon **funding approval for the 2026–2027 school year** and assignment of SROs. It shall remain in effect for grant funding period of five years or until terminated by either party with **thirty (30) days written notice**.

This MOU may be amended only by written agreement signed by all parties. Any modification to SRO duties must be documented through written amendment.

Signatures

Modoc County Sheriff's Office

William "Tex" Dowdy, Sheriff-Coroner
102 S. Court Street
Alturas, CA 96101

Date

Modoc County Office of Education

Mike Martin, County Superintendent
139 Henderson Street
Alturas, CA 96101

Date

Modoc Joint Unified School District

Beckie Lewis, Superintendent
906 W. 4th Street
Alturas, CA 96101

Date

Surprise Valley Joint Unified School District

Audra Evans, Superintendent
470 Lincoln St.
Cedarville, CA 96104

Date

Tulelake Basin Joint Unified School District

Brian Norby, Superintendent
4009 G St.
Tulelake, CA 96134

Date

January 6, 2026
Modoc Joint Unified School District
906 W. 4th Street
Alturas, CA 96101

Dear Superintendent Lewis:

On behalf of the Modoc Teachers Association and pursuant to Article 32 of the Collective Bargaining Agreement between MTA and MJUSD, the Association submits this request for initial negotiations for the 2026-2027 school year.

MTA proposes negotiations to include:

Article 10: Association Rights - Specifically days for Association meetings.

Article 12: Hours – specifically language for the District Professional Development Days.

Article 30: In-service Education - specifically the District Professional Development Day; Supplemental Pay changes; change name of this article to reflect a more accurate description of the section,

Article 32: Compensation – specifically the addition of fair and equitable compensation across the salary schedule and years brought forward; Public Works Trainings; as well as change to the PhD stipend; addition of a stipend for personal communication devices used for employment; years worked above 30; Insurance Premiums for the 2026-2027 school year.

Article 33: Miscellaneous Provisions – specifically the academic calendar.

The revision of all job descriptions within our unit.

The updating of the Certificated Supplemental Salary Schedule.

We are looking forward to working with you cooperatively so that we can continue to make our district a positive place to both learn and teach.

Sincerely,



Katie Copp

Modoc Teachers Association, President



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

January 7, 2026

Katie Copp
President, Modoc Teachers Association
809 W. 8th Street
Alturas, CA 96101

Re: Sunshine Proposal

Dear Katie:

I am in receipt of your letter dated January 6, 2026 regarding the request to open negotiations for the 2026-2027 school year. Pursuant to Government Code 3547, we will present (sunshine) the initial MTA proposals mentioned in that letter at the January 14, 2026 meeting of the MJUSD Board of Trustees and thereafter they shall be public record.

Modoc Joint Unified School District proposes:

- Article 12.1 – language discussion
- Article 12.2 – language clean up, split paragraph
- Article 26 and Article 30 – language clean up, change in-service education to professional development
- Article 30.3 – language clean up, change staff development to professional learning communities
- Article 32.3.5 – language clean up, remove “per diem”
- Article 32.6 – create professional growth plan form
- Article 33: Miscellaneous Provisions – school calendar multi-year option
- Appendix C – language clean up
- Appendix F – update to reflect current CSTP standards
- Appendix G – language clean up, add Counselor to title
- Appendix P – update to current version
- Add Observation Form and Summary Evaluation Form for Student & Family Support Specialist
- Discuss contracts and evaluations of supplemental positions

Pursuant to Government Code 3547, we will present (sunshine) the above-mentioned initial proposals by the Modoc Joint Unified School District at the January 14, 2026 meeting of the MJUSD Board of Trustees and thereafter they shall be public record.

I look forward to working with you and your team. I am confident that we will continue in a positive direction.

Respectfully,

A handwritten signature in dark ink, appearing to read "Rebecca Lewis". The signature is fluid and cursive, written over the printed name.

Rebecca Lewis
Superintendent

Memorandum

To: Modoc Joint Unified School District Board of Trustees
From: Beckie Lewis, Superintendent, MJUSD
Date: December 16, 2025
Subject: Summary of Board Policy & Administrative Regulation Updates

Based on the attached December 2016, July 2019, June 2025, and August 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 4119.24 BP 4219.24 BP 4319.24 (July 2019) **New**
-

- BP 5030 (December 2016) **Update**
-

Completion of June 2025 Updates

- BP 0420.4 AR 0420.4
- BP 0420.41 E(1) 0420.41
- BP 0440
- BP 0441 **New*
- BP 0450 AR 0450
- BP 1113 AR 1113 E(1) 1113
- AR 3512 E (1) 3512
- BP 4112.9 E (1) 4112.9
- BP 4212.9 E (1) 4212.9
- BP 4312.9 E (1) 4312.9
- BP 5131.41
- BP 5145.6 E (1) 5145.6
- BP 5146
- BP 6142.91
- BP 6145.2 AR 6145.2
- AR 6159.4
- BB 9011

August 2025 Updates

- BP 6141.2 AR 6141.2
- BP 6142.1 AR 6142.1
- BP 6142.8 AR 6142.8

I have also reviewed the following AR, which is not mandated and I recommend that we delete it...

- AR 0440

POLICY GUIDE SHEET

July 2019

Page 1 of 3

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

BP 1112 - Media Relations

(BP revised)

Policy updated to expand the section on "Crisis Communications Plan" to apply to natural disasters, involve district technology personnel in the development of the plan, and expand the contents of the plan. Policy also updated to encourage the establishment of priorities and key messages for proactive communications with the media, clarify that media representatives can be required to register before coming on campus only if the district has adopted a policy requiring all visitors to register, and clarify that the only student directory information that may be released to the media is that information designated by the district in AR 5125.1 - Release of Directory Information.

AR 3320 - Claims and Actions Against the District

(AR revised)

Regulation updated to add statement requiring the use of district procedures for claims against the district prior to filing a lawsuit. Regulation also defines "limited civil case" as one that is for an amount of \$25,000 or less.

BP/AR 3551 - Food Service Operations/Cafeteria Fund

(BP/AR revised)

Policy updated to reflect **NEW FEDERAL REGULATION (84 Fed. Reg. 8247)** and updated California Department of Education (CDE) guidance giving districts with an average daily attendance of less than 2,500 greater flexibility in the hiring of food service directors. Policy also consolidates material on nondiscrimination toward students who have unpaid meal fees and those who participate in the free and reduced-price meal program. Regulation updated to reflect **NEW LAW (AB 3043, 2018)** which permits the use of cafeteria funds to (1) pay for the purchase of a mobile food facility and (2) supplement the cost of providing universal breakfast in districts that do not provide universal breakfast under a federal program, provided they submit the required certification to CDE. Regulation also updates section on U.S. Department of Agriculture (USDA) donated foods to reflect current requirements for the safe storage and control of the foods. In both policy and regulation, CDE and USDA guidance renumbered when superseded by newer guidance.

AR 4117.7/4317.7 - Employment Status Reports

(AR revised)

Regulation updated pursuant to Education Code 44940 to include a violation or attempted violation of Penal Code 187 (murder) in the definition of a "mandatory leave of absence offense."

BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions

(BP added)

New policy addresses the avoidance of unlawful and inappropriate interactions between staff and students, an employee's responsibility to report another employee's violation of this policy, disciplinary consequences for staff, referral to law enforcement when appropriate, the requirement to post the code of conduct on school and/or district websites, and examples of conduct that are inappropriate or can create the appearance of impropriety.

CSBA POLICY GUIDE SHEET

June 2025

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

Board Policy 0410 - Nondiscrimination in District Programs and Activities

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. In addition, policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in education programs and activities. Policy also updated to reflect **NEW LAW (AB 3074, 2024)** which prohibits public schools, except public schools operated by an Indian tribe or a tribal organization, from using the term "Redskins" as a school or athletic team name, mascot, or nickname, and, beginning July 1, 2026, prohibits public schools, other than those operated by an Indian tribe or a tribal organization, from using any derogatory Native American term for school or athletic team names, mascots, or nicknames without the written consent of a local federally recognized Indian tribe.

Board Policy 0420.4 - Charter School Authorization

Policy updated to reflect that the prohibition from approving a petition for the establishment of a new charter offering nonclassroom-based instruction extends to January 1, 2026. Additionally, policy updated to add the section "Material Revisions to Charter," which was moved from Board Policy 0420.41 - Charter School Oversight, as that section is more appropriately placed with material related to authorization of charter schools.

Administrative Regulation 0420.4 - Charter School Authorization

Regulation updated to reflect the inclusion of long-term English learners as a numerically significant subgroup, and to include the location of the charter school to the list of items to be described in the charter petition. Additionally regulation updated to reflect the requirement for comprehensive school safety plans (CSSP) to include adaptations for students with exceptional needs, **NEW LAW (AB 2887, 2024)** which requires CSSPs to include procedures for responding to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds, and **NEW LAW (AB 1858, 2024)** which requires CSSPs to include a provision relating to active shooter and armed assailant drills. In addition, regulation updated to expand upon the material related to suspensions and expulsions in the list of items to be described in the charter petition.

Board Policy 0420.41 - Charter School Oversight

Policy updated to add that the Superintendent or designee and the governing bodies of charter schools review new laws and regulations applicable to charter schools, and delete the section "Material Revisions to Charter," which was moved to Board Policy 0420.4 - Charter School Authorization, as that section is more appropriately placed with material related to authorization of charter schools.

Exhibit(1) 0420.41 - Charter School Oversight

Exhibit updated to include that the exhibit will not be updated after June 1, 2025. Additionally, exhibit updated to reflect (1) **NEW LAW (AB 3216, 2024)** which requires the governing body of a charter school to, by July 1, 2026, adopt policy that limits or prohibits student use of smartphones while at a school site or under the supervision and control of district employee(s), and subsequently, to update the policy every five years, (2) the requirement for charter schools to, by July 1, 2026, develop, adopt, implement, and annually review weather protocols for extreme weather conditions, (3) the requirement for members of the governing body in service as of January 1, 2025, except for members whose term of office ends before January 1, 2026,

to receive ethics training before January 1, 2026, and at least once every 2 years thereafter, (4) **NEW LAW (SB 153, 2024)** which requires, if the governing body is unable to review local indicator due to any specified emergency, to review such data at its next meeting, adopt a resolution describing the emergency event and the date on which the local indicator data was reviewed, and submit the resolution to the California Department of Education (CDE), (5) **NEW LAW (SB 1318, 2024)**, which requires the governing body to, on or after July 1, 2026, update its policy to include best practices identified in CDE's updated Model Youth Suicide Prevention Policy related to crisis intervention protocols in the event of a student suicide crisis, (6) **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases, (7) **NEW LAW (SB 153, 2024)** which prohibits the governing body from adopting or approving the use of any textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if the use would subject a student to unlawful discrimination, (8) **REVISED GUIDANCE** from the California Attorney General related to responding to immigration enforcement in K-12 schools, (9) **NEW LAW (AB 1955, 2024)** which prohibits a charter school or a member of the governing body of a charter school, from enacting or enforcing any policy, rule, or administrative regulation that would require an employee or a contractor to disclose any information related to a student's sexual orientation, gender identity, or gender expression to any other person without the student's consent, unless otherwise required by state or federal law, (10) **NEW LAW (SB 153, 2024)** which requires the annual update to the local control and accountability plan (LCAP) to be presented as a nonconsent item at the meeting of the governing body, and that all Learning Recovery Emergency Funds received by the charter school to be included in the LCAP/annual update to the LCAP for the period of July 1, 2025 through June 30, 2028, (11) **NEW LAW (SB 1429, 2024)** which adds snowstorms to the list of emergencies for which a charter school may apply to the Superintendent of Public Instruction to obtain apportionment credit, (12) **NEW LAW (AB 2429, 2024)** which requires the governing body of a charter school that has elected to require its students to complete a course in health education for graduation from high school to include instruction in the dangers associated with fentanyl use, (13) **NEW LAW (AB 1796, 2024)** which requires charter schools to annually notify parents/guardians of students admitted to, or advancing to, grades 7-12, of any dual enrollment or International Baccalaureate courses offered by the local educational agency, (14) **NEW LAW (SB 153, 2024)** which authorizes charter schools, until July 1, 2031, to extend the exemption from all coursework and other requirements adopted by the charter school governing body that are in addition to the statewide course requirements, and award a high school diploma, to an eligible student with exceptional needs who was enrolled in grade 10 or higher in the 2022-23 school year, (15) **NEW LAW (AB 2345, 2024)** which prohibits the charter school from hiring any person for purposes of a short-term staff permit, provisional internship permit, or a teaching permit for statutory leave, unless that person has a certification in cardiopulmonary resuscitation that meets the standards established by the American Heart Association or the American Red Cross, (16) **NEW LAW (AB 2534, 2024)** which requires charter schools, when considering an applicant for a certificated position, to inquire with each local educational agency that previously employed the applicant if the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were required to be reported to the Commission on Teacher Credentialing, (17) **NEW LAW (AB 1913, 2024)** which requires charter schools to provide annual training to employees on the prevention of abuse, including sexual abuse, of children on school grounds, by school personnel, or in school-sponsored programs, (18) **NEW LAW (AB 2316, 2024)** which prohibits charter schools, beginning December 31, 2027, from offering or selling, except for food items sold as part of a school fundraising event, foods containing artificial food dyes that have been linked to hyperactivity and behavioral issues in some children, (19) **NEW LAW (SB 1063, 2024)** which requires charter schools that serve students in grades 7-12 and issue or reissue student identification cards to have printed on either side of the card the telephone number for the 988 Suicide and Crisis Lifeline and the National Suicide Prevention Lifeline (1-800-273-8255), (20) **NEW LAW (SB 939, 2024)** which requires charter schools to ensure that specified resources related to neurodiversity are readily accessible in a prominent location on the school's website in a manner that is easily accessible to parents/guardians and students, (21) **NEW LAW (SB 997, 2024)** which provides that a charter school may not prohibit a student in middle school, junior high school, or high school, while on a school site or participating in school activities, from carrying fentanyl test strips or a federally approved opioid antagonist for the emergency treatment of persons suffering, or reasonably believed to be suffering, from an opioid overdose, (22) **NEW LAW (AB 2998, 2024)** which provides that a charter school may not prohibit students 12 years of age or older, while on a school site or participating in school activities, from carrying or administering, for the purposes of providing emergency treatment to persons who are suffering,

or reasonably believed to be suffering, from an opioid overdose, a naloxone hydrochloride nasal spray or any other opioid overdose reversal medication, (23) **NEW LAW (AB 1984, 2024)** which requires, commencing with the 2026-27 school year, charter schools to provide to CDE data on student transfers due to disciplinary reasons, including whether the student transferred to an alternative school based on a referral by the school, (24) **NEW LAW (AB 2711, 2024)** which provides that students who voluntarily disclose their use of a tobacco product, controlled substance, alcohol, or an intoxicant of any kind in order to seek help through services or supports may not be suspended solely for that disclosure, (25) **NEW LAW (AB 2565, 2024)** which requires charter schools serving students in grades kindergarten-12 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 0440 - District Technology Plan

Policy updated to revise the philosophical paragraph to acknowledge, in addition to the benefits gained from technological resources, potential negative consequences. Additionally, policy updated to add material related to the alignment of technological resources with other district goals, objectives, and academic standards, the safe use of technological resources, the use of technology in accordance with district policy, and the use of artificial intelligence, as applicable. In addition, policy updated to (1) reflect that state law and the California Department of Education no longer requires districts to have a technology plan and (2) maintain the requirement for the Superintendent to develop and regularly propose revisions to a technology plan. Policy also updated to list the components to be included in the district technology plan.

Delete - Administrative Regulation 0440 - District Technology Plan

Regulation deleted as unnecessary since the California Department of Education no longer requires districts to have a technology plan.

New - Board Policy 0441 - Artificial Intelligence

New policy provides principles for the district regarding the use of artificial intelligence (AI) by students and staff, and requires the Superintendent to ensure that the use of AI is consistent with district policy.

Board Policy 0450 - Comprehensive Safety Plan

Policy updated to include in the philosophical statement that, in addition to high expectations for student conduct, there are high expectations for staff conduct. Additionally, policy updated to reflect legislative intent to provide staff training on the comprehensive school safety plan.

Administrative Regulation 0450 - Comprehensive Safety Plan

Regulation updated to reflect **NEW LAW (AB 2887, 2024)** which (1) provides legislative intent that districts develop a comprehensive school safety plan (CSSP) in consultation with local medical services personnel and other persons who may be interested in the health and safety of students, and (2) requires CSSPs 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. Additionally, regulation updated to reflect **NEW LAW (AB 2968, 2024)** which requires, beginning with the 2026-27 school year, the disaster procedures in CSSPs to include a procedure to identify appropriate refuge shelter for all students and staff for use 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, and **NEW LAW (AB 1858, 2024)** which requires, if the CSSP includes procedures to prepare for active shooters or other armed assailants by conducting a drill, the drill to be in accordance with specified components. In addition, regulation updated for reflect **NEW LAW (SB 153, 2024)** which requires CSSPs to include an instructional continuity plan to establish communication and provide instruction to students when in-person instruction is disrupted due to an emergency.

Board Policy 1113 - District and School Websites

Policy updated to make the philosophical paragraph more current by assuming that districts have websites and to recognize the value of district and school websites for communication purposes. Additionally, policy updated to **NEW LAW (AB 1785, 2024)** which prohibits districts from publicly posting online specified

information of any elected or appointed official, such as a Governing Board member, without first obtaining the written permission of that individual.

Administrative Regulation 1113 - District and School Websites

Regulation updated to reflect **NEW REGULATION (89 Fed.Reg. 31337)** which establishes requirements and technical standards for making web content offered by government entities accessible to the public. Additionally, regulation updated to provide minor clarifications, and revisions to style.

Exhibit(1) 1113 - District and School Websites

Exhibit updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, exhibit updated to reflect **NEW LAW (SB 939, 2024)** which requires districts to ensure that specified resources related to neurodiversity are readily accessible in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students. In addition, exhibit updated to include the requirement, beginning January 1, 2027, for districts to post a notification of the hearing date and location for inspection for the district's proposed budget prominently on the district's website homepage at least three days before the availability of the proposed budget for public inspection. Exhibit also updated to reflect **NEW LAW (AB 2690, 2024)** which requires districts to post information about the risks of social media being used as a way to market and sell synthetic drugs.

Board Policy 1312.3 - Uniform Complaint Procedures

Policy updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. Additionally, policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in education programs and activities. In addition, policy updated to reflect the California Department of Education's federal program monitoring instrument which now lists "Instructional Materials and Curriculum: Diversity" as its own item, and **NEW LAW (AB 3074, 2024)** which requires the use of the uniform complaint procedures to resolve complaints related to school or athletic team names, mascots, or nicknames. Policy also updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and clarify that the Title IX regulations as they existed prior to August 1, 2024 are required to be used to address any complaint alleging sexual harassment, as defined, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025.

Administrative Regulation 1312.3 - Uniform Complaint Procedures

Regulation updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, regulation updated to delete language which is not required by law related to receipt of an investigation report by respondent and consideration of an appeal by the Governing Board. In addition, regulation updated to delete material which is no longer supported related to an alleged victim receiving information in the notice of the investigation report about sanction(s) to be imposed upon a respondent that relates directly to an alleged victim.

Exhibit(1) 1312.3 - Uniform Complaint Procedures

Exhibit updated in conjunction with accompanying Board policy and administrative regulation.

Exhibit(2) 1312.3 - Uniform Complaint Procedures

Exhibit updated in conjunction with accompanying Board policy and administrative regulation, with minor revisions to more closely align with law.

Administrative Regulation 3512 - Equipment

Regulation updated to clarify that (1) district equipment may only be used for an approved district-related purpose, (2) the Superintendent or designee is required to maintain property records as specified in Administrative Regulation 3440 - Inventories, including updating property records when there is a change in the status of the property, (3) the Superintendent or designee is required to obtain prior approval from the California Department of Education or other awarding agency before disposing or encumbering equipment purchased with federal funds, and (4) persons involved in the selection, award, or administration of a contract supported by federal funds comply with the requirements specified in 2 CFR 200.13 and 200.318, and in accordance with Administrative Regulation 3230 - Federal Grant Funds and Board Bylaw 93270 - Conflict of Interest.

Exhibit(1) 3512 - Equipment

Exhibit updated in conjunction with accompanying administrative regulation, with the condition of equipment included in the description of loaned equipment.

Administrative Regulation 3542 - School Bus Drivers

Regulation updated to include in the philosophical statement that in order to administer safe and efficient transportation of students, the district may employ its own school bus or student activity bus drivers or contract with an agency to provide such drivers. Additionally, regulation updated to reflect specified qualification and training requirements for all drivers employed to operate school buses or student activity buses. In addition, regulation updated to add, to the list of required training for drivers, training related to the district's transportation safety plan. Regulation also updated to include additional requirements for drivers employed to operate school buses or student activity buses related to length of driving time, daily log sheets, and pretrip inspections. Additionally, regulation updated to add that the Superintendent or designee retain records of school bus accident reports, including a report of each accident that occurred on public or private property involving a school bus with students aboard, including pertinent details of the accident, for 12 months from the date of the accident, and that if the accident was not investigated by the California Highway Patrol (CHP), the Superintendent or designee forward a copy of the report to the local CHP within five business days of the date of the accident.

Board Policy 4030 - Nondiscrimination in Employment

Policy updated to align those who are included as "employees" for purposes of the policy and accompanying administrative regulation with analogous language in related sample Board policies and administrative regulations. Additionally, policy updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. In addition, policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in the course of employment. Policy also updated to reflect **NEW LAW (SB 1100, 2024)** which makes it an unlawful employment practice to include a statement in a job advertisement, posting, application, or other material that an applicant is required to have a driver's license, unless specified conditions are satisfied. Additionally, policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and clarify that the Title IX regulations as they existed prior to August 1, 2024 are required to be used to address any complaint alleging sexual harassment, as defined, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025. In addition, policy updated to include material related to sex discrimination, which had been moved to Board Policy and Administrative Regulation 4119.11/4219.11/4319.11 - Sex Discrimination and Sex-Based Harassment when last revised based on the now vacated Title IX regulations, in order to keep material related to all forms of discrimination together.

Administrative Regulation 4030 - Nondiscrimination in Employment

Regulation updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX

based on the regulations as they existed prior to August 1, 2024, and clarify that the Title IX regulations as they existed prior to August 1, 2024 are required to be used to address any complaint alleging sexual harassment, as defined, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025. Additionally, regulation updated to delete material related to Title IX sexual harassment, which was added when last revised based on the now vacated Title IX regulations, and include in Board Policy and Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment to keep material related to sexual harassment, including Title IX sexual harassment, together.

Board Policy 4033 - Lactation Accommodation

Policy updated to clarify that required lactation accommodations apply to expressing breast milk, rather than breastfeeding an infant child, and that these accommodations are required for at least a year after the birth of the child. Additionally, policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and delete references to Title IX because lactation accommodations, although required by state law and other federal law, are not required by the Title IX regulations as they existed prior to August 1, 2024.

Board Policy 4112.9/4212.9/4312.9 - Employee Notifications

Policy updated in conjunction with the accompanying exhibit, with no substantive changes made.

Exhibit(1) 4112.9/4212.9/4312.9 - Employee Notifications

Exhibit updated to reflect (1) **NEW LAW (AB 2473, 2024)** which requires districts to comply with specified notice requirements related to transfer of coursework and credits for students participating in a newcomer program, as defined, (2) **NEW LAW (AB 2499, 2024)** which requires districts to provide notice of the rights pertaining to leaves and accommodations for victims of qualifying acts of violence, (3) **NEW LAW (AB 1870, 2024)** which requires notice of the district's current compensation insurance carrier, or if appropriate, that the district is self-insured, and who is responsible for claims adjustment, (4) the requirement to post a notice explaining the California Family Rights Act provisions and procedures for filing complaints of violations of the Act with the Civil Rights Department, (5) **NEW LAW (SB 153, 2024)** which requires notice to certificated employees on existing school site and community resources related to the support of students who may face bias or bullying, and (6) **NEW LAW (AB 2499, 2024)** which requires the district to provide notice, when an employee informs the district that the employee or the employee's family member is a victim of a qualifying act of violence, of accommodations and leave for victims of a qualifying act of violence. Additionally, exhibit updated to delete the notification related to potential exposure to COVID-19 as this notification is no longer required.

Board Policy 4119.11/4219.11/4319.11 - Sexual Harassment

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to delete material related to sex discrimination, which was added when last revised based on the now vacated Title IX regulations, and include in Board Policy and Administrative Regulation 4030 - Nondiscrimination in Employment to keep material related to discrimination, including sex discrimination, together. In addition, policy updated to add general statement related to the prohibition of discrimination on the basis of sex and compliance with Title IX, which was moved from the accompanying administrative regulation. Policy also updated to align those who are included as "employees" for purposes of the policy and accompanying administrative regulation with analogous language in related sample Board policies and administrative regulations.

Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment

Regulation updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, regulation updated to delete material related to sex discrimination, which was added when last revised based on the now vacated Title IX

regulations, and include in Board Policy and Administrative Regulation 4030 - Nondiscrimination in Employment to keep material related to discrimination, including sex discrimination, together. In addition, regulation updated to delete general statement related to the prohibition of discrimination on the basis of sex and compliance with Title IX, which was moved to the accompanying Board policy. Regulation also updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination or harassment includes discrimination or harassment not just because of one protected class under state law, but also because of the combination of two or more protected bases. Additionally, regulation updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for sexual harassment in the course of employment. In addition, regulation updated to delete examples of actions that may constitute sexual harassment as it is nuanced regarding when the action(s) amount to sexual harassment.

Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures

Regulation updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and clarify that the Title IX regulations as they existed prior to August 1, 2024 are required to be used to address any complaint alleging sexual harassment, as defined, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025. Additionally, regulation updated to delete material related to sex discrimination, which was added when last revised based on the now vacated Title IX regulations, as the Title IX regulations as they existed prior to August 1, 2024 only require complaints alleging sexual harassment to follow the Title IX grievance procedures. In addition, regulation updated to require that records of insurance which evidence the district's coverage for acts of sexual assault be maintained indefinitely.

Exhibit(1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures

Exhibit updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and revise the notification requirements accordingly.

Board Policy 5125.1 - Release of Directory Information

Policy updated to include that a student's directory information may only be included in the minutes of the Governing Board's meeting in accordance with Board Bylaw 9324 - Minutes and Recordings. Additionally, policy updated to delete options regarding access to directory information to employers, colleges, and military recruiters and instead provide that colleges and prospective employers, including military recruiters, 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 specified that the information not be released.

Administrative Regulation 5125.1 - Release of Directory Information

Regulation reviewed in conjunction with accompanying Board Policy, with minor clarifications and rearrangement of material.

Exhibit(1) 5125.1 - Release of Directory Information

Exhibit updated to clarify when a student's identification number, user identification, or other unique personal identifier may be used to communicate in electronic systems, and add that 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. Additionally, exhibit updated to reflect **REVISED GUIDANCE** from the California Attorney General related to responding to immigration enforcement in K-12 schools, clarifying that the district may not disclose a student's Social Security number.

Administrative Regulation 5131.41 - Use of Seclusion and Restraint

Regulation updated to reflect **NEW LAW (SB 483, 2024)** which prohibits the use of prone restraint and prone containment, and add the requirement that the district's data on the use of seclusion and behavioral restraint be reported on the district's website.

Board Policy 5145.3 - Nondiscrimination/Harassment

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. In addition, policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in education programs and activities. Policy also updated to make permissive, when a student has been suspended or other means of correction have been implemented for an incident of racist bullying, harassment, or intimidation the (1) engagement of a victim and perpetrator in restorative justice practices, (2) engagement of the perpetrator in culturally sensitive programs, and (3) regular checks on the victim to ensure the victim is not in danger of suffering from any long-lasting mental health issues, as these measures are encouraged rather than required by state law.

Administrative Regulation 5145.3 - Nondiscrimination/Harassment

Regulation updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and clarify that the Title IX regulations as they existed prior to August 1, 2024 are required to be used to address any complaint alleging sexual harassment, as defined, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025. Additionally, regulation updated to reflect **NEW LAW (SB 939, 2024)** which requires districts to ensure that specified resources related to neurodiversity are readily accessible in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students. In addition, regulation updated to delete material related to Title IX sexual harassment, which was added when last revised based on the now vacated Title IX regulations, and include in Board Policy and Administrative Regulation 5145.7 - Sexual Harassment to keep material related to sexual harassment, including Title IX sexual harassment, together. Regulation also updated to add section "Support for Intersex, Nonbinary, Transgender and Gender-Nonconforming Students," which was moved from Administrative Regulation 5145.7 - Sexual Harassment and updated in accordance with various provisions of state and federal law and related court cases.

Board Policy 5145.6 - Parent/Guardian Notifications

Policy updated in conjunction with the accompanying exhibit, with minor stylistic changes.

Exhibit(1) 5145.6 - Parent/Guardian Notifications

Exhibit updated to reflect (1) **NEW LAW (AB 2179, 2024)** which requires notification on local apprenticeship and preapprenticeship programs, (2) **NEW LAW (AB 1796, 2024)** which requires notification of any dual enrollment or International Baccalaureate courses offered by the district, (3) **NEW LAW (AB 2690, 2024)** which requires notification of the risk of social media platforms being used as a way to market and sell synthetic drugs such as fentanyl, (4) **NEW LAW (AB 2473, 2024)** which requires districts to comply with specified notice requirements related to transfer of coursework and credits for students participating in a newcomer program, as defined, (5) **NEW LAW (AB 2630, 2024)** which defines "kindergarten" for purposes of proof of having received an oral health assessment as both transitional kindergarten and kindergarten, (6) **NEW LAW (SB 153, 2024)** which requires notification regarding the Californiacolleges.edu platform and that student data may be shared with the California College Guidance Initiative, (7) **NEW LAW (SB 691, 2024)** which requires revised and additional notifications related to truancy, (8) **NEW LAW (AB 3262, 2024)** which requires students to be notified of the location of all automated external defibrillators on campus, (9) **NEW LAW (AB 543, 2024)** which requires the district to

display a poster that notifies students of the applicable written policy on sexual harassment required by Education Code 231.5, and (1) the requirement for signage identifying a bathroom facility as being open to all genders and in conformity with Title 24 of the California Code of Regulations, that the bathroom is available during school hours and school functions when students are present, and designated point of contact.

Board Policy 5145.7 - Sexual Harassment

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to delete material related to sex discrimination, which was added when last revised based on the now vacated Title IX regulations, and include in Board Policy and Administrative Regulation 5145.3 - Nondiscrimination/Harassment to keep material related to discrimination, including sex discrimination, together. In addition, policy updated to add general statement related to the prohibition of discrimination on the basis of sex and compliance with Title IX, which was moved from the accompanying administrative regulation.

Administrative Regulation 5145.7 - Sexual Harassment

Regulation updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, regulation updated to delete material related to sex discrimination, which was added when last revised based on the now vacated Title IX regulations, and include in Board Policy and Administrative Regulation 5145.3 - Nondiscrimination/Harassment to keep material related to discrimination, including sex discrimination, together. In addition, regulation updated to delete general statement related to the prohibition of discrimination on the basis of sex and compliance with Title IX, which was moved to the accompanying Board policy. Regulation also updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination or harassment includes discrimination or harassment not just because of one protected class under state law, but also because of the combination of two or more protected bases. Additionally, regulation updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for sexual harassment in district programs and activities. In addition, regulation updated to delete examples of actions that may constitute sexual harassment as it is nuanced regarding when the action(s) amount to sexual harassment. Regulation also updated to delete section "Issues Unique to Intersex, Nonbinary, Transgender and Gender-Nonconforming Students," as this section was moved to Administrative Regulation 5145.3 - Nondiscrimination/Harassment and amended.

Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures

Regulation updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and clarify that the Title IX regulations as they existed prior to August 1, 2024 are required to be used to address any complaint alleging sexual harassment, as defined, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025. Additionally, regulation updated to delete material related to sex discrimination, which was added when last revised based on the now vacated Title IX regulations, as the Title IX regulations as they existed prior to August 1, 2024 only require complaints alleging sexual harassment to follow the Title IX grievance procedures. In addition, regulation updated to clarify that when a student is a respondent and is removed from school on an emergency basis, the removal may not constitute discipline for other purposes. In addition, regulation updated to require that records of insurance which evidence the district's coverage for acts of sexual assault be maintained indefinitely.

Exhibit(1) 5145.71 - Title IX Sexual Harassment Complaint Procedures

Exhibit updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department

of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and revise the notification requirements accordingly.

Board Policy 5146 - Married/Pregnant/Parenting Students

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to identify rights and privileges of a student under 18 years of age who enters into a valid marriage. In addition, policy updated to clarify the period of time of parental leave, and that failure to notify the district of the student's intent to take parental leave does not abridge a student's rights in this regard.

Board Policy 6142.91 - Reading/Language Arts Instruction

Policy updated to add to the philosophical statement "listening, speaking, and composition" as effective communication skills. Additionally, policy updated to clarify that the Governing Board adopt instructional materials that meet or exceed the Common Core State Standards. In addition, policy updated to add new section "Screening for Risk of Reading Difficulties" that provides for required (1) Board adoption of screening instruments to assess students in grades kindergarten-2 for risk of reading difficulties and (2) annual assessment each student in grades kindergarten-2 for risk of reading difficulties, unless exempted. Policy also updated to add requirement for (1) the provision of specified information to parents/guardians of students eligible for screening for risk of reading difficulties, and (2) that employees administering screening instruments for risk of reading difficulties be appropriately trained to administer the instrument.

Board Policy 6145.2 - Athletic Competition

Policy updated to reflect **NEW LAW (AB 3074, 2024)** which (1) prohibits public schools, except public schools operated by an Indian tribe or a tribal organization, from using the term "Redskins" as a school or athletic team name, mascot, or nickname, (2) beginning July 1, 2026, prohibits public schools, other than those operated by an Indian tribe or a tribal organization, from using any derogatory Native American term for school or athletic team names, mascots, or nicknames without the written consent of a local federally recognized Indian tribe, (3) requires any district school using or in which any such derogatory term is being used, to complete the implementation of a new school or athletic team name, mascot, or nickname before the start of the 2028-2029 school year, and (4) provides if a school selects a new school or athletic team name due to this prohibition, then any purchases or replacements of materials or fixtures due required by the implementation of the new name be completed before the start of the 2028-2029 school year. Additionally, policy updated to require that the district post on its website the California Department of Education's standardized incident form to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, including information on how to submit a completed incident form. In addition, policy updated to state that student athletes, coaches, parents/guardians, spectators, and others are required to teach, enforce, advocate, and abide by the applicable Code of Conduct adopted by the California Interscholastic Federation (CIF). Policy also updated to require the written emergency action plan to include the location of emergency medical equipment, procedures to be followed in the event of concussion and heat illness, and a description of the manner and frequency at which the procedures to be followed in the event of medical emergencies will be rehearsed, pursuant to coaches training requirements as specified in law. Additionally, policy updated to include that coaches and/or athletic trainers comply with any training required by law and in accordance with the accompanying administrative regulation and Administrative Regulation 4127/4227/4327 - Temporary Athletic Team Coaches.

Administrative Regulation 6145.2 - Athletic Competition

Regulation updated to clarify that the Superintendent or designee (1) provide training to coaches and/or athletic trainers regarding the signs and symptoms of, and the appropriate response to, concussions and sudden cardiac arrest, and (2) acquire at least one automated external defibrillator (AED) for each district school that participates in any interscholastic athletic program. Additionally, regulation updated to reflect **NEW LAW (AB 3262, 2024)** which requires students to be notified of the location of any AED, and to clarify that notice provided to students and their parents/guardians related to the filing a discrimination complaint that arises out of an interscholastic athletic activity include the name of the district's Compliance Officer, in addition to the district's Title IX Coordinator.

Administrative Regulation 6159.4 - Behavioral Interventions for Special Education Students

Regulation updated to reflect the requirement for the district's data on the use of seclusion and behavioral restraint to be reported on the district's website and submitted to the California Department of Education, and **NEW LAW (SB 483, 2024)** which prohibits the use of prone restraint and prone containment.

Board Bylaw 9011 - Disclosure of Confidential/Privileged Information

Bylaw updated to expand and clarify definition of confidential information to include (1) information acquired by being present in a closed session that is specifically related to the basis for the Governing Board to meet lawfully in closed session, (2) information acquired in anticipation of a closed session, or as follow-up to a closed session, that is specifically related to the basis for the Board to meet lawfully in closed session, (3) information contained in communications provided to Board members from the district's attorney, and (4) information deemed confidential by the Board. Additionally, bylaw updated to clarify that confidential information does not include information that is already publicly disclosed, provided that the initial disclosure did not violate law or Board bylaws or policies. In addition, bylaw updated to expand material related to (1) a Board member willfully and knowingly using or disclosing for pecuniary gain information acquired in the course of the Board member's official duties, and (2) actions the Board may pursue if a Board member threatens to disclose or discloses confidential information. Bylaw also updated to remove reference to employees, which are governed by Board Policy 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information.

CSBA POLICY GUIDE SHEET
August 2025

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

Board Policy 6141.2 - Recognition of Religious Beliefs and Customs

Policy updated to reflect **NEW COURT DECISION (Mahmoud v. Taylor)** which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children. Additionally, policy updated to extend, to students whose parents/guardians have properly opted them out of instruction on the basis of their religious beliefs, state law requirements that (1) authorize the offering of an alternative activity of similar educational value, and (2) prohibit disciplinary action, academic penalty, or other sanction on the grounds that the student was opted out.

Administrative Regulation 6141.2 - Recognition of Religious Beliefs and Customs

Regulation updated to reflect **NEW COURT DECISION (Mahmoud v. Taylor)** which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children. Additionally, based on *Mahmoud*, regulation updated to include new section related to opt-outs which (1) requires a parent/guardian who is requesting that the parent/guardian's student be opted-out of instruction based on religious beliefs, customs, or practices to submit specified information, and (2) permits the Superintendent or designee to work with district legal counsel to evaluate each request and determine whether it be granted.

Board Policy 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction

Policy updated to reflect **NEW COURT DECISION (Mahmoud v. Taylor)** which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children. Additionally, policy updated to add the section "General Criteria for Instruction and Materials" which was moved from the accompanying administrative regulation as that section is more appropriately placed in Board policy rather than administrative regulation.

Administrative Regulation 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction

Regulation updated to reflect **NEW LAW (AB 2229, 2024)** which requires "comprehensive sexual health education" to include the topic of menstrual health. Additionally, regulation updated to delete the section "General Criteria for Instruction and Materials" which was moved to the accompanying Board policy as that section is more appropriately placed in policy rather than administrative regulation. In addition, regulation updated to reflect **NEW LAW (AB 2053, 2024)** which requires that comprehensive sexual health instruction include information about adolescent relationship abuse, including available resources such as the National Domestic Violence Hotline and local domestic violence hotlines. Regulation also updated to reflect **NEW COURT DECISION (Mahmoud v. Taylor)** which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children.

Board Policy 6142.8 - Comprehensive Health Education

Policy updated to reflect **NEW COURT DECISION (Mahmoud v. Taylor)** which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children. Additionally, policy updated to extend, to students whose parents/guardians have properly opted them out of instruction on the basis of their religious beliefs, state law requirements that (1) authorize the offering of an alternative activity of similar educational value, and (2) prohibit disciplinary action, academic penalty, or other sanction on the grounds that the student was opted out.

Administrative Regulation 6142.8 - Comprehensive Health Education

Regulation updated to reflect **NEW LAW (AB 2429, 2024)** which, beginning with the 2026-27 school year, requires a district that includes a course in health education for graduation from high school to include instruction in the dangers associated with fentanyl use. Additionally, regulation updated to reflect **NEW COURT DECISION (Mahmoud v. Taylor)** which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children.

Policy 4119.24: Maintaining Appropriate Adult-Student Interactions

Status: ADOPTED

Original Adopted Date: 07/01/2019 | Last Reviewed Date: 07/01/2019

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

Inappropriate Conduct

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

1. Initiating inappropriate physical contact
2. Being alone with a student outside of the view of others
3. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent
4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal

When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.

5. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee

6. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business
 7. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students
 8. Addressing a student in an overly familiar manner, such as by using a term of endearment
 9. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
 10. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
 11. Transporting a student in a personal vehicle without prior authorization
 12. Encouraging students to confide their personal or family problems and/or relationships
 13. Disclosing personal, family, or other private matters to students or sharing personal secrets with students
-

Policy 4219.24: Maintaining Appropriate Adult-Student Interactions

Status: ADOPTED

Original Adopted Date: 07/01/2019 | **Last Reviewed Date:** 07/01/2019

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

Inappropriate Conduct

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

1. Initiating inappropriate physical contact
2. Being alone with a student outside of the view of others
3. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent
4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal

When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.

5. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee

6. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business
 7. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students
 8. Addressing a student in an overly familiar manner, such as by using a term of endearment
 9. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
 10. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
 11. Transporting a student in a personal vehicle without prior authorization
 12. Encouraging students to confide their personal or family problems and/or relationships
 13. Disclosing personal, family, or other private matters to students or sharing personal secrets with students
-

Policy 4319.24: Maintaining Appropriate Adult-Student Interactions

Status: ADOPTED

Original Adopted Date: 07/01/2019 | Last Reviewed Date: 07/01/2019

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

Inappropriate Conduct

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

1. Initiating inappropriate physical contact
2. Being alone with a student outside of the view of others
3. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent
4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal

When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.

5. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee

6. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business
 7. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students
 8. Addressing a student in an overly familiar manner, such as by using a term of endearment
 9. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
 10. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
 11. Transporting a student in a personal vehicle without prior authorization
 12. Encouraging students to confide their personal or family problems and/or relationships
 13. Disclosing personal, family, or other private matters to students or sharing personal secrets with students
-

Policy 5030: Student Wellness

Status: ADOPTED

Original Adopted Date: 07/01/2011 | **Last Revised Date:** 12/01/2016 | **Last Reviewed Date:** 12/01/2016

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

School Wellness Council

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b; 7 CFR 210.31)

To fulfill this requirement, the Superintendent or designee may appoint a school wellness council or other district committee and a wellness council coordinator. The council may include representatives of the groups listed above, as well as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

The Superintendent or designee may make available to the public and school community a list of the names, position titles, and contact information of the wellness council members.

The wellness council shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

Goals for Nutrition, Physical Activity, and Other Wellness Activities

The Board shall adopt specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing such goals, the Board shall review and consider evidence-based strategies and techniques. (42 USC 1758b; 7 CFR 210.31)

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

Professional development may be regularly offered to the nutrition program director, managers, and staff, as well as health education teachers, physical education teachers, coaches, activity supervisors, and other staff as appropriate to enhance their knowledge and skills related to student health and wellness.

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

Nutrition Guidelines for All Foods Available at School

For all foods and beverages available on each campus during the school day, the district shall adopt nutrition guidelines which are consistent with 42 USC 1758, 1766, 1773, and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

The Superintendent or designee shall provide access to free, potable water in the food service area during meal times in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and by serving water in an appealing manner.

The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's reimbursable food services program, should support the health curriculum and promote optimal health. Nutrition standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutrition standards.

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes.

He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of foods and beverages that do not meet nutrition standards for the sale of foods and beverages on campus during the school day. (Education Code 49431.9; 7 CFR 210.31)

Program Implementation and Evaluation

The Superintendent designates the individual(s) identified below as the individual(s) responsible for ensuring that each school site complies with the district's wellness policy. (42 USC 1758b; 7 CFR 210.31)

~~Food Service Director~~
Food Service Director

(Title or Position)

~~530~~ (530) 233-7201 ext 109

(Phone Number)

(Email Address)

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every three years. (42 USC 1758b; 7 CFR 210.31)

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the wellness council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
4. Extent to which foods and beverages sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutrition standards
5. Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards
6. Results of the state's physical fitness test at applicable grade levels
7. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity
8. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
9. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

In addition, the Superintendent or designee shall prepare and maintain the proper documentation and records needed for the administrative review of the district's wellness policy conducted by the California Department of Education (CDE) every three years.

The assessment results of both the district and state evaluations shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus

district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Notifications

The Superintendent or designee shall inform the public about the content and implementation of the district's wellness policy and shall make the policy, and any updates to the policy, available the public on an annual basis. He/she shall also inform the public of the district's progress towards meeting the goals of the wellness policy, including the availability of the triennial district assessment. (Education Code 49432; 42 USC 1758b; 7 CFR 210.31)

The Superintendent or designee shall distribute this information through the most effective methods of communication, including district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and wellness and academic performance.

Each school may post a summary of nutrition and physical activity laws and regulations prepared by the CDE.

Records

The Superintendent or designee shall retain records that document compliance with 7 CFR 210.31, including, but not limited to, the written student wellness policy, documentation of the triennial assessment of the wellness policy for each school site, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and assessment results available to the public. (7 CFR 210.31)

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 15500-15501	<u>Food sales by student organizations</u>
5 CCR 15510	<u>Mandatory meals for needy students</u>
5 CCR 15530-15535	<u>Nutrition education</u>
5 CCR 15550-15565	<u>School lunch and breakfast programs</u>
Ed. Code 33350-33354	<u>CDE responsibilities re: physical education</u>
Ed. Code 38086	<u>Free fresh drinking water</u>
Ed. Code 49430-49434	<u>Pupil Nutrition, Health, and Achievement Act of 2001</u>
Ed. Code 49490-49494	<u>School breakfast and lunch programs</u>
Ed. Code 49500-49505	<u>School meals</u>
Ed. Code 49510-49520	<u>Nutrition</u>
Ed. Code 49530-49536	<u>Child Nutrition Act</u>
Ed. Code 49540-49546	<u>Child care food program</u>
Ed. Code 49547-49548.3	<u>Comprehensive nutrition services</u>
Ed. Code 49550-49562	<u>Meals for needy students</u>
Ed. Code 49565-49565.8	<u>California Fresh Start pilot program</u>
Ed. Code 49570	<u>National School Lunch Act</u>
Ed. Code 51210	<u>Course of study for grades 1-6</u>
Ed. Code 51210.1-51210.2	<u>Physical education; grades 1-6</u>
Ed. Code 51210.4	<u>Nutrition education</u>

Policy 0420.4: Charter School Authorization

Status: ADOPTED

Original Adopted Date: 05/01/2019 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

The Governing Board recognizes that charter schools may assist the district in offering diverse learning opportunities for students. In considering any petition to establish a charter school within the district, the Board shall give thoughtful consideration to the potential of the charter school to provide students with a high-quality education that enables them to achieve to their fullest potential.

One or more persons may submit a petition to the Board for a charter school to be established within the district or for the conversion of an existing district school to a charter school. (Education Code 47605)

Any petition for a charter school shall include all components, signatures, and statements required by law, as specified in the accompanying administrative regulation. The proposed charter shall be attached to the petition. (Education Code 47605)

The Superintendent or designee shall consult with legal counsel, as appropriate, regarding compliance of the charter petition with legal requirements.

The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to ensure compliance of the petition with legal requirements. As needed, the Superintendent or designee may also meet with the petitioners to establish workable plans for contracted services, which the district may provide to the proposed charter school.

The Board shall not require any district student to attend the charter school, nor shall it require any district employee to work at the charter school. (Education Code 47605)

Timelines for Board Action

Within 60 days of receiving a charter petition, the Board shall hold a public hearing on the charter provisions, at which time the Board shall consider the level of support for the petition by district teachers, other district employees, and parents/guardians. A petition is deemed received on the day the petitioner submits a petition to the district office, along with a signed certification that the petitioner deems the petition to be complete. (Education Code 47605)

The Board shall either grant or deny the petition at a public hearing held within 90 days of receiving the petition, or within 120 days with the consent of both the petitioner and the Board. (Education Code 47605)

At least 15 days before the public hearing at which the Board will grant or deny the charter, the district shall publish all staff recommendations regarding the petition, including any recommended findings and, if applicable, certification from the County Superintendent of Schools regarding the potential fiscal impact of the charter school on the district. During the public hearing, the petitioners shall have equal time and opportunity to present evidence and testimony in response to the staff recommendations and findings. (Education Code 47605)

The Superintendent or designee shall maintain accurate records, in relation to each charter petition, of documents submitted, the Board's proceedings, and the findings upon which the Board's decision is made.

Approval of Petition

A charter petition shall be granted only if the Board is satisfied that doing so is consistent with sound educational practice and the interests of the community in which the school is proposing to locate. In granting charters, the Board shall consider the academic needs of the students the charter school proposes to serve and shall give preference to petitions that demonstrate the capability to provide comprehensive learning experiences for students who are identified by the petitioner as academically low-achieving, based on standards established by California Department of Education (CDE). (Education Code 47605)

Prior to authorizing any charter, the Board shall verify that the charter includes adequate processes and measures for monitoring and holding the school accountable for fulfilling the terms of its charter and complying with all applicable laws, including Education Code 47604.1. Such processes and measures shall include, but are not limited to, fiscal accountability systems, multiple measures for evaluating the educational program, inspection and observations of any part of the charter school, and regular reports to the Board.

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

The Board may approve one or more memoranda of understanding (MOU) to clarify the financial and operational agreements between the district and the charter school. Any such MOU shall be annually reviewed by the Board and charter school governing body and amended as necessary.

The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)

When a petition is approved by the Board, it shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the petition to the County Superintendent, CDE, and the State Board of Education (SBE). (Education Code 47605)

Denial of Petition

The Board shall summarily deny any charter petition that proposes to:

1. Operate a charter school as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)
2. Convert a private school to a charter school (Education Code 47602)
3. Serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district (Education Code 47605)
4. Offer nonclassroom-based instruction (Education Code 47612.7)

Regarding all other charter petitions, the Board shall deny a petition only if the Board makes written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605; 5 CCR 11967.5.1)

1. The charter school presents an unsound educational program that has a likelihood of physical, educational, or psychological harm to, or which is not likely to provide an educational benefit for, the students to be enrolled in the charter school
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition
3. The petition does not contain the number of signatures required
4. The petition does not contain a clear, unequivocal statement described in Education Code 47605(e), including that the charter school will be nonsectarian and that the school shall not charge tuition or discriminate against any student based on the characteristics specified in Education Code 220
5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(c)
6. The petition does not contain a declaration as to whether the charter school shall be deemed the exclusive public employer of the school's employees for purposes of collective bargaining pursuant to Government Code 3540-3549.3
7. The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate

Analysis of this finding shall include consideration of the fiscal impact of the proposed charter school. A written factual finding shall detail specific facts and circumstances that analyze and consider the following factors:

- a. The extent to which the proposed charter school would substantially undermine existing services, academic offerings, or programmatic offerings
 - b. Whether the proposed charter school would duplicate a program currently offered within the district, when the existing program has sufficient capacity for the students proposed to be served within reasonable proximity to where the charter school intends to locate
8. The district is not positioned to absorb the fiscal impact of the proposed charter school

The district meets this criterion if it has a negative interim certification, has a qualified interim certification and the County Superintendent certifies that approving the charter school would result in the district having a negative interim certification, or is under state receivership.

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll students with disabilities who reside outside the special education local plan area in which the district participates. (Education Code 47605.7, 47647)

Appeals

If the Board denies a petition, the petitioner may choose to submit the petition to the County Board of Education and, if then denied by the County Board, to SBE. (Education Code 47605)

At the request of the petitioner, the Board shall prepare the documentary record, including a transcript of the public hearing at which the Board denied the charter, no later than 10 business days after the petitioner makes the request. (Education Code 47605)

Within 30 days of receipt of an appeal submitted to SBE, the Board may submit a written opposition to SBE, which may include supporting documentation, detailing, with specific citations to the documentary record, how the Board did not abuse its discretion in denying the petition. (Education Code 47605)

If either the County Board or SBE remands the petition to the Board because the petition on appeal contains new or different material terms, the Board shall reconsider the petition and shall grant or deny the petition within 30 days. (Education Code 47605)

Material Revisions to Charter

Material revisions to a charter may only be made with Board approval. Material revisions shall be governed by the same standards and criteria that apply to petitions for the authorization of charter schools as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

The Board shall determine whether a proposed change in charter school operations would constitute a material revision of the approved charter.

If an approved charter school proposes to expand operations to one or more additional sites or grade levels, whether concurrently with or unrelated to a renewal, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations or grade levels. The Board shall consider approval of the additional locations or grade levels at an open, public meeting. (Education Code 47605, 47607)

The Board may deny a proposed material revision if it finds that the proposed material revision would render the charter school demonstrably unlikely to serve the interests of the entire community in which the school is located or proposes to locate. In making this finding, the Board shall consider all of the following: (Education Code 47605)

1. The fiscal impact of the proposed expansion on the district
2. The extent to which the expansion would substantially undermine existing services, academic offerings, or

programmatic offerings

3. Whether the expansion would duplicate a program currently offered within the district that has sufficient capacity for the students proposed to be served within reasonable proximity to where the charter school intends to locate

Additionally, the Board may deny a proposed material revision if it finds that the district is not positioned to absorb the fiscal impact of the proposed material revision. The Board shall make this finding if the district has a qualified interim certification pursuant to Education Code 42131 and the County Superintendent, in consultation with the County Office Fiscal Crisis and Management Assistance Team, certifies that approving the charter school would result in the district having a negative interim certification pursuant to Education Code 42131, the district has a negative interim certification pursuant to Education Code 42131, or the district is under state receivership. (Education Code 47605)

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 11960-11969.10	Charter schools
Corp. Code 5110-6910	<u>Nonprofit public benefit corporations</u>
Ed. Code 1240	<u>County superintendent of schools; duties</u>
Ed. Code 17078.52-17078.66	<u>Charter schools facility funding; state bond proceeds</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 200	<u>Equal rights and opportunities in state educational institutions</u>
Ed. Code 220	<u>Prohibition of discrimination</u>
Ed. Code 32280-32289.5	School safety plans
Ed. Code 33126	<u>School accountability report card</u>
Ed. Code 41365	<u>Charter school revolving loan fund</u>
Ed. Code 42131	<u>Interim certification</u>
Ed. Code 42238.02-42238.52	<u>Funding for charter districts</u>
Ed. Code 44237	Criminal record summary
Ed. Code 44830.1	<u>Certificated employees; conviction of a violent or serious felony</u>
Ed. Code 45122.1	<u>Classified employees; conviction of a violent or serious felony</u>
Ed. Code 46201	<u>Instructional minutes</u>
Ed. Code 47600-47616.7	<u>Charter Schools Act of 1992</u>
Ed. Code 47640-47647	<u>Special education funding for charter schools</u>
Ed. Code 47650-47655	<u>Funding of charter schools</u>
Ed. Code 48900	Suspension or expulsion; use of controlled substances
Ed. Code 49011	<u>Student fees; definition</u>
Ed. Code 51744-51749.6	<u>Independent study</u>
Ed. Code 51745	Independent study
Ed. Code 52052	<u>Accountability; numerically significant student subgroups</u>
Ed. Code 52060-52077	<u>Local control and accountability plan</u>
Ed. Code 56026	Special education
Ed. Code 56145-56146	Special education services in charter schools
Gov. Code 1090-1099	<u>Prohibitions applicable to specified officers</u>

Regulation 0420.4: Charter School Authorization

Status: ADOPTED

Original Adopted Date: 10/01/2015 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

Petition Signatures

A petition for the establishment of a start-up charter school must be signed by either of the following: (Education Code 47605)

1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation
2. A number of teachers equivalent to at least one-half of the total number of teachers that the charter school estimates will be employed at the school during its first year of operation

A petition that proposes to convert an existing public school to a charter school must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

Any petition circulated to collect signatures shall include a prominent statement explaining that a parent/guardian's signature means that the parent/guardian is meaningfully interested in having a child attend the charter school, or a teacher's signature means that the teacher is meaningfully interested in teaching at the charter school. (Education Code 47605)

Staff Advisory Committee

The Superintendent or designee may establish a staff advisory committee to evaluate the completeness of a charter petition based on the requirements in Education Code 47605 and to identify any concerns that should be addressed by the petitioners.

Components of Charter Petition

All charter petitions shall comply with the applicable requirements of Education Code 47605, other state and federal laws, and district policies.

The charter petition shall include affirmations that the charter school will be nonsectarian in its programs, admission policies, employment practices, and operations; will not charge tuition; and will not discriminate against a student on the basis of characteristics listed in Education Code 220. The petition shall also contain reasonably comprehensive descriptions of: (Education Code 47605)

1. The educational program of the proposed school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs

The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

2. The charter school's annual goals for all students and for each numerically significant subgroup of students identified pursuant to Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, long term English learners, students with disabilities, foster youth, and students experiencing homelessness

These goals shall be aligned with the state priorities listed in Education Code 52060 that apply to the grade levels served. The petition also shall describe specific annual actions to achieve those goals. The petition may identify additional priorities established for the proposed school, goals aligned with those priorities, and specific annual actions to achieve those goals.

If the proposed charter school will serve high school students, the petition shall describe the manner in which the school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are

accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "A-G" admissions criteria may be considered to meet college entrance requirements.

3. The measurable student outcomes identified for use by the charter school

Student outcomes means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each numerically significant subgroup of students served by the charter school. The student outcomes shall align with the state priorities identified in Education Code 52060 that apply for the grade levels served by the charter school.

4. The method by which student progress in meeting the identified student outcomes is to be measured

To the extent practicable, the method for measuring student outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.

5. The location of each charter school facility the petitioner intends to operate

6. The governance structure of the charter school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement

7. The qualifications to be met by individuals to be employed by the charter school

8. The procedures that the charter school will follow to ensure the health and safety of students and staff, including the following requirements:

- a. Each charter school employee shall furnish the school with a criminal record summary as described in Education Code 44237
- b. The charter school shall develop a school safety plan which includes the topics listed in Education Code 32282(a)(2)(A)-(N)
- c. The charter school's safety plan shall be reviewed and updated by March 1 each year

9. The means by which the charter school will achieve a balance of racial and ethnic students, special education students, and English learner students, including redesignated fluent English proficient students, that is reflective of the general population residing within the district's territorial jurisdiction

10. The charter school's student admission policy

The petition shall, in accordance with Education Code 47605(e), specify procedures for determining enrollment when the number of applicants exceeds the school's capacity, including requirements for the use of a public random drawing, admission preferences, and priority order of preferences as required by law and subject to Governing Board approval.

11. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Board's satisfaction
12. The procedures by which students can be suspended or expelled for disciplinary reasons or otherwise involuntarily removed for any reason, including an explanation of how the charter school will comply with federal and state constitutional procedural and substantive due process requirements as specified in Education Code 47605 and 47605.6

Such procedures shall contain a clear statement that no student shall be involuntarily removed by the charter school for any reason unless written notice of the intent to remove the student is given to the student's parent/guardian at least five schooldays before the effective date of the removal. In the case of a student experiencing homelessness or foster youth, the notice shall be given to the student's educational rights holder. Additionally, a foster youth's attorney and county social worker, and an Indian child's tribal social worker, and if applicable, the county social worker, shall be given such notice.

For suspensions of fewer than 10 days, the student shall be provided oral or written notice of the charges and an explanation or the supporting evidence. The student shall be provided an opportunity to provide a response.

Notice shall include written notice of the charges and inform the student, the student's parent/guardian, and any other specified individual, as applicable, of the right to initiate a hearing as described in Education Code 47605, before the effective date of the removal. The notice shall be provided in the student's parent/guardian's, or other applicable person's language, and, if such a hearing is initiated, shall include the student's right to remain enrolled in the charter school until a final decision is made by the charter school.

In addition, the procedures shall contain a statement pertaining to the provision of homework assignments to suspended students as specified in Education Code 47606.2.

Such procedures shall also include processes by which the charter school will, within 30 days, notify the Superintendent of the district of the student's last known address and, upon request, provide the student's cumulative record to the district, when a student is expelled or leaves the charter school without graduating or completing the school year for any reason. In addition, the procedures shall describe the means by which the district can contact the charter school if the student is subsequently expelled or leaves the school district without graduating or completing the school year for any reason.

Involuntarily removed means disenrolled, dismissed, transferred, or terminated, but does not include suspensions. (Education Code 47605)

13. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security
14. The public school attendance alternatives for students residing within the district who choose to not attend the charter school
15. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school
16. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions
17. A declaration as to whether the charter school will be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3
18. Consistent with 5 CCR 11962, the procedures to be used if the charter school closes, including, but not limited to:
 - a. Designation of a responsible entity to conduct closure-related activities
 - b. Notification to parents/guardians, the Board, the County Office of Education, the special education local plan area in which the charter school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:
 - i. The effective date of the closure
 - ii. The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure
 - iii. The students' districts of residence
 - iv. The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
 - c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with Item #18a above

- d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with Item #18a above, except for records and/or assessment results that the charter may require to be transferred to a different entity
- e. Transfer and maintenance of personnel records in accordance with applicable law
- f. Completion of an independent final audit within six months after the closure of the charter school that may function as the annual audit, which includes an assessment of the disposition of any restricted funds received by or due to the school and an accounting of all financial assets and liabilities pursuant to 5 CCR 11962
- g. Disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed pursuant to 5 CCR 11962
- h. Completion and filing of any annual reports required pursuant to Education Code 47604.33
- i. Identification of funding for the activities identified in Item #18a-h above

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

- 1. The facilities to be used by the charter school, including where the school intends to locate
- 2. The manner in which administrative services of the charter school are to be provided
- 3. Potential civil liability effects, if any, upon the charter school and district
- 4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation
- 5. If the charter school is to be operated by or as a nonprofit public benefit corporation, the names and relevant qualifications of all persons whom the petitioner nominates to serve on the governing body of the charter school

Location of Charter School

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school may establish a resource center, meeting space, or other satellite facility within the jurisdiction of the school district where the charter school is physically located if both of the following conditions are met: (Education Code 47605.1)

- 1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school
- 2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized

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 11960-11969.10	Charter schools

Policy 0420.41: Charter School Oversight

Status: ADOPTED

Original Adopted Date: 10/01/2013 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

The Governing Board recognizes its ongoing responsibility to oversee that any charter school authorized by the Board is successfully fulfilling the terms of its charter.

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the Board. (Education Code 47604.32)

The Superintendent or designee shall visit each charter school at least annually and may inspect or observe any part of a charter school at any time. (Education Code 47604.32, 47607)

The Superintendent may designate someone to attend meetings of the charter school governing body whenever possible.

Monitoring Charter School Performance

Any charter school authorized by the Board shall be monitored by the Superintendent or designee to determine whether the charter school complies with all legal requirements applicable to charter schools, including all reports required of charter schools by law, as specified in Education Code 47604.32. Any violations of law shall be reported to the Board.

The Superintendent or designee and the governing bodies of charter schools authorized by the Board shall review new laws and regulations applicable to charter schools.

The Board shall monitor each charter school to determine whether it is achieving the measurable student outcomes set forth in the charter, both schoolwide and for each numerically significant student subgroup served by the school as defined in Education Code 52052. This determination shall be based on the measures specified in the approved charter and any applicable memorandum of understanding (MOU), and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP), as reported in the California School Dashboard.

The Board shall monitor the fiscal condition of the charter school based on any financial report or information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, LCAP and annual update of the charter school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

Waivers

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the Board approve and the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to SBE on behalf of the charter school.

Provision of District Services

Upon approval by the Board of an appropriate agreement, the charter school may contract with the district or any other source for administrative or other services. (Education Code 47613)

Whenever the district agrees to provide administrative or support services to a charter school, the district and the charter school shall develop a MOU, which clarifies the financial and operational agreements between them.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

Location of Charter Schools

Except when permitted to operate outside district boundaries pursuant to Education Code 47605 and 47605.1, a charter school shall be located within district boundaries.

Fees/Charges for Supervisorial Oversight

The district may charge for district supervisorial oversight as follows: (Education Code 47613; 5 CCR 11969.7)

1. Actual costs up to one percent of the charter school's revenue
2. Actual costs up to three percent of the charter school's revenue if the district provides the charter school substantially rent-free facilities

If the district provides the charter school with facilities under Education Code 47614 and charges the charter school a pro-rata share of the facilities costs calculated pursuant to 5 CCR 11969.7, the district may only charge the charter school for the actual costs of supervisorial oversight up to one percent of the charter school's revenue.

3. Actual costs if the district is assigned supervisorial oversight responsibility for the charter school by SBE when authorized on appeal

Technical Assistance/Intervention

Whenever a charter school is identified for technical assistance based on the performance of one or more numerically significant student subgroups on SBE-established criteria, the charter school shall receive technical assistance from the County Superintendent of Schools. Such technical assistance shall be focused on building the charter school's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to, any of the following: (Education Code 47607.3)

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code 47605(c)

This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.

2. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school

Another service provider, including, but not limited to, a school district, county office of education, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.

3. Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in Items #1 and 2 or substantially similar activities, or has selected another service provider to work with the charter school to complete the activities described in Items #1 and 2 or substantially similar activities, and ongoing communication with the Board to assess the charter school's progress in improving student outcomes

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the County Superintendent

may request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074. (Education Code 47607.3; 52072)

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school. (Education Code 47607, 47607.2)

Complaints

Each charter school shall establish and maintain policies and procedures in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4670 to enable any person alleging the school's noncompliance with Education Code 47606.5 or 47607.3 to file a complaint with the charter school. (Education Code 52075)

A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

School Closure

In the event that the Board revokes or denies renewal of a charter or the charter school ceases operation for any reason, the Superintendent or designee shall, when applicable in accordance with the charter school and/or an applicable agreement between the district and the charter school, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out of the charter school.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of a charter is denied, a charter is revoked, or a charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

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 11700-11705	Independent study
5 CCR 11960-11969.10	Charter schools
5 CCR 4600-4670	Uniform complaint procedures
Bus. And Prof. Code 7583.45	Training for security officers
CA Constitution Article 16, Section 8.5	Public finance; school accountability report card
CA Constitution Article 9, Section 5	Common school system
Corp. Code 5110-6910	Nonprofit public benefit corporations
Ed. Code 1006	Prohibition against school district employees serving on county board of education
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17365-17374	Field Act; fitness for occupancy; liability of board members
Ed. Code 17586	Interior locks on buildings

Exhibit 0420.41-E(1): Charter School Oversight

Status: ADOPTED

Original Adopted Date: 07/01/2017 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

REQUIREMENTS FOR CHARTER SCHOOLS

This exhibit is a non-exhaustive list of legal requirements that apply to charter schools as of June 1, 2025, and will no longer be updated thereafter.

A charter school shall be subject to the terms of its charter; any memorandum of understanding between the school and the district Governing Board; the state and federal constitutions; applicable federal laws; state laws that apply to governmental agencies in general; and other legal requirements that are expressly applicable to charter schools, including, but not limited to, the following requirements.

Governance

1. Comply with the Ralph M. Brown Act (Government Code 54950-54963), California Public Records Act (Government Code 7920.000-7930.215), conflict of interest laws (Government Code 1090-1099), and Political Reform Act (Government Code 81000-91014), including the adoption of a conflict of interest code pursuant to Government Code 87300 (Education Code 47604.1)
2. Except as otherwise authorized by Government Code 54954, hold the meetings of the governing body of a charter school within the physical boundaries of the county in which the charter school is located or, if a nonclassroom-based charter school that does not have a facility or operates one or more resource centers, hold governing body meetings within the physical boundaries of the county in which the greatest number of students enrolled in the charter school reside

In addition, a two-way teleconference location shall be established at the school site and/or resource center, as applicable. (Education Code 47604.1)

3. The charter school's executive director or any of the charter school's employees shall not serve as a member of the county board of education in the county where the charter school is located (Education Code 1006; Government Code 1099)
4. If the charter school is attended by high school students and the governing body receives student petition to appoint a student member to the governing body, appoint one or more student members in accordance with Education Code 47604.2
5. The governing body is required, by July 1, 2026, to develop, in conjunction with students, parents/guardians, and charter school employees, adopt, and update every five years, a policy to limit or prohibit student use of smartphones while at a school site or under the supervision and control of charter school employee(s) (Education Code 48901.7)
6. On or before July 1, 2026, develop, adopt, implement and annually review weather protocols for extreme weather conditions

The weather protocols shall incorporate the standardized guidelines compiled by the California Department of Education (CDE) and detail the specific measures to be taken during extreme weather conditions in accordance with Education Code 33355.

7. Members of the governing body complete ethics training in accordance with Government Code 53234-53235.2 by January 1, 2026 and at least every two years thereafter
8. If the governing body is unable to review local indicator data due to any emergency specified in Education Code 46392, the local indicator data shall be reviewed at the next meeting of the governing body, and a resolution describing the emergency event and the date on which the local indicator data was reviewed shall be adopted and submitted to CDE (Education Code 52064.5)
9. Develop a plan for offering independent study to affected students pursuant to Education Code 46393 if the governing body submits an affidavit to the Superintendent of Public Instruction (SPI) pursuant to Education

Code 46392 necessitated by an emergency condition that resulted in a school closure (Education Code 46392, 46393)

10. Adopt a policy on suicide prevention, intervention, and postvention for grades 7-12, and an age-appropriate policy for grades K-6, and review the policy at least every five years (Education Code 215)

Operations

11. Not be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)
12. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)

Admission/Enrollment

13. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
14. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)
15. Serve students with disabilities in the same manner as such students are served in other district schools (Education Code 47646, 56145)
16. Admit all students who wish to attend the charter school, according to the following criteria and procedures:

- a. Admission to the charter school shall not be determined according to the student's or parent/guardian's place of residence within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within that school's former attendance area (Education Code 47605)

If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admission preference for students who are currently enrolled in that public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, with preference extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5 (Education Code 47605)
- c. Other admission preferences may be permitted by the Board of the district on an individual school basis consistent with law

Preferences shall not result in limited enrollment access for students with disabilities, academically low-achieving students, English learners, neglected or delinquent students, students experiencing homelessness, foster youth, students who are economically disadvantaged, or on the basis of nationality, race, ethnicity, or sexual orientation. Mandatory parental volunteer hours shall not be the basis of a preference or a criterion for admission or continued enrollment. (Education Code 47605)

17. Not discourage a student from enrolling or seeking to enroll in the charter school, nor encourage a current student from disenrolling, for any reason, including, but not limited to, the student's academic performance, nationality, race, ethnicity, or sexual orientation or because the student is a student with disabilities, academically low achieving, an English learner, neglected or delinquent, experiencing homelessness, economically disadvantaged, or a foster youth

The charter school shall not request or require a student's records to be submitted before enrollment. The charter school shall post on its website CDE's notice of these requirements and shall provide the notice to parents/guardians or students age 18 and older when the parent/guardian or student inquires about enrollment, before conducting an enrollment lottery, and before disenrollment of a student. (Education Code 47605)

18. Comply with the requirements of Education Code 48850-48859 regarding enrollment, identification, and placement of students experiencing homelessness and unaccompanied youth (Education Code 48850, 48851, 48852.5, 48852.6; 42 USC 11431-11435)
19. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)
20. Allow a student who is enrolled in the charter school but receiving individual instruction at home or a hospital due to a temporary disability to return to the charter school when well enough to do so, provided the student returns during the school year in which the individual instruction was initiated (Education Code 48207.3)

Nondiscrimination

21. Not discriminate against any student on the basis of the characteristics listed in Education Code 220, or on the basis of one, or a combination of two or more protected characteristics (Education Code 200, 210.2, 47605)
22. Not discriminate in the use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources, including that the continued use of an adopted textbook, instructional material, supplemental instructional material, curriculum for classroom instruction or any book or other resource in a school library shall not be authorized if the use would subject a student to unlawful discrimination pursuant to Education Code 220 (Education Code 243, 244)
23. Adopt policies equivalent to the model policy language developed by the California Attorney General pursuant to Education Code 234.7 regarding immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and comply with the other applicable requirements of Education Code 234.7
24. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school website or on the website of the charter operator (Education Code 221.61)
25. If the charter school offers competitive athletics, annually post on the school's website or on the website of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)
26. Provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding

The charter school shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Education Code 222, 222.5, 46015)

27. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)
28. If the charter school serves high school students and participates in the California Interscholastic Federation, post the standardized incident form developed by CDE to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events on the charter school's website, and, upon CDE's request, submit information related to any completed standardized incident forms received by the charter school (Ed. Code 33353)
29. A charter school or a member of the governing body, shall not enact or enforce any policy, rule, or administrative regulation that would require an employee or a contractor to disclose any information related to a student's sexual orientation, gender identity, or gender expression to any other person without the student's consent, unless otherwise required by state or federal law (Education Code 220.5)

Tuition and Fees

30. Not charge tuition (Education Code 47605)
31. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools (Education Code 49010, 49011)
32. Not bill, nor take any negative action against, a student or former student for a debt owed to the charter school

The school shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student before pursuing payment of the debt and shall provide a receipt to the parent/guardian for each payment made to the school. (Education Code 49014)

School Plans

33. Adopt a local control and accountability plan (LCAP) and update the plan by July 1 each year, after holding a public hearing, consulting with specified stakeholders, and using the template adopted by the State Board of Education (SBE) (Education Code 52060)
34. As part of the LCAP adoption and annual update to the LCAP, the governing body shall separately adopt a local control funding formula budget overview for parents/guardians and as appropriate, an Individuals with Disabilities Education Act Addendum, based on the templates developed by SBE (Education Code 47604.33, 47606.5, 52064, 52064.1, 52064.3)
35. Present a report on the annual update to the LCAP and the local control funding formula budget overview for parents/guardians on or before February 28 of each year, as a nonconsent item at a regularly scheduled meeting of the governing body (Education Code 47606.5)
36. If the charter school applies for federal and/or state categorical program funding through the state's consolidated application, establish a school site council to develop and annually review a school plan for student achievement, unless the school chooses to use its LCAP for this purpose (Education Code 64000-64001, 65000-65001)
37. Include all Learning Recovery Emergency Funds received by the charter school in the LCAP/annual update to the LCAP (Education Code 47606.5)
38. Develop a comprehensive safety plan in accordance with Education Code 32282 and review and update the plan in accordance with law by March 1 each year (Education Code 47605)
39. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures for designating an adult chaperone, other than the driver, to accompany students on a school activity bus

Additionally, ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Education Code 39831.3; Vehicle Code 28160)

Curriculum and Instruction

40. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)
41. Provide one or more periods of recess that total 30 minutes on regular instructional days and at least 15 minutes on early release days as required by law (Education Code 49056)
42. If the charter school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components (Education Code 51224.7)
43. If the charter school serves students in any of grades 7-12, provide comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education at least once in junior high or middle school

and once in high school (Education Code 51931, 51934)

44. If the charter school serves students in any of grades 6-12, identify and implement methods of informing parents/guardians of human trafficking prevention resources (Education Code 49381)
45. If the charter school serves students in middle or high school and offers one or more courses in health education, include in those courses instruction in mental health, as specified (Education Code 51925-51929)
46. If the charter school serves students in grade 12, comply with the requirements for student completion and submission of the Free Application for Federal Student Aid and California Dream Act Application (Education Code 51225.7, 51225.8)
47. If the charter school is planning to hold a college or career fair, the charter school shall notify each apprenticeship program in the same county as the charter school and each community college district that has overlapping jurisdiction with the charter school with the planned date, time, and location of the fair, and give each community college district that has overlapping jurisdiction the opportunity to participate in the college or career fair (Education Code 52770, Labor Code 3074.2)
48. If a charter school offers instruction in any of grades 9-12, and provides on-campus access to employers, not prohibit access to the military services (Education Code 49603)
49. If the charter school provides independent study, meet the requirements of Education Code 51745-51749.6, except that the school may offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)
50. A charter school may apply to the SPI to obtain apportionment credit for days and minutes lost due to emergency closure and material decreases in attendance due to emergency events (Education Code 46392)
51. Accept and provide full or partial credit for coursework satisfactorily completed by a foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, student who is migratory, or a newcomer student while attending another school (Education Code 51225.2)
52. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605)
53. If the charter school serves students in high school and requires its students to complete a course in health education for graduation from high school, commencing with the 2026-27 school year, include in such course instruction in the dangers associated with fentanyl use (Education Code 51225.38)
54. At the beginning of the first semester or quarter of the regular school term, notify parents/guardians of students admitted to, or advancing to, grades 7-12, of any dual enrollment or International Baccalaureate courses offered by the charter school (Education Code 48980.6)

Special Education

55. Provide assistive technology devices in a student's home or other settings if the individualized education program team determines that such access is necessary

The charter school shall also provide an assistive technology device or comparable device to a student who enrolls in another local educational agency, for two months after the student leaves the charter school or until alternative arrangements can be made, whichever occurs first. (Education Code 56040.3)

56. If the charter school is an independent member of a special education local plan area and has a master contract with a nonpublic, nonsectarian school:
 - a. Pay the full amount of the tuition or fees for students with disabilities enrolled in programs or services provided pursuant to that contract (Education Code 56365)
 - b. Conduct at least one onsite visit to the nonpublic, nonsectarian school prior to a student's placement and at least once each school year (Education Code 56366.1)

High School Graduation

57. Exempt a foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, or student who is migratory who transfers between schools after the second year of high school, or a newcomer student who is in their third or fourth year of high school, from any of the charter school's graduation requirements that exceed state requirements, unless the charter school determines that the student is reasonably able to complete the requirements by the end of the fourth year of high school (Education Code 51225.1, 51225.2)
58. In accordance with Education Code 51225.31, exempt an eligible student with disabilities from all coursework and other requirements adopted by the governing body that are in addition to the statewide course requirements specified in Education Code 51225.3, and award such student a high school diploma (Education Code 51225.31, 51225.32)
59. Grant a high school diploma to any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 51413)
60. Require students to meet the state minimum course requirements for graduation as specified in Education Code 51225.3, as well as any additional graduation requirements required by the governing body (Education Code 51225.3)

Student Expression

61. Allow a student to wear traditional tribal regalia or recognized objects of religious or cultural significance as an adornment at school graduation ceremonies, unless the charter school determines that an item is likely to cause a substantial disruption of, or material interference with, the ceremony (Education Code 35183.1)
62. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)

Staffing and Professional Development

63. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) as required for the teacher's certificated assignment (Education Code 47605, 47605.4)
64. If the charter school offers transitional kindergarten (TK), require credentialed teachers first assigned to a TK class to meet one of three specified criteria establishing qualification for the position, and to maintain adult to student ratios as specified in Education Code 48000 (Education Code 48000)
65. Correct any misassignments if notified by the district that an assignment of a charter school employee is not legally authorized (Education Code 44258.9)
66. Not hire any person who has been convicted of a violent or serious felony except as otherwise provided by law, and, if the charter school contracts with an entity for specified services, verify that any employee of that entity who interacts with students outside of the immediate supervision and control of the student's parent/guardian or a school employee has a valid criminal records summary, unless an exception applies (Education Code 44830.1, 45122.1, 45125.1)
67. Not hire any person for purposes of a short-term staff permit, provisional internship permit, or a teaching permit for statutory leave, unless that person has a certification in cardiopulmonary resuscitation (CPR) that meets the standards established by the American Heart Association or the American Red Cross (Education Code 44841)
68. Report to CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)
69. If the charter school chooses to make the state teachers' retirement plan and/or the public employees retirement system available to its employees, meet the requirements of Education Code 47611 (Education Code 47610)

70. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
71. If the charter school employs security officers and/or security officers work on the charter school campus, provide the latest course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs in consultation with the Commission on Peace Officer Standards and Training, as specified (Education Code 38001.5; Business and Professions Code 7583.45)
72. If the charter school provides transportation to students under contract, require drivers to submit and clear tuberculosis risk assessment, unless otherwise exempt by law (Education Code 49406)
73. When a charter school considers an applicant for a certificated position, inquire with each local educational agency that previously employed the applicant whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct that were required to be reported to CTC

Additionally, when a charter school responds to an inquiry from a local educational agency considering an applicant for employment as to whether it has made a report of egregious misconduct regarding such applicant to CTC, provide the inquiring local educational agency with a copy of all relevant information within its possession that was reported to CTC. (Education Code 44939.5)

74. As part of the annual mandated reporter training, provide training, on the prevention of abuse, including sexual abuse, of children on school grounds, by school personnel, or in school-sponsored programs (Education Code 44691)

Parent/Guardian Involvement

75. On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs (Education Code 47605)
76. Notify parents/guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school (Education Code 47605)
77. If 15 percent or more of the students at the charter school speak a single primary language other than English, provide all notices, reports, statements, or records sent to parents/guardians in English and in the primary language (Education Code 48985)

Nutrition

78. Provide a nutritionally adequate breakfast and lunch free of charge during each school day to students requesting a meal regardless of the student's free or reduced-price meal eligibility, including, if the charter school offers independent study, to a student enrolled in independent study on any school day in which the student is scheduled for in-person educational activities of two or more hours (Education Code 49501.5)

If the charter school participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and is a high poverty school, as defined, the charter school shall apply to operate a federal universal meal service provision, and upon approval, apply such service. (Education Code 49501.5, 49564.3)

79. If the charter school participates in the NSLP or SBP, not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals (Education Code 49431.9)
80. Not offer or sell, except for food items sold as part of a school fundraising event, foods containing food dyes specified in Education Codes 49431, 49431.2, 49431.5, and 49531

Student Health

81. Each charter school that serves students in any of grades 6-12 shall create and prominently display an age appropriate and culturally relevant poster that identifies approaches and resources about student mental health (Education Code 49428.5)

82. If the charter school serves grades 7-12 and issues student identification cards, print the telephone numbers of the 988 Suicide and Crisis Lifeline, the National Suicide Prevention Lifeline, the National Domestic Violence Hotline, and may have printed on either side of the identification card a quick response (QR) code that links to the mental health resources website of the county in which the school is located on the identification cards (Education Code 215.5)
83. Notify students and parents/guardians at least twice during the school year on how to initiate access to available student mental health services on campus or in the community (Education Code 49428)
84. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the charter school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)
85. If the charter school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition

In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider and receives written clearance to do so. (Education Code 33479-33479.5, 49475)

86. If the charter school offers an interscholastic athletic program, develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, including concussion and heat illness, the location of emergency medical equipment, and the rehearsal of such procedures; acquire at least one automated external defibrillator (AED) for the school; and make the AED available at on-campus athletic activities or events (Education Code 35179.4, 35179.6)
87. If the charter school sponsors or hosts an on-campus event in or around a swimming pool that is not part of an interscholastic athletic program, provide for the presence of at least one adult with a valid certification of CPR training throughout the duration of the event (Education Code 35179.6)
88. Provide school nurses or other voluntary, trained personnel with emergency epinephrine auto-injectors of the type required pursuant to Education Code 49414 (Education Code 49414)
89. If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, or to make emergency stock albuterol inhalers available to persons suffering, or reasonably believed to be suffering, from respiratory distress, comply with the requirements of Education Code 49414.3 and 49414.7, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist
90. Post resources related to neurodiversity developed by the University of California and California State University Collaborative for Neurodiversity and Learning in a prominent location on the charter school's website in a manner that is readily and easily accessible to parents/guardians and students

Student Conduct/Discipline

91. Prohibit the denial of recess to a student unless the student's participation poses an immediate threat to the student's physical safety or to the physical safety of one or more of the student's peers (Education Code 49056)
92. Adopt a policy on bullying and cyberbullying prevention, post specified information on bullying and harassment prevention on the charter school's website, and annually make CDE's online training module on bullying prevention available to school site certificated employees and other employees who have regular interaction with students (Education Code 234.4, 234.6, 32283.5)
93. Adopt and display a written policy on sexual harassment, include the policy as part of any orientation for new and continuing students, and post a poster notifying students of the policy (Education Code 231.5, 231.6)
94. Prohibit seclusion and behavioral restraint of students as a means of discipline, and only use such methods to

control student behavior that poses a clear and present danger of serious physical harm to a student or others that cannot be immediately prevented by a less restrictive response (Education Code 49005-49006.4)

95. Until June 30, 2029, neither recommend for expulsion nor suspend a student in grades K-12 for disrupting school activities or otherwise willfully defying the authority of school personnel in the performance of their duties (Education Code 48901.1)
96. Upon request, provide a student who is suspended for two or more days with the homework assigned during the period of suspension (Education Code 47606.2, 48913.5)
97. Not prohibit students in middle schools, junior high schools, high schools, or adult schools, while on a school site or participating in school activities, to carry fentanyl test strips or a federally approved opioid antagonist for the emergency treatment of persons suffering, or reasonably believed to be suffering, from an opioid overdose (Education Code 49414.6)
98. Not prohibit a student 12 years of age or older, while on a school site or participating in school activities, from carrying or administering, for the purposes of providing emergency treatment to persons who are suffering, or reasonably believed to be suffering, from an opioid overdose, naloxone hydrochloride or another opioid antagonist (Education Code 49414.35)
99. Beginning with the 2026-27 school year, provide to CDE data on student transfers due to disciplinary reasons, including whether the student transferred to an alternative school based on a referral by the school (Education Code 33317.3)
100. Not suspend students who voluntarily disclose their use of a controlled substance, alcohol, or an intoxicant of any kind in order to seek help through services or supports (Education Code 48900)

Student and Parent/Guardian Records

101. Not collect or solicit 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 (Education Code 49076.7)
102. Upon written request, not include the directory information of a student or the personal information of a parent/guardian, as defined, in the minutes of a meeting of the governing body (Education Code 49073.2)
103. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)
104. If the charter school serves high school students, submit to the Student Aid Commission (CSAC), for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year

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

105. Upon receipt of government-issued documentation of a change of name or gender or, if such documentation is not available, upon request in accordance with the procedure in Education Code 49070, update, and reissue if requested, a former student's records to include the student's updated legal name or gender (Education Code 49062.5, 49070)

Facilities

106. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)
 - a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374
 - b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building

Standards Code, including, but not limited to, the federal government

107. If the charter school serves students in any of grades 3-12, stock the school's restrooms at all times with an adequate supply of menstrual products available and accessible free of cost in all women's restrooms, all-gender restrooms, and in at least one men's restroom (Education Code 35292.6)
108. If a charter school undertakes an addition, alteration, reconstruction, rehabilitation, or retrofit of a school building, install interior locks on each door of any room with an occupancy of five or more persons in that school building (Education Code 17586)

Finance

109. Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding the charter school's financial records (Education Code 47604.3)
110. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
111. Identify and report to the SPI any portion of the charter school's average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)
112. Annually prepare and submit financial reports to the Board and the County Superintendent in accordance with the following reporting cycle:

- a. By July 1, a preliminary budget for the current fiscal year

For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)

- b. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31 (Education Code 47604.33)
- c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31 (Education Code 47604.33)
- d. By September 15, a final unaudited report for the full prior year

The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)

- e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit

The audit report shall also be submitted to the State Controller and CDE. (Education Code 47605)

113. If the charter school receives state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30), annually report a detailed list of all expenditures of state funds, and of the school's matching funds for completed projects, and submit an audit of completed facilities projects within one year of project completion (Education Code 41024)

Accountability

114. Annually adopt a school accountability report card (Education Code 33126, 47612; California Constitution, Article 16, Section 8.5)

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.

Policy 0440: District Technology Plan

Status: ADOPTED

Original Adopted Date: 06/01/1995 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board recognizes that technological resources, including resources that utilize artificial intelligence (AI), can enhance student achievement by increasing student access to information, supporting teacher effectiveness, and facilitating the administration of student assessments. Effective use of technology can also increase the efficiency of the district's non-instructional operations and governance. However, the Board also recognizes the potential for technological resources to undermine student achievement, health, and well-being.

The Superintendent shall ensure that technological resources provided to students and staff be aligned to district goals, objectives, and academic standards and shall be used in a safe and responsible manner. Students and staff shall be allowed to use such technology in accordance with district policies, including, but not limited to, policies on AI, academic honesty, data privacy, nondiscrimination, copyright protections, student use of technology, and employee use of technology.

The Superintendent or designee shall develop, and regularly propose revisions to, a comprehensive technology plan based on an assessment of current uses of technology in the district and an identification of future needs, which shall be submitted to the Board for consideration and approval. The Superintendent or designee may appoint an advisory committee consisting of a variety of staff and community stakeholders to assist with the development of the technology plan.

The district's technology plan shall include, but not be limited to, the following:

1. What technological resources will be utilized by the district
2. How these technological resources will be equitably accessible to all students and staff and to all schools
3. How these technological resources will be used to improve educational services
4. What professional development opportunities or materials regarding these technological resources will be made available to staff
5. How AI may be used by students and staff in accordance with Board Policy 0441 - Artificial Intelligence, Board Policy/Exhibit (1) 4040 - Employee Use Of Technology, Board Policy 5131.9 - Academic Honesty, and Board Policy/Exhibit (1) 6163.4 - Student Use Of Technology
6. How students will acquire the knowledge and skills sufficient for digital citizenship, social media and AI literacy, and identifying online misinformation
7. How the district will prevent and respond to cyberattacks, address other cybersecurity concerns, and what steps students and staff can take to enhance security of the systems they use

The district's technology plan shall be integrated into the district's vision and goals for student learning and shall contain research-based strategies and methods for the effective use of technology. When required for state or federal grant programs in which the district participates, the plan shall also address all components required for receipt of such grants.

The Superintendent or designee shall ensure that any use of technological resources in the district protects the private and confidential information of students and employees in accordance with law.

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

Bus. and Prof. Code 22584-22585

Civ. Code 3120-3123

Description

[Student Online Personal Information Protection Act](#)

[Digital Bill of Rights](#)

Policy 0441: Artificial Intelligence

Status: ADOPTED

Original Adopted Date: 06/01/2025 | **Last Reviewed Date:** 06/01/2025

The Governing Board recognizes the transformative potential of artificial intelligence (AI) to increase student access to information, support teacher effectiveness, and facilitate the administration of student assessments, as well as the potential for AI to undermine student achievement, health, and well-being. Therefore, the Board is committed to supporting the use of AI by students and staff in accordance with the following principles:

1. **Student-Centered:** AI should be used to personalize and enhance the learning experience for each student and to support digital citizenship and literacy
2. **Staff-Centered:** AI should be used as a tool to augment and support, rather than replace, staff in the performance of their duties and responsibilities
3. **Ethical Use and Transparency:** AI should be used ethically and transparently by all staff and students, with careful consideration of potential biases, and in compliance with all applicable intellectual property and copyright laws
4. **Accountability and Responsibility:** AI should be used in a manner that ensures accountability by those who use it and that those who use it are responsible for such use, including when and how it is used
5. **Equity and Access:** AI should be implemented in a manner that ensures equitable access and opportunity for all students, regardless of background or ability, and for all schools across the district
6. **Secure and Private:** The district should prioritize security and privacy when changing existing practices or adopting new practices regarding AI
7. **Professional Development:** The district should provide ongoing professional development for staff in all aspects of AI, with a particular focus on the ethical and responsible use of AI
8. **Community Engagement:** The district should engage with the community to share these principles, to educate the community on AI, and to discuss the permitted and prohibited uses of AI in the district
9. **Continuous Improvement:** The district should regularly evaluate the use of AI by students and staff, and adapt its policies, procedures, and professional development to align with best practices and evolving technologies

The Superintendent shall ensure that the use of AI in the district is consistent with this policy, Board Policy 0440 - District Technology Plan, Board Policy/Exhibit (1) 4040 - Employee Use of Technology, Board Policy 5131.9 - Academic Honesty, Board Policy 6154 - Homework/Makeup Work, Board Policy 6162.5 - Student Assessment, and Board Policy/Exhibit (1) 6163.4 - Student Use of Technology.

Artificial intelligence means an engineered or machine-based system that varies in its level of autonomy and that can, for explicit or implicit objectives, infer, from the input it receives, how to generate outputs that can influence physical or virtual environments. (Education Code 33328.5)

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
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Ed. Code 10550-10555	Telecommunications standards
Ed. Code 11800	K-12 High Speed Network grant program
Ed. Code 33328.5	Statewide AI Task Force
Ed. Code 49060-49085	Student records
Ed. Code 51006	Computer education and resources

Policy 0450: Comprehensive Safety Plan

Status: ADOPTED

Original Adopted Date: 11/01/2011 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

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

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

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

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

OPTION 1 ENDS HERE

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

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

OPTION 2 ENDS HERE

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

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

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

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

Tactical Response Plan

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

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

Safety Plan(s) Access and Reporting

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

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

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

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

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

State	Description
5 CCR 11987-11987.7	<u>School Community Violence Prevention Program requirements</u>
5 CCR 11992-11993	<u>Persistently dangerous schools; definition</u>
CA Constitution Article 1, Section 28	<u>Right to Safe Schools</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination</u>
Ed. Code 32260-32262	<u>Interagency School Safety Demonstration Act of 1985</u>
Ed. Code 32270	<u>School safety cadre</u>
Ed. Code 32280-32289.5	<u>School safety plans</u>
Ed. Code 32290	<u>Safety devices</u>
Ed. Code 35147	<u>School site councils and advisory committees</u>
Ed. Code 35183	<u>School dress code; uniforms</u>
Ed. Code 35266	<u>Reporting of cyberattacks</u>
Ed. Code 35291	<u>Rules</u>
Ed. Code 35291.5	<u>School-adopted discipline rules</u>
Ed. Code 41020	<u>Requirement for annual audit</u>
Ed. Code 48900-48927	<u>Suspension and expulsion</u>
Ed. Code 48950	<u>Speech and other communication</u>
Ed. Code 48980	<u>Parent/Guardian notifications</u>
Ed. Code 49079	<u>Notification to teacher; student act constituting grounds for suspension or expulsion</u>
Ed. Code 49390-49395	<u>Homicide threats</u>
Ed. Code 49414.35	<u>Emergency treatment for opioid overdose</u>
Ed. Code 49414.6	<u>Student possession of opioid antagonist</u>
Ed. Code 67381	<u>Availability of information regarding crimes</u>
Gov. Code 11549.3	<u>Independent security assessment</u>
Gov. Code 54957	<u>Closed session meetings for threats to security</u>
Gov. Code 8586.5	<u>California Cybersecurity Integration Center</u>
Pen. Code 11164-11174.3	<u>Child Abuse and Neglect Reporting Act</u>
Pen. Code 422.55	<u>Definition of hate crime</u>
Pen. Code 626.8	<u>Disruptions</u>

Regulation 0450: Comprehensive Safety Plan

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

Development and Review of Comprehensive School Safety Plan

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

Additionally, the school site council may invite community leaders, local emergency medical services personnel, and other persons who may be interested in the health and safety of students and the prevention of campus crime and violence to participate in the planning process. (Education Code 32280)

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

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

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

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

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

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

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

After the first evaluation or review is conducted, and after each annual evaluation or review, a school employee, a student's parent/guardian or educational rights holder, or a student may bring concerns about an individual student's

ability to access disaster safety procedures described in the CSSP to the principal. (Education Code 32282)

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

Content of the Comprehensive Safety Plan

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

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

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

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

CSSP, the CSSP shall specify that:

- a. The school will not conduct a high-intensity drill, as defined in Education Code 32282
 - b. Real weapons, gunfire blanks, or explosions will not be used in the conducting of the drill
 - c. A trauma-informed approach as specified in Education Code 32282 will be used in the design and execution of any drill
12. Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school
 13. Procedures to respond to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds
 14. 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
 15. 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

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

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution
2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations
3. Strategies aimed at preventing potential incidents involving crime and violence on school campuses, including vandalism, drug and alcohol abuse, gang membership and violence, hate crimes, bullying, including bullying committed personally or by means of an electronic act, teen relationship violence, and discrimination and harassment, including sexual harassment
4. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education and literacy, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence
5. Parent/guardian and community involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus
6. Provision of safety materials and emergency communications in language(s) understandable to parents/guardians
7. Annual notification to parents/guardians related to the safe storage of firearms
8. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students
9. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction
10. District policy prohibiting the possession of firearms and ammunition on school grounds
11. Measures to prevent or minimize the influence of gangs on campus
12. Procedures for receiving verification from law enforcement when a violent crime has occurred on school

grounds and for promptly notifying parents/guardians and employees of that crime

13. Procedures for the early identification and threat assessment of, and appropriate response to, suspicious and/or threatening digital media content
14. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus
15. Independent security assessment of the school's network infrastructure and selected web applications to identify vulnerabilities and provide recommendations to improve cybersecurity
16. Guidelines for the roles and responsibilities of mental health professionals, athletic coaches, community intervention professionals, school counselors, school resource officers, and police officers on school campuses

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

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

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

22. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants
23. Continuity of operations procedures to ensure that the district's essential functions are not disrupted during an emergency, to the extent possible

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

State	Description
5 CCR 11987-11987.7	<u>School Community Violence Prevention Program requirements</u>
5 CCR 11992-11993	<u>Persistently dangerous schools; definition</u>
CA Constitution Article 1, Section 28	<u>Right to Safe Schools</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination</u>
Ed. Code 32260-32262	<u>Interagency School Safety Demonstration Act of 1985</u>
Ed. Code 32270	<u>School safety cadre</u>
Ed. Code 32280-32289.5	<u>School safety plans</u>
Ed. Code 32290	<u>Safety devices</u>
Ed. Code 35147	<u>School site councils and advisory committees</u>
Ed. Code 35183	<u>School dress code; uniforms</u>
Ed. Code 35266	<u>Reporting of cyberattacks</u>
Ed. Code 35291	<u>Rules</u>
Ed. Code 35291.5	<u>School-adopted discipline rules</u>
Ed. Code 41020	<u>Requirement for annual audit</u>
Ed. Code 48900-48927	<u>Suspension and expulsion</u>
Ed. Code 48950	<u>Speech and other communication</u>
Ed. Code 48980	<u>Parent/Guardian notifications</u>
Ed. Code 49079	<u>Notification to teacher; student act constituting grounds for suspension or expulsion</u>
Ed. Code 49390-49395	<u>Homicide threats</u>
Ed. Code 49414.35	<u>Emergency treatment for opioid overdose</u>
Ed. Code 49414.6	<u>Student possession of opioid antagonist</u>
Ed. Code 67381	<u>Availability of information regarding crimes</u>
Gov. Code 11549.3	<u>Independent security assessment</u>
Gov. Code 54957	<u>Closed session meetings for threats to security</u>
Gov. Code 8586.5	<u>California Cybersecurity Integration Center</u>
Pen. Code 11164-11174.3	<u>Child Abuse and Neglect Reporting Act</u>
Pen. Code 422.55	<u>Definition of hate crime</u>
Pen. Code 626.8	<u>Disruptions</u>
Federal	Description
20 USC 1400-1482	<u>Individuals with Disabilities Education Act</u>

Policy 1113: District And School Websites

Status: ADOPTED

Original Adopted Date: 07/01/2007 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

The Governing Board recognizes the value of district and school websites to communicate with students, parents/guardians, staff, and community members. The Superintendent or designee shall maintain district and school websites. The use of district and school websites shall support the district's vision and goals and be coordinated with other district communications strategies.

Design Standards

The Superintendent or designee shall establish design standards for district and school websites in order to maintain a consistent identity, professional appearance, and ease of use.

District design standards shall require an evaluation of products, features, and content accessible to students on district and school websites to prevent access to harmful or potentially harmful material.

The district's design standards shall address the accessibility of district and school websites to individuals with disabilities, including compatibility with commonly used assistive technologies.

Website Content

The Superintendent or designee shall develop content guidelines for district and school websites and assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in district and school publications, as specified in Board Policy 1325 - Advertising and Promotion, shall also apply to advertising on district and school websites.

Privacy Rights

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school websites.

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school websites.

OPTION 1: (Photographs released)

The district regards photographs as a category of directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Therefore, a student's photograph, together with the student's name, may be published on district or school websites unless the student's parent/guardian has notified the district in writing to not release the student's photograph without prior written consent, in accordance with Board Policy and Administrative Regulation 5125.1 - Release of Directory Information.

END OF OPTION 1

OPTION 2: (Photographs not released)

Photographs of individual students shall not be published on district or school websites accompanied by the student's name or other personally identifiable information without the prior written consent of the student's parent/guardian.

END OF OPTION 2

If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or district websites.

Employees' home addresses, personal telephone numbers, and personal email addresses shall not be posted on district or school websites.

The home address, telephone number, or both the name and assessor parcel number associated with the home address of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school websites without the prior written permission of that individual. (Government Code 3307.5, 7928.205, 7920.535)

No public safety official shall be required to consent to the posting on the Internet of the public safety official's photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or the officer's family. (Government Code 3307.5)

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
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>
Ed. Code 234.1	Policy prohibiting discrimination, harassment, intimidation, and bullying
Ed. Code 234.6	Resources on neurodiversity
Ed. Code 32526	<u>Use of learning recovery funds</u>
Ed. Code 33353	<u>California Interscholastic Federation; standardized incident form</u>
Ed. Code 35182.5	<u>Contracts for advertising</u>
Ed. Code 35258	<u>Internet access to school accountability report cards</u>
Ed. Code 42103	<u>Budget notification</u>
Ed. Code 48852.6	<u>Information regarding homelessness</u>
Ed. Code 48907	<u>Exercise of free expression; time, place, and manner rules and regulations</u>
Ed. Code 48950	<u>Speech and other communication</u>
Ed. Code 48985.5	<u>Synthetic drug use</u>
Ed. Code 48985.5	<u>Synthetic drugs</u>
Ed. Code 49006	<u>Seclusion and restraint</u>
Ed. Code 49061	<u>Definitions; directory information</u>
Ed. Code 49073	<u>Release of directory information</u>
Ed. Code 5092	<u>Filling Vacancies</u>
Ed. Code 60048	<u>Commercial brand names, contracts or logos</u>
Gov. Code 11135	<u>Prohibition of discrimination</u>
Gov. Code 12950	<u>California Civil Rights Department posters</u>
Gov. Code 3307.5	<u>Publishing identity of public safety officers</u>
Gov. Code 7920.000-7930.215	<u>California Public Records Act</u>
Pen. Code 14029.5	<u>Prohibition against publishing personal information of person in witness protection program</u>

Regulation 1113: District And School Websites

Status: ADOPTED

Original Adopted Date: 03/01/2000 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

Design Standards

The Superintendent or designee shall develop design standards for district and school websites that include, but are not limited to, guidelines to ensure the clear organization of the material, readability of the font type and size, and simplicity of the navigation structure linking the content on the website. Such standards shall take into consideration the ease of use on a wide range of devices.

In accordance with the requirements of the Americans with Disabilities Act, Section 504 of the federal Rehabilitation Act of 1973, and the associated federal regulations, district and school websites shall contain features that ensure accessibility for individuals with disabilities. Such features include, but are not limited to, captions for videos and multimedia presentations, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for website accessibility. The Superintendent or designee shall regularly review district and school websites and modify them as needed to ensure legal compliance with accessibility standards.

Website Content

As applicable, district and school websites shall provide current information regarding the district's mission and goals, district/school programs and operations, district/school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, and links to educational resources.

With approval of the principal, individual teachers may create web pages linked to the district or school website to provide information pertaining to class assignments, expectations, and activities.

Student work may be published on district or school websites provided that both the student and the student's parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

Any copyrighted material to be posted on a district or school website shall first be submitted to the Superintendent or designee together with the permission of the copyright owner to reprint the material. Any copyrighted material submitted without the copyright owner's permission shall only be posted on a district or school website if the Superintendent or designee determines that the material is in the public domain or that the intended use meets the criteria for fair use or another exception pursuant to 17 USC 107-122. When any copyrighted material is posted, the website shall include a notice crediting the copyright owner and, as necessary, shall note that permission to reprint the material was granted.

Whenever a district or school website includes links to external websites, it shall include a disclaimer that the district is not responsible for the content of external websites.

Roles and Responsibilities

Any employee assigned as a district or school webmaster shall be responsible for the uploading of material to the website(s) upon approval of the Superintendent or designee. The employee shall review district and school websites to ensure consistency with district standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct editorial reviews of all materials submitted for publication on district or school websites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and

school webmasters, and/or other appropriate staff.

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
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	Early Learning Personal Information Protection Act
Ed. Code 234.1	Policy prohibiting discrimination, harassment, intimidation, and bullying
Ed. Code 234.6	Resources on neurodiversity
Ed. Code 32526	Use of learning recovery funds
Ed. Code 33353	California Interscholastic Federation; standardized incident form
Ed. Code 35182.5	Contracts for advertising
Ed. Code 35258	Internet access to school accountability report cards
Ed. Code 42103	Budget notification
Ed. Code 48852.6	Information regarding homelessness
Ed. Code 48907	Exercise of free expression; time, place, and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985.5	Synthetic drug use
Ed. Code 48985.5	Synthetic drugs
Ed. Code 49006	Seclusion and restraint
Ed. Code 49061	Definitions; directory information
Ed. Code 49073	Release of directory information
Ed. Code 5092	Filling Vacancies
Ed. Code 60048	Commercial brand names, contracts or logos
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12950	California Civil Rights Department posters
Gov. Code 3307.5	Publishing identity of public safety officers
Gov. Code 7920.000-7930.215	California Public Records Act
Pen. Code 14029.5	Prohibition against publishing personal information of person in witness protection program
Pub. Res. Code 21082.1	California Environmental Quality Act environmental review documents
Federal	Description
16 CFR 312.1-312.13	Children's Online Privacy Protection Act
17 USC 101-122	Subject matter and scope of copyright
17 USC 504	Penalties for copyright infringement
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
28 CFR 35.200-35.205	Web accessibility requirements
29 USC 705	Definitions; Vocational Rehabilitation Act
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 104.1-104.61	Nondiscrimination on the basis of disability

Exhibit 1113-E(1): District And School Websites

Status: ADOPTED

Original Adopted Date: 10/01/2020 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

MATERIALS REQUIRED TO BE POSTED ON DISTRICT WEBSITE

This exhibit is a non-exhaustive list of materials which the law explicitly requires be posted on district or school websites. Other posting requirements may exist and may be identified in the future.

Materials to Prominently Display

The following must be posted in a prominent location on the district's website, such as on the home page when required by law:

1. In accordance with Administrative Regulation 0460 - Local Control and Accountability Plan, the district's local control and accountability plan (LCAP), any updates or revisions to the LCAP, and the local control funding formula budget overview (Education Code 52064.1, 52065)
2. In accordance with Board Bylaw 9320 - Meetings and Notices and Board Bylaw 9322 - Agenda/Meeting Materials, a direct link to the current board agenda containing the time and location of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, or a link to the district's agenda management platform where the current agenda shall be the first available (Government Code 54954.2, 54956)

The agenda shall be posted at least 72 hours before a regular board meeting or 24 hours before a special meeting. (Government Code 54954.2)

3. In accordance with Administrative Regulation 5131.2 - Bullying and Administrative Regulation 5145.3 - Nondiscrimination/Harassment, the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media (Education Code 234.6)
4. In accordance with Administrative Regulation 5145.3 - Nondiscrimination/Harassment, the definition of discrimination and harassment based on sex as described in Education Code 230, including the rights set forth in Education Code 221.8 (Education Code 234.6)
5. In accordance with Administrative Regulation 5145.3 - Nondiscrimination/Harassment, a link to statewide California Department of Education (CDE)-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5, 234.6)
6. In accordance with Administrative Regulation 4030 - Nondiscrimination in Employment and Administrative Regulations 4161.8/4261.8/4361.8 - Family Care and Medical Leave, posters published by the California Civil Rights Department (CRD) including, "California Law Prohibits Workplace Discrimination and Harassment," and for districts with five or more employees, "The Rights of Employees Who Are Transgender or Gender Nonconforming," "Your Rights and Obligations as a Pregnant Employee," and "Family Care and Medical Leave and Pregnancy Disability Leave" (Government Code 12950)
7. In accordance with Administrative Regulation 5145.3 - Nondiscrimination/Harassment and Administrative Regulation 5145.7 - Sexual Harassment, information regarding Title IX prohibitions against discrimination based on a student's sex; that inquiries about the application of Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education's Office for Civil Rights (OCR) Assistant Secretary; the name and contact information of the Title IX Coordinator; the rights of students and the public as specified in Education Code 221.8; the responsibilities of the district under Title IX; web links to information about those rights and responsibilities on the websites of the Office for Equal Opportunity and OCR; a description of how to file a complaint of noncompliance under Title IX with specified components; and a link to Title IX information posted on CDE's website (Education Code 221.6, 221.61, 234.6; 34 CFR 106.8)
8. In accordance with Board Policy 5141.52 - Suicide Prevention, the district's policy on student suicide

prevention including, for grades K-6, the age appropriateness of the policy (Education Code 234.6)

9. In accordance with Board Policy and Administrative Regulation 5145.3 - Nondiscrimination/Harassment, the resources related to neurodiversity posted on CDE's website (Education Code 234.6)
10. In accordance with Board Policy 5145.9 - Hate-Motivated Behavior, the district's policy on preventing and responding to hate violence, if the district has adopted such a policy (Education Code 234.6)
11. In accordance with Board Policy 7212 - Mello-Roos Districts, if the district has formed a community facilities district (Mello-Roos district) for the acquisition or improvement of school facilities, a copy of the annual report for the fiscal year if requested pursuant to Government Code 53343.1, the report provided to the California Debt and Investment Advisory Commission pursuant to Government Code 53359.5, and the report provided to the State Controller's office pursuant to Government Code 12463.2 (Government Code 53343.2)

Post within seven months after the last day of the fiscal year. (Government Code 53343.2)

12. In accordance with Administrative Regulation 3100 - Budget, beginning January 1, 2027, at least three days before the availability of the proposed budget for public inspection the location and dates at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing (Education Code 42103)

Other Postings

The following materials are also required to be posted on the district website. However, there are no specific requirements related to where they are posted on the website.

13. In accordance with Administrative Regulation 0430 - Comprehensive Local Plan for Special Education, the Special Education Local Plan Area's approved comprehensive local plan for special education, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans (Education Code 56205.5)
14. In accordance with Board Policy 0410 - Nondiscrimination in District Programs and Activities and Administrative Regulation 4030 - Nondiscrimination in Employment, the district's nondiscrimination policy and regulation, including the complaint procedure and the compliance coordinator's contact information (34 CFR 100.6, 106.8)
15. In accordance with Administrative Regulation 6173 - Education for Homeless Children, contact information for the district's liaison(s) for homeless students and other persons as required by Education Code 48852.6, and information regarding the educational rights and resources available to persons experiencing homelessness (Education Code 48852.6)
16. In accordance with Administrative Regulation 6145.2 - Athletic Competition, for all schools offering competitive athletics, the total enrollment of the school classified by gender, the number of students enrolled at the school who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)

The information shall be posted at the end of the school year on the school's website or, if the school does not have a website, on the district's website. (Education Code 221.9)

17. In accordance with Administrative Regulation 5117 - Interdistrict Transfer, if the district has interdistrict attendance agreement(s), the procedures and timelines for requesting an interdistrict transfer permit, including, but not limited to, a link to the board's policy on interdistrict attendance, the date that the district will begin accepting applications, reasons that the district may approve/deny the request, the process for appeal, that failure to meet timelines will be deemed an abandonment of the request, and the condition under which an existing interdistrict transfer permit may be revoked or rescinded (Education Code 46600.2)
18. In accordance with Administrative Regulation 5117 - Interdistrict Transfer, if the district has elected to be a school district of choice, application information including, at a minimum, any applicable form, the timeline for a transfer, and an explanation of the selection process (Education Code 48301)
19. In accordance with Administrative Regulation 6152.1 - Placement in Mathematics Courses, for districts that offer grade 9, the district's policy and protocols related to student placement in mathematics courses

(Education Code 51224.7)

20. In accordance with Board Policies 4119.21/4219.21/4319.21 - Professional Standards and Board Policies 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions, the section(s) of the district's employee code of conduct addressing interactions with students (Education Code 44050)

These section(s) or a link to them shall be posted on each school's website or, if a school does not have its own website, on the district's website in a manner that is accessible to the public without a password. (Education Code 44050)

21. In accordance with Board Policy and Administrative Regulation 3551 - Food Services Operations/Cafeteria Fund, the district's meal payment collection policy and procedures (U.S. Department of Agriculture (USDA) Memorandum SP 46-2016)
22. In accordance with Exhibit (1) 3555 - Nutrition Program Compliance, which includes the required nondiscrimination statement about the district's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the district.

This statement is to be posted if the district includes information about the free and reduced-priced meal program on its website (USDA FNS Instruction 113-1)

23. In accordance with Administrative Regulation 3514.2 - Integrated Pest Management, the school's or district's integrated pest management plan, whenever a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5 (Education Code 17611.5)

The plan shall be posted on the school's website or, if the school does not have a website, then on the district's website. (Education Code 17611.5)

24. In accordance with Board Policy 7150 - Site Selection And Development, when the California Environmental Quality Act requires an environmental impact report, negative declaration, or mitigated negative declaration, those environmental review documents, public notice of the preparation and availability of such documents within a reasonable period of time prior to certification of the environmental impact report, adoption of a negative declaration, or determination that a proposed subsequent project will have no additional significant effect on the environment, and specified notices when written requests for notices have been filed (Public Resources Code 21082.1, 21092, 21092.2)

25. In accordance with Administrative Regulation 7214 - General Obligation Bonds, when a citizens' oversight committee is formed after the approval of a bond under the 55 percent majority threshold, the committee's minutes, documents received, and reports issued (Education Code 15280)

26. In accordance with Board Policy 0510 - School Accountability Report Card, copy of each school's school accountability report card, on or before February 1 of each year (Education Code 35258)

27. In accordance with Board Policy 6190 - Evaluation of the Instructional Program, results of the Western Association of Schools and Colleges (WASC) or other accrediting agency's inspection of a school, within 60 days of receiving the results (Education Code 35178.4)

This notification may be made in writing to parents/guardians instead of or in addition to posting the results on the district's website. Additionally, if a school loses its WASC or other agency's accreditation, the district and school shall post on their websites a notice of the loss of accreditation and potential consequences. (Education Code 35178.4)

28. The district's COVID-19 testing plan (Education Code 32096)

29. In accordance with Board Policy 0460 - Local Control and Accountability Plan, and using the template developed by CDE, the use of Learning Recovery Emergency Funds, with interim reports posted annually thereafter, and a final report by December 15, 2029 (Education Code 32526)

30. In accordance with Board Policy 5141.5 - Mental Health, an age appropriate and culturally relevant digitized poster that identifies approaches and shares resources about student mental health, distributed to students online at the beginning of each school year (Education Code 49428.5)

31. In accordance with Board Policy and Administrative Regulation 6145.2 - Athletic Competition, the standardized incident form developed by CDE to track racial discrimination, harassment, or hazing, that occurs at high school sporting games or events, including information on how to submit a completed incident form (Education Code 33353)
32. In accordance with Board Bylaw 9223 - Filling Vacancies, if a provisional appointment is made to fill a governing board vacancy, notice of both the actual vacancy or the filing of a deferred resignation and the provisional appointment (Education Code 5092)

Post within 10 days of making the provisional appointment. (Education Code 5092)
33. In accordance with Board Policy 5131.6 - Alcohol and Other Drugs, on the website of each school and the district website, post information about the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, and of the possibility that dangerous synthetic drugs can be found in counterfeit pills, and the risks of social media being used as a way to market and sell synthetic drugs (Education Code 48985.5)
34. In accordance with Administrative Regulation 5131.41 - Use of Seclusion and Restraint, the annual report to CDE on the use of behavioral restraints and seclusion (Education Code 49006)

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
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	Early Learning Personal Information Protection Act
Ed. Code 234.1	Policy prohibiting discrimination, harassment, intimidation, and bullying
Ed. Code 234.6	Resources on neurodiversity
Ed. Code 32526	Use of learning recovery funds
Ed. Code 33353	California Interscholastic Federation: standardized incident form
Ed. Code 35182.5	Contracts for advertising
Ed. Code 35258	Internet access to school accountability report cards
Ed. Code 42103	Budget notification
Ed. Code 48852.6	Information regarding homelessness
Ed. Code 48907	Exercise of free expression: time, place, and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 48985.5	Synthetic drug use
Ed. Code 48985.5	Synthetic drugs
Ed. Code 49006	Seclusion and restraint
Ed. Code 49061	Definitions; directory information
Ed. Code 49073	Release of directory information
Ed. Code 5092	Filling Vacancies
Ed. Code 60048	Commercial brand names, contracts or logos
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12950	California Civil Rights Department posters
Gov. Code 3307.5	Publishing identity of public safety officers
Gov. Code 7920.000-7930.215	California Public Records Act

Regulation 3512: Equipment

Status: ADOPTED

Original Adopted Date: 06/01/1998 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

District equipment shall be used primarily for educational purposes and/or to conduct district business. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of district equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

School-connected organizations may be granted reasonable use of the equipment for district-related matters, if such use does not interfere with the use by students or employees or otherwise disrupt district operations.

The Superintendent or designee shall approve the transfer of any district equipment from one work site to another and the removal of any district equipment for off-site use. When any equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage. Equipment shall only be used for an approved district-related purpose.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds, unless otherwise authorized by the Superintendent or designee or applicable Board policy or administrative regulation.

The Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500. (Education Code 35168; 5 CCR 3946)

Additionally, the Superintendent or designee shall maintain property records as specified in Administrative Regulation 3440 - Inventories, including updating property records when there is a change in the status of the property.

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 2 CFR 200.313, as applicable.

Equipment Acquired with Federal Funds

The Superintendent or designee shall obtain prior written approval from the California Department of Education (CDE) or other awarding agency before purchasing equipment with federal funds. (2 CFR 200.439)

Additionally, the Superintendent or designee shall obtain prior approval from CDE or other awarding agency before disposing or encumbering equipment purchased with federal funds. (2 CFR 200.313)

Persons involved in the selection, award, or administration of a contract supported by federal funds shall comply with the requirements specified in 2 CFR 200.313 and 200.318, including conflict of interest requirements, act in accordance with Administrative Regulation 3230 - Federal Grant Funds, and comply with Board Bylaw 9270 - Conflict of Interest.

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the district. (2 CFR 200.313; 5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. Additionally, the Superintendent or designee shall develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (2 CFR 200.313)

Equipment purchased for use in a federal program shall be used in that program as long as needed, regardless of whether the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original

Exhibit 3512-E(1): Equipment

Status: ADOPTED

Original Adopted Date: 09/01/1988 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

EQUIPMENT LOAN FORM

I assume the responsibility for the following district equipment:

Description and condition of equipment:

Equipment ID Number:

District-related purpose: (Note: items are not for personal use)

I will return the above equipment to _____ (administrator or designee) no later than _____ (date).

In borrowing the items listed above, I assume responsibility for any loss of or damage to the equipment or materials. If any items are damaged or lost, I will pay the cost of repairs or replacement.

Signed: _____

Date: _____

Approved: _____

Date: _____

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

State

5 CCR 16023

5 CCR 3946

5 CCR 4424

Ed. Code 17540-17542

Ed. Code 17545-17555

Ed. Code 17605

Ed. Code 35160

Ed. Code 35168

Ed. Code 64000-64001

Description

Class 1 - Permanent records

Control, safeguards, disposal of equipment purchased with consolidated application funds

Comparability of services

Sale or lease of personal property by one district to another

Sale of personal property

Delegation of authority to purchase supplies and equipment

Authority of governing boards

Inventory of equipment

Consolidated application process

Federal

2 CFR 200.0-200.521

20 USC 6321

Description

Federal uniform grant guidance

Fiscal requirements/comparability of services

Policy 4112.9: Employee Notifications

Status: ADOPTED

Original Adopted Date: 06/01/1994 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

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
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling; limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status; alleged misconduct
8 CCR 3204	Access to employee exposure and medical records
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records; breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy
Ed. Code 234.1	Educational Equity: Federal Program Monitoring
Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 3550	Insurance carrier notice
Ed. Code 37616	Consultation regarding year-round schedule
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices; certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct

Exhibit 4112.9-E(1): Employee Notifications

Status: ADOPTED

Original Adopted Date: 05/01/2016 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to employees. Other notices may exist and be identified in the future.

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Education or Other Legal Code: Education Code 231.5, Government Code 12950
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide products, active ingredients, Internet address to access information on pesticides

When/Whom to Notify: Prior to implementing year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: BP 6117
Subject: Public hearing on implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually
Education or Other Legal Code: Education Code 49069.5, 51225.1, 51225.25
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, students who are migratory, and students participating in a newcomer program

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49414.7
Board Policy/Administrative Regulation #: 5141.21
Subject: Request for volunteers to be trained to administer stock albuterol inhalers

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: 5141.21
Subject: Request for volunteers to be trained to administer anti-seizure medication

When/Whom to Notify: At least once per year
Education or Other Legal Code: Education Code 49414.3
Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire, all employees annually, and upon request, in districts with 25 or more employees

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2

Subject: Rights pursuant to Government Code 12945.8 pertaining to leaves and accommodations for victims of a qualifying act of violence

When/Whom to Notify: With each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033

Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees

Education or Other Legal Code: Labor Code 2800.2

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account

Education or Other Legal Code: Labor Code 2810.7

Board Policy/Administrative Regulation #: None

Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: Post and keep posted in a conspicuous location frequented by employees where the notice may be easily read by employees during the hours of the workday

Education or Other Legal Code: Labor Code 3550

Board Policy/Administrative Regulation #: AR 4157.1

Subject: Current compensation insurance carrier of the employer, or when appropriate, statement that the employer is self-insured, and who is responsible for claims adjustment

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period

Education or Other Legal Code: Labor Code 3551

Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1

Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment

Education or Other Legal Code: Penal Code 11165.7, 11166.5

Board Policy/Administrative Regulation #: AR 5141.4

Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury

Education or Other Legal Code: Unemployment Insurance Code 2613

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses

Education or Other Legal Code: Welfare and Institutions Code 827

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants

Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: BP 0410, AR 4030

Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee

Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: Post and keep posted on premises or via electronic posting, in conspicuous places where employees are employed

Education or Other Legal Code: 2 CCR 11095

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: A notice explaining the CFRA's provisions and procedures for filing complaints of violations of the Act with the Civil Rights Department.

When/Whom to Notify: To all employees
Education or Other Legal Code: 8 CCR 3203
Board Policy/Administrative Regulation #: AR 4157/4257/4357
Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees
Education or Other Legal Code: 34 CFR 106.8
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually
Education or Other Legal Code: 40 CFR 763.84, 763.93
Board Policy/Administrative Regulation #: AR 3514
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment
Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8
Board Policy/Administrative Regulation #: AR 6178
Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

When/Whom to Notify: Prominently display in location frequented by certificated employees who serve students in any of grades 7-12
Education or Other Legal Code: Education Code 234.1
Board Policy/Administrative Regulation #: BP 5145.3
Subject: Information on existing school site and community resources related to the support of students who may face bias or bullying

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire
Education or Other Legal Code: Education Code 22455.5
Board Policy/Administrative Regulation #: AR 4121
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual
Education or Other Legal Code: Education Code 22461
Board Policy/Administrative Regulation #: AR 4117.14/4317.14
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees
Education or Other Legal Code: Education Code 35171
Board Policy/Administrative Regulation #: AR 4115, BP 4315
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated
Education or Other Legal Code: Education Code 44663
Board Policy/Administrative Regulation #: AR 4115
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee
Education or Other Legal Code: Education Code 44664
Board Policy/Administrative Regulation #: AR 4115
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees

Education or Other Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter

Education or Other Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15
Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5
Board Policy/Administrative Regulation #: BP 4116
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year
Education or Other Legal Code: Education Code 44934, 44934.1, 44936
Board Policy/Administrative Regulation #: BP 4118; AR 4118
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
Education or Other Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee
Education or Other Legal Code: Education Code 44948.3
Board Policy/Administrative Regulation #: AR 4118
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15
Education or Other Legal Code: Education Code 44949, 44955
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released
Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires

administrative or supervisory credential, whose services are terminated

Education or Other Legal Code: Education Code 44955.5

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts

Education or Other Legal Code: Education Code 49079

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education or Other Legal Code: Education Code 48201

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: When a classified employee is subject to disciplinary action for cause, in a nonmerit district

Education or Other Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification

Education or Other Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted

Education or Other Legal Code: Education Code 45192, 45195

Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11

Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified

documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR 382.113, 382.601

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus

Education or Other Legal Code: 49 CFR 382.303

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Post accident information, procedures, and instruction

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 2121, BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline

Education or Other Legal Code: Government Code 3304

Board Policy/Administrative Regulation #: AR 3515.3
Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: New employees upon hire, to all employees annually, at any time upon request, and any time an employee informs an employer that the employee or the employee's family member is a victim
Education or Other Legal Code: Government Code 12945.8
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Accommodations and leave for victims of a qualifying act of violence
When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return
Education or Other Legal Code: Government Code 20997
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee
Education or Other Legal Code: Government Code 54957
Board Policy/Administrative Regulation #: BB 9321
Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information
Education or Other Legal Code: Government Code 54963
Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23
Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime
Education or Other Legal Code: Labor Code 3553, 5401
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification
Education or Other Legal Code: Penal Code 11105, 11105.2
Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5
Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter
Education or Other Legal Code: 8 CCR 3204
Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42
Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination
Education or Other Legal Code: 8 CCR 5191
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area
Education or Other Legal Code: 8 CCR 5194
Board Policy/Administrative Regulation #: AR 3514.1
Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave
Education or Other Legal Code: 38 USC 4334
Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5
Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five business days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave

Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee

Education or Other Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness

Education or Other Legal Code: Education Code 48851.3, 42 USC 11432

Board Policy/Administrative Regulation #: AR 6173

Subject: Duties of district liaison for homeless students and availability of training and services

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
13 CCR 1234	<u>Reports regarding school buses and bus drivers</u>
13 CCR 2480	<u>Vehicle idling; limitations</u>
2 CCR 11023	<u>Harassment and discrimination prevention and correction</u>
2 CCR 11035-11051	<u>Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions</u>
2 CCR 11087-11098	<u>California Family Rights Act</u>
5 CCR 4622	<u>Uniform complaint procedures</u>
5 CCR 80303	<u>Reports of change in employment status; alleged misconduct</u>
8 CCR 3204	<u>Access to employee exposure and medical records</u>
8 CCR 5191	<u>Chemical hygiene plan</u>
8 CCR 5194	<u>Hazard communication</u>
Civ. Code 1798.29	<u>District records; breach of security</u>
Ed. Code 17612	<u>Notification of pesticide use</u>
Ed. Code 22455.5	<u>STRS information to potential members</u>
Ed. Code 22461	<u>Postretirement compensation limitation</u>
Ed. Code 231.5	<u>Sexual harassment policy</u>
Ed. Code 234.1	<u>Educational Equity: Federal Program Monitoring</u>
Ed. Code 35031	<u>Term of employment</u>
Ed. Code 35171	<u>Availability of rules and regulations for evaluation of performance</u>
Ed. Code 3550	<u>Insurance carrier notice</u>
Ed. Code 37616	<u>Consultation regarding year-round schedule</u>
Ed. Code 44663-44664	<u>Evaluation of certificated employees</u>
Ed. Code 44842	<u>Reemployment notices; certificated employees</u>
Ed. Code 44896	<u>Transfer of administrator or supervisor to teaching position</u>
Ed. Code 44916	<u>Written statement of employment status</u>
Ed. Code 44929.21	<u>Notice of reelection decision; districts with 250 ADA or more</u>

Policy 4212.9: Employee Notifications

Status: ADOPTED

Original Adopted Date: 06/01/1994 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

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
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling; limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status; alleged misconduct
8 CCR 3204	Access to employee exposure and medical records
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records; breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy
Ed. Code 234.1	Educational Equity: Federal Program Monitoring
Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 3550	Insurance carrier notice
Ed. Code 37616	Consultation regarding year-round schedule
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices; certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause

Exhibit 4212.9-E(1): Employee Notifications

Status: ADOPTED

Original Adopted Date: 05/01/2016 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to employees. Other notices may exist and be identified in the future.

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Education or Other Legal Code: Education Code 231.5, Government Code 12950
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide products, active ingredients, Internet address to access information on pesticides

When/Whom to Notify: Prior to implementing year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: BP 6117
Subject: Public hearing on implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually
Education or Other Legal Code: Education Code 49069.5, 51225.1, 51225.25
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, students who are migratory, and students participating in a newcomer program

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49414.7
Board Policy/Administrative Regulation #: 5141.21
Subject: Request for volunteers to be trained to administer stock albuterol inhalers

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: 5141.21
Subject: Request for volunteers to be trained to administer anti-seizure medication

When/Whom to Notify: At least once per year
Education or Other Legal Code: Education Code 49414.3
Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire, all employees annually, and upon request, in districts with 25 or more employees

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2

Subject: Rights pursuant to Government Code 12945.8 pertaining to leaves and accommodations for victims of a qualifying act of violence

When/Whom to Notify: With each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033

Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees

Education or Other Legal Code: Labor Code 2800.2

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account

Education or Other Legal Code: Labor Code 2810.7

Board Policy/Administrative Regulation #: None

Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: Post and keep posted in a conspicuous location frequented by employees where the notice may be easily read by employees during the hours of the workday

Education or Other Legal Code: Labor Code 3550

Board Policy/Administrative Regulation #: AR 4157.1

Subject: Current compensation insurance carrier of the employer, or when appropriate, statement that the employer is self-insured, and who is responsible for claims adjustment

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period

Education or Other Legal Code: Labor Code 3551

Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1

Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment

Education or Other Legal Code: Penal Code 11165.7, 11166.5

Board Policy/Administrative Regulation #: AR 5141.4

Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury

Education or Other Legal Code: Unemployment Insurance Code 2613

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses

Education or Other Legal Code: Welfare and Institutions Code 827

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants

Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: BP 0410, AR 4030

Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee

Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: Post and keep posted on premises or via electronic posting, in conspicuous places where employees are employed

Education or Other Legal Code: 2 CCR 11095

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: A notice explaining the CFRA's provisions and procedures for filing complaints of violations of the Act with the Civil Rights Department.

When/Whom to Notify: To all employees
Education or Other Legal Code: 8 CCR 3203
Board Policy/Administrative Regulation #: AR 4157/4257/4357
Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees
Education or Other Legal Code: 34 CFR 106.8
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually
Education or Other Legal Code: 40 CFR 763.84, 763.93
Board Policy/Administrative Regulation #: AR 3514
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment
Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8
Board Policy/Administrative Regulation #: AR 6178
Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

When/Whom to Notify: Prominently display in location frequented by certificated employees who serve students in any of grades 7-12
Education or Other Legal Code: Education Code 234.1
Board Policy/Administrative Regulation #: BP 5145.3
Subject: Information on existing school site and community resources related to the support of students who may face bias or bullying

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire
Education or Other Legal Code: Education Code 22455.5
Board Policy/Administrative Regulation #: AR 4121
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual
Education or Other Legal Code: Education Code 22461
Board Policy/Administrative Regulation #: AR 4117.14/4317.14
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees
Education or Other Legal Code: Education Code 35171
Board Policy/Administrative Regulation #: AR 4115, BP 4315
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated
Education or Other Legal Code: Education Code 44663
Board Policy/Administrative Regulation #: AR 4115
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee
Education or Other Legal Code: Education Code 44664
Board Policy/Administrative Regulation #: AR 4115
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees

Education or Other Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter

Education or Other Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15
Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5
Board Policy/Administrative Regulation #: BP 4116
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year
Education or Other Legal Code: Education Code 44934, 44934.1, 44936
Board Policy/Administrative Regulation #: BP 4118; AR 4118
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
Education or Other Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee
Education or Other Legal Code: Education Code 44948.3
Board Policy/Administrative Regulation #: AR 4118
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15
Education or Other Legal Code: Education Code 44949, 44955
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released
Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires

administrative or supervisory credential, whose services are terminated
Education or Other Legal Code: Education Code 44955.5
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts
Education or Other Legal Code: Education Code 49079
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion
Education or Other Legal Code: Education Code 48201
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct
Education or Other Legal Code: 5 CCR 80303
Board Policy/Administrative Regulation #: AR 4117.7/4317.7
Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: When a classified employee is subject to disciplinary action for cause, in a nonmerit district
Education or Other Legal Code: Education Code 45113
Board Policy/Administrative Regulation #: AR 4218
Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification
Education or Other Legal Code: Education Code 45169
Board Policy/Administrative Regulation #: AR 4212
Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted
Education or Other Legal Code: Education Code 45192, 45195
Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11
Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified

documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR 382.113, 382.601

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus

Education or Other Legal Code: 49 CFR 382.303

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Post accident information, procedures, and instruction

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 2121, BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline

Education or Other Legal Code: Government Code 3304

Board Policy/Administrative Regulation #: AR 3515.3
Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: New employees upon hire, to all employees annually, at any time upon request, and any time an employee informs an employer that the employee or the employee's family member is a victim

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Accommodations and leave for victims of a qualifying act of violence

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime

Education or Other Legal Code: Labor Code 3553, 5401

Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1

Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification

Education or Other Legal Code: Penal Code 11105, 11105.2

Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5

Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter

Education or Other Legal Code: 8 CCR 3204

Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination

Education or Other Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area

Education or Other Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Education or Other Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five business days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave
 Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091
 Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
 Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee
 Education or Other Legal Code: 29 CFR 825.300
 Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
 Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness
 Education or Other Legal Code: Education Code 48851.3, 42 USC 11432
 Board Policy/Administrative Regulation #: AR 6173
 Subject: Duties of district liaison for homeless students and availability of training and services

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
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling; limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status; alleged misconduct
8 CCR 3204	Access to employee exposure and medical records
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records; breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy
Ed. Code 234.1	Educational Equity: Federal Program Monitoring
Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 3550	Insurance carrier notice
Ed. Code 37616	Consultation regarding year-round schedule
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices; certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more

Policy 4312.9: Employee Notifications

Status: ADOPTED

Original Adopted Date: 06/01/1994 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

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
13 CCR 1234	<u>Reports regarding school buses and bus drivers</u>
13 CCR 2480	<u>Vehicle idling; limitations</u>
2 CCR 11023	<u>Harassment and discrimination prevention and correction</u>
2 CCR 11035-11051	<u>Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions</u>
2 CCR 11087-11098	<u>California Family Rights Act</u>
5 CCR 4622	<u>Uniform complaint procedures</u>
5 CCR 80303	<u>Reports of change in employment status; alleged misconduct</u>
8 CCR 3204	<u>Access to employee exposure and medical records</u>
8 CCR 5191	<u>Chemical hygiene plan</u>
8 CCR 5194	<u>Hazard communication</u>
Civ. Code 1798.29	<u>District records; breach of security</u>
Ed. Code 17612	<u>Notification of pesticide use</u>
Ed. Code 22455.5	<u>STRS information to potential members</u>
Ed. Code 22461	<u>Postretirement compensation limitation</u>
Ed. Code 231.5	<u>Sexual harassment policy</u>
Ed. Code 234.1	<u>Educational Equity: Federal Program Monitoring</u>
Ed. Code 35031	<u>Term of employment</u>
Ed. Code 35171	<u>Availability of rules and regulations for evaluation of performance</u>
Ed. Code 3550	<u>Insurance carrier notice</u>
Ed. Code 37616	<u>Consultation regarding year-round schedule</u>
Ed. Code 44663-44664	<u>Evaluation of certificated employees</u>
Ed. Code 44842	<u>Reemployment notices; certificated employees</u>
Ed. Code 44896	<u>Transfer of administrator or supervisor to teaching position</u>
Ed. Code 44916	<u>Written statement of employment status</u>
Ed. Code 44929.21	<u>Notice of reelection decision; districts with 250 ADA or more</u>
Ed. Code 44929.23	<u>Districts with less than 250 ADA</u>
Ed. Code 44934	<u>Notice of disciplinary action for cause</u>
Ed. Code 44938	<u>Notice of unprofessional conduct and opportunity to correct</u>

Exhibit 4312.9-E(1): Employee Notifications

Status: ADOPTED

Original Adopted Date: 05/01/2016 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to employees. Other notices may exist and be identified in the future.

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Education or Other Legal Code: Education Code 231.5, Government Code 12950
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually and 72 hours before pesticide application
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide products, active ingredients, Internet address to access information on pesticides

When/Whom to Notify: Prior to implementing year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: BP 6117
Subject: Public hearing on implementing year-round program schedule

When/Whom to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When to Notify: Annually
Education or Other Legal Code: Education Code 49069.5, 51225.1, 51225.25
Board Policy/Administrative Regulation #: AR 6173, AR 6173.1, 6173.3, 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, students who are migratory, and students participating in a newcomer program

When/Whom to Notify: Annually
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: AR 5141.21
Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49414.7
Board Policy/Administrative Regulation #: 5141.21
Subject: Request for volunteers to be trained to administer stock albuterol inhalers

When/Whom to Notify: At least once per school year
Education or Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: 5141.21
Subject: Request for volunteers to be trained to administer anti-seizure medication

When/Whom to Notify: At least once per year
Education or Other Legal Code: Education Code 49414.3
Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer opioid antagonist

When to Notify: When a parent/guardian requests for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: If the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To new employees upon hire, all employees annually, and upon request, in districts with 25 or more employees

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4161.2/4261.2/4361.2

Subject: Rights pursuant to Government Code 12945.8 pertaining to leaves and accommodations for victims of a qualifying act of violence

When/Whom to Notify: With each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033

Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees

Education or Other Legal Code: Labor Code 2800.2

Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account
Education or Other Legal Code: Labor Code 2810.7
Board Policy/Administrative Regulation #: None
Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: Post and keep posted in a conspicuous location frequented by employees where the notice may be easily read by employees during the hours of the workday
Education or Other Legal Code: Labor Code 3550
Board Policy/Administrative Regulation #: AR 4157.1
Subject: Current compensation insurance carrier of the employer, or when appropriate, statement that the employer is self-insured, and who is responsible for claims adjustment

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period
Education or Other Legal Code: Labor Code 3551
Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment
Education or Other Legal Code: Penal Code 11165.7, 11166.5
Board Policy/Administrative Regulation #: AR 5141.4
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment and when leaving work due to pregnancy or nonoccupational sickness or injury
Education or Other Legal Code: Unemployment Insurance Code 2613
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Disability insurance rights and benefits

When/Whom to Notify: To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when the superintendent or designee believes the employee needs the information for the protection of self or others when working with the student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses
Education or Other Legal Code: Welfare and Institutions Code 827
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff

When/Whom to Notify: To all employees and job applicants
Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9
Board Policy/Administrative Regulation #: BP 0410, AR 4030
Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee
Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: Post and keep posted on premises or via electronic posting, in conspicuous places where employees are employed
Education or Other Legal Code: 2 CCR 11095
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
Subject: A notice explaining the CFRA's provisions and procedures for filing complaints of violations of the Act with the Civil Rights Department.

When/Whom to Notify: To all employees
Education or Other Legal Code: 8 CCR 3203
Board Policy/Administrative Regulation #: AR 4157/4257/4357
Subject: The right and procedure to access the injury and illness prevention program

When/Whom to Notify: To all employees
Education or Other Legal Code: 34 CFR 106.8
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights

When/Whom to Notify: Annually
Education or Other Legal Code: 40 CFR 763.84, 763.93
Board Policy/Administrative Regulation #: AR 3514
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When/Whom to Notify: Prior to the beginning of school year or upon employment
Education or Other Legal Code: 20 USC 2354; 34 CFR 100 Appendix B, 104.8
Board Policy/Administrative Regulation #: AR 6178
Subject: All career and technical education opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100

II. To Certificated Employees

When/Whom to Notify: Prominently display in location frequented by certificated employees who serve students in any of grades 7-12
Education or Other Legal Code: Education Code 234.1
Board Policy/Administrative Regulation #: BP 5145.3
Subject: Information on existing school site and community resources related to the support of students who may face bias or bullying

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire
Education or Other Legal Code: Education Code 22455.5
Board Policy/Administrative Regulation #: AR 4121
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual
Education or Other Legal Code: Education Code 22461
Board Policy/Administrative Regulation #: AR 4117.14/4317.14
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees
Education or Other Legal Code: Education Code 35171
Board Policy/Administrative Regulation #: AR 4115, BP 4315
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated
Education or Other Legal Code: Education Code 44663
Board Policy/Administrative Regulation #: AR 4115
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee
Education or Other Legal Code: Education Code 44664
Board Policy/Administrative Regulation #: AR 4115
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees

Education or Other Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To probationary and temporary certificated employees upon employment and every July thereafter

Education or Other Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: To probationary employee, by March 15
Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5
Board Policy/Administrative Regulation #: BP 4116
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year
Education or Other Legal Code: Education Code 44934, 44934.1, 44936
Board Policy/Administrative Regulation #: BP 4118; AR 4118
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year
Education or Other Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: BP 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
Education or Other Legal Code: Education Code 44940.5
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second- year probationary employee
Education or Other Legal Code: Education Code 44948.3
Board Policy/Administrative Regulation #: AR 4118
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15
Education or Other Legal Code: Education Code 44949, 44955
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: Before the end of the school year to temporary employee who served 75 percent of school year but will be released
Education or Other Legal Code: Education Code 44954
Board Policy/Administrative Regulation #: BP 4121
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires

administrative or supervisory credential, whose services are terminated
Education or Other Legal Code: Education Code 44955.5
Board Policy/Administrative Regulation #: BP 4117.3
Subject: Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts
Education or Other Legal Code: Education Code 49079
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion
Education or Other Legal Code: Education Code 48201
Board Policy/Administrative Regulation #: AR 4158/4258/4358
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct
Education or Other Legal Code: 5 CCR 80303
Board Policy/Administrative Regulation #: AR 4117.7/4317.7
Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: When a classified employee is subject to disciplinary action for cause, in a nonmerit district
Education or Other Legal Code: Education Code 45113
Board Policy/Administrative Regulation #: AR 4218
Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program
Education or Other Legal Code: Education Code 45117
Board Policy/Administrative Regulation #: AR 4217.3
Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification
Education or Other Legal Code: Education Code 45169
Board Policy/Administrative Regulation #: AR 4212
Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted
Education or Other Legal Code: Education Code 45192, 45195
Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11
Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified

documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR 382.113, 382.601

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus

Education or Other Legal Code: 49 CFR 382.303

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Post accident information, procedures, and instruction

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 2121, BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline

Education or Other Legal Code: Government Code 3304

Board Policy/Administrative Regulation #: AR 3515.3
Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: New employees upon hire, to all employees annually, at any time upon request, and any time an employee informs an employer that the employee or the employee's family member is a victim

Education or Other Legal Code: Government Code 12945.8

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Accommodations and leave for victims of a qualifying act of violence

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime

Education or Other Legal Code: Labor Code 3553, 5401

Board Policy/Administrative Regulation #: AR 4157.1/4257.1/4357.1

Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification

Education or Other Legal Code: Penal Code 11105, 11105.2

Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5

Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter

Education or Other Legal Code: 8 CCR 3204

Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination

Education or Other Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area

Education or Other Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Education or Other Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five business days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave
 Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091
 Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
 Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee
 Education or Other Legal Code: 29 CFR 825.300
 Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8
 Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness
 Education or Other Legal Code: Education Code 48851.3, 42 USC 11432
 Board Policy/Administrative Regulation #: AR 6173
 Subject: Duties of district liaison for homeless students and availability of training and services

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
13 CCR 1234	<u>Reports regarding school buses and bus drivers</u>
13 CCR 2480	<u>Vehicle idling; limitations</u>
2 CCR 11023	<u>Harassment and discrimination prevention and correction</u>
2 CCR 11035-11051	<u>Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions</u>
2 CCR 11087-11098	<u>California Family Rights Act</u>
5 CCR 4622	<u>Uniform complaint procedures</u>
5 CCR 80303	<u>Reports of change in employment status; alleged misconduct</u>
8 CCR 3204	<u>Access to employee exposure and medical records</u>
8 CCR 5191	<u>Chemical hygiene plan</u>
8 CCR 5194	<u>Hazard communication</u>
Civ. Code 1798.29	<u>District records; breach of security</u>
Ed. Code 17612	<u>Notification of pesticide use</u>
Ed. Code 22455.5	<u>STRS information to potential members</u>
Ed. Code 22461	<u>Postretirement compensation limitation</u>
Ed. Code 231.5	<u>Sexual harassment policy</u>
Ed. Code 234.1	<u>Educational Equity: Federal Program Monitoring</u>
Ed. Code 35031	<u>Term of employment</u>
Ed. Code 35171	<u>Availability of rules and regulations for evaluation of performance</u>
Ed. Code 3550	<u>Insurance carrier notice</u>
Ed. Code 37616	<u>Consultation regarding year-round schedule</u>
Ed. Code 44663-44664	<u>Evaluation of certificated employees</u>
Ed. Code 44842	<u>Reemployment notices; certificated employees</u>
Ed. Code 44896	<u>Transfer of administrator or supervisor to teaching position</u>
Ed. Code 44916	<u>Written statement of employment status</u>
Ed. Code 44929.21	<u>Notice of reelection decision; districts with 250 ADA or more</u>

Regulation 5131.41: Use Of Seclusion And Restraint

Status: ADOPTED

Original Adopted Date: 12/01/2018 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

District staff shall enforce standards of appropriate student conduct in order to provide a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except as authorized by law when the behavior poses a clear and present danger of serious physical harm to the student, other students, or others on campus, and that cannot be immediately prevented by a less restrictive response.

Definitions

Behavioral restraint includes mechanical restraint or physical restraint used as an intervention when a student presents an immediate danger to self or to others. Behavioral restraint does not include postural restraints or devices used to improve a student's mobility and independent functioning rather than to restrict movement. (Education Code 49005.1)

Mechanical restraint means the use of a device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include the use of devices as prescribed by an appropriate medical or related services professional, including, but not limited to, adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment; vehicle safety restraints during the transport of a student; restraints for medical immobilization; or orthopedically prescribed devices which permit a student to participate in activities without risk of harm. Mechanical restraint also does not include the use of devices by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the torso, arms, legs, or head freely. Physical restraint does not include a physical escort in which a staff member temporarily touches or holds the student's hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint also does not include the use of force by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

Seclusion means the involuntary confinement of a student alone in a room or an area from which the student is physically prevented from leaving. Seclusion does not include a timeout involving the monitored separation of the student in an unlocked setting, which is implemented for the purpose of calming the student. (Education Code 49005.1)

Prohibitions

Seclusion and behavioral restraint of students shall not be used in any form as a means of coercion, discipline, convenience, or retaliation. (Education Code 49005.8)

Additionally, staff shall not take any of the following actions: (Education Code 49005.2, 49005.8)

1. Administer a drug that is not a standard treatment for a student's medical or psychiatric condition in order to control the student's behavior or restrict the student's freedom of movement
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use as a locked room
3. Use a physical restraint technique that obstructs a student's respiratory airway or impairs a student's breathing or respiratory capacity, including a technique in which a staff member places pressure on the student's back or places the staff member's body weight against the student's torso or back
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, the use of a pillow, blanket, carpet, mat, or other item to cover a student's face
5. Use prone restraint, defined as the application of a behavioral restraint on a student in a facedown position for any period of time and includes prone containment (Education Code 49005.1)
6. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present

danger of serious physical harm to the student or others

Limited Use of Seclusion or Restraint

Staff shall avoid the use of seclusion and behavioral restraint of students whenever possible. Seclusion or behavioral restraint may be used only to control student behavior that poses a clear and present danger of serious physical harm to the student or others, which cannot be immediately prevented by a response that is less restrictive. (Education Code 49005.4, 49005.6, 49005.8)

When used, seclusion or restraint shall not be applied for longer than is necessary to contain the dangerous behavior. For any situation that requires a prolonged use of an emergency intervention, staff shall seek the assistance of the principal or law enforcement agency, as applicable to the situation. (Education Code 56521.1)

If a student is put in seclusion, the student shall be under constant, direct observation of a staff member. Such observation may be through a window or another barrier through which the staff member is able to make direct eye contact with the student, but shall not be made through indirect means such as a security camera or closed-circuit television. (Education Code 49005.8)

If a student is restrained, staff shall afford the student the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the student and others. (Education Code 49005.8)

Seclusion or restraint may only be applied to a student with disabilities in accordance with rules specified in Administrative Regulation 6159.4 - Behavioral Interventions for Special Education Students. Staff may not apply seclusion or restraint to students with disabilities based on assumptions or stereotypes about disabilities or students with disabilities or for behavior that would not result in restraint or seclusion for students without disabilities.

The Superintendent or designee shall provide training to staff in the safe and effective use of seclusion and restraint, as appropriate.

Documentation of Seclusion and Restraint

Parents/guardians and, if appropriate, residential care providers shall be notified within one school day whenever an emergency intervention is used or serious property damage occurs. (Education Code 56521.1)

A behavior emergency report shall be completed and forwarded to the Superintendent or designee for review. This report shall include: (Education Code 56521.1)

1. The name and age of the student
2. The setting and location of the incident
3. The name of the staff or other persons involved
4. A description of the incident and the emergency intervention used
5. A statement of whether the student is currently engaged in a systematic behavior intervention plan
6. Details of any injuries sustained by the student or others, including staff, as a result of the incident

Reports

The Superintendent or designee shall annually collect data on the number of times that seclusion, mechanical restraint, and physical restraint were used on students and the number of students subjected to such techniques. The data shall be disaggregated by race/ethnicity and gender, and reported for students with a Section 504 plan, students with an individualized education program, and all other students. This report shall be posted on the district's website and submitted to the California Department of Education no later than three months after the end of each school year, and shall be available as a public record pursuant to Government Code 7920.000-7930.215. (Education Code 49006)

Policy 5145.6: Parent/Guardian Notifications

Status: ADOPTED

Original Adopted Date: 03/01/2007 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

The Governing Board desires to promote effective communication from the district and/or school to families to keep families informed regarding educational programs, school operations, and the legal rights of students and parents/guardians. The Superintendent or designee shall send parents/guardians all notifications required by law and any other notifications the Superintendent or designee believes will promote familial understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless the student's parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is not required. Any signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls in a district school during the school year, the student's parents/guardians shall be given all required parental notifications at that time.

Notifications shall be presented in an understandable and uniform format.

When necessary, the district shall provide notifications to qualified individuals with disabilities in alternative formats, such as braille, large font, or audio recordings, to enable such individuals to effectively participate in any program, service, or activity, as required by law.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

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

17 CCR 2950-2951

17 CCR 6000-6075

22 CCR 101218.1

24 CCR 11B-703

5 CCR 11303

Description

Hearing tests

School attendance immunization requirements

Child care licensing; parent/guardian rights

Bathroom signage

Reclassification of English learners

Exhibit 5145.6-E(1): Parent/Guardian Notifications

Status: ADOPTED

Original Adopted Date: 03/01/2018 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

Cautionary Notice: Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2024 (AB 107, Ch. 22, Statutes of 2024) extends the suspension of these requirements through the 2024-25 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

This exhibit is a non-exhaustive list of notices that the law explicitly requires be provided to parents/guardians. Other notices may exist and be identified in the future.

I. Annually

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 222.5; 46015
Board Policy/Administrative Regulation #: See BP 5146
Subject: Rights and options for pregnant and parenting students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 234.7
Board Policy/Administrative Regulation #: See BP 0410
Subject: Right to a free public education regardless of immigration status or religious beliefs

When to Notify: Beginning of each school year or upon enrollment
Education or Other Legal Code: Education Code 310
Board Policy/Administrative Regulation #: See BP 6142.2, AR 6174
Subject: Information on the district's language acquisition program

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3
Board Policy/Administrative Regulation #: See AR 3514.2
Subject: Use of pesticide products, active ingredients, internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1
Education or Other Legal Code: Education Code 35256, 35258
Board Policy/Administrative Regulation #: See BP 0510
Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 35291, 48980
Board Policy/Administrative Regulation #: See AR 5144, AR 5144.1
Subject: District and site discipline rules

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 44050
Board Policy/Administrative Regulation #: See BP 4119.21, BP 4219.21, BP 4319.21
Subject: Code of conduct addressing employee interactions with students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 46010.1
Board Policy/Administrative Regulation #: See AR 5113
Subject: Absence for confidential medical services

When to Notify: Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school
Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2
Subject: District policy authorizing transfer

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8
Board Policy/Administrative Regulation #: See AR 5145.7
Subject: Copy of sexual harassment policy as related to students; contact information for Title IX coordinator

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 32255-32255.6
Board Policy/Administrative Regulation #: See AR 5145.8
Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301
Board Policy/Administrative Regulation #: See BP 5111.1, AR 5116.1, AR 5117
Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

When to Notify: Beginning of each school year, if Governing Board allows such absence
Education or Other Legal Code: Education Code 48980, 46014
Board Policy/Administrative Regulation #: See AR 5113
Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 48205
Board Policy/Administrative Regulation #: See AR 5113, BP 6154
Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208
Board Policy/Administrative Regulation #: See AR 6183
Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49403
Board Policy/Administrative Regulation #: See BP 5141.31
Subject: School immunization program

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49423, 49480
Board Policy/Administrative Regulation #: See AR 5141.21
Subject: Administration of prescribed medication

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49471, 49472
Board Policy/Administrative Regulation #: See BP 5143
Subject: Availability of insurance

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE)

course to satisfy graduation requirement
Education or Other Legal Code: Education Code 48980, 51225.3
Board Policy/Administrative Regulation #: See AR 6146.1
Subject: How district established graduation requirements do or do not satisfy college entrance A-G course criteria; district's CTE courses that satisfy A-G course criteria

When to Notify: Beginning of each school year in grades 11-12
Education or Other Legal Code: Education Code 48980.5
Board Policy/Administrative Regulation #: To be included in BP 6178
Subject: Information on local apprenticeship and pre-apprenticeship programs

When to Notify: At the beginning of each school year in grades 7-12
Education or Other Legal Code: Education Code 48980.6
Board Policy/Administrative Regulation #: To be included in BP 6141.4
Subject: Any dual enrollment or International Baccalaureate courses offered by the district

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48985.5
Board Policy/Administrative Regulation #: See BP 5131.6
Subject: The dangers of using synthetic drugs not prescribed by a physician, possibility that such drugs can be found in counterfeit pills, and the risk of social media being used to market synthetic drugs, such as fentanyl

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48986, 49392
Board Policy/Administrative Regulation #: See AR 0450
Subject: Information and laws related to the safe storage of firearms and California's child access prevention laws

When to Notify: Annually (not otherwise specified)
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: See AR 1312.3, BP 0460, BP 3260
Subject: Uniform complaint procedures, available appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063
Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3
Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7
Board Policy/Administrative Regulation #: See AR 5125
Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria for defining school officials and to determine legitimate educational interest, categories defined as directory information, disclosures, right to file complaint with U.S. Department of Education, course prospectus availability

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37
Board Policy/Administrative Regulation #: See AR 5125.1
Subject: Release of directory information

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49069.5, 51225.1, 51225.25
Board Policy/Administrative Regulation #: See AR 6173, AR 6173.1, AR 6173.3, AR 6175
Subject: Transfer of coursework and credits for foster youth, students experiencing homelessness, former juvenile court school students, children of military family, and newcomer students

When to Notify: Two or more times during the school year
Education or Other Legal Code: Education Code 49428
Board Policy/Administrative Regulation #: See BP 5141.5
Subject: How to access mental health services at school and/or in the community

When to Notify: Beginning of each school year in schools serving students in grades 6-12
Education or Other Legal Code: Education Code 49428.5
Board Policy/Administrative Regulation #: See BP 5141.5
Subject: Distribution of digitized mental health poster online

When to Notify: Annually or upon enrollment in elementary school
Education or Other Legal Code: Education Code 49452.6
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Availability of type 1 diabetes informational materials developed by the California Department of Education

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49520, 48980, 42 USC 1758, 7 CFR 245.5
Board Policy/Administrative Regulation #: See AR 3553
Subject: Eligibility and application process for free and reduced price meals

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 51513, 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5022, BP 6162.8
Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures

When to Notify: When developing the local control and accountability plan and during the annual update of the local control and accountability plan (LCAP)
Education or Other Legal Code: Education Code 52062
Board Policy/Administrative Regulation #: See BP 0460
Subject: Opportunity to submit written comments regarding specific actions and expenditures in proposed plan or annual update

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 56301
Board Policy/Administrative Regulation #: See BP 6164.4
Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 58501, 48980
Board Policy/Administrative Regulation #: See AR 6181
Subject: Alternative schools

When/Whom to Notify: Annually (not otherwise specified)
Education or Other Legal Code: Education Code 60615, 5 CCR 852
Board Policy/Administrative Regulation #: See AR 6162.51
Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 60900.5
Board Policy/Administrative Regulation #: Not currently in CSBA policy
Subject: Use of CalPADS data as specified in Education Code 60900.5

When to Notify: Beginning of each school year
Education or Other Legal Code: Health and Safety Code 104855
Board Policy/Administrative Regulation #: See AR 5141.6
Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When to Notify: Beginning of each school year, if district receives Title I funds
Education or Other Legal Code: 20 USC 6312; 34 CFR 200.48
Board Policy/Administrative Regulation #: See BP 4112.2, AR 4222
Subject: Right to request information re: professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year

Education or Other Legal Code: 34 CFR 104.8, 106.8
Board Policy/Administrative Regulation #: See BP 0410, BP 6178
Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals

Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93
Board Policy/Administrative Regulation #: See AR 3514
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When to Notify: Beginning of each school year
Education or Other Legal Code: USDA FNS Instructions 113-1
Board Policy/Administrative Regulation #: See BP 3555
Subject: Information related to the district's food service programs

When to Notify: Beginning of each school year
Education or Other Legal Code: USDA SP-46-2016
Board Policy/Administrative Regulation #: See AR 3551
Subject: District policy on meal payments

II. At Specific Times During the Student's Academic Career

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling
Education or Other Legal Code: Education Code 221.5, 48980
Board Policy/Administrative Regulation #: See BP 6164.2
Subject: Course selection and career counseling

When to Notify: Upon a student's enrollment
Education or Other Legal Code: Education Code 310
Board Policy/Administrative Regulation #: See BP 6142.2, AR 6174
Subject: Information on the district's language acquisition programs

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program
Education or Other Legal Code: Education Code 32390, 48980
Board Policy/Administrative Regulation #: See AR 5142.1
Subject: Fingerprinting program

When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district
Education or Other Legal Code: Education Code 35211
Board Policy/Administrative Regulation #: None
Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported
Education or Other Legal Code: Education Code 39831.5
Board Policy/Administrative Regulation #: See AR 3543
Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open campus
Education or Other Legal Code: Education Code 44808.5, 48980
Board Policy/Administrative Regulation #: See BP 5112.5
Subject: Open campus

When to Notify: When admitted or advancing to sixth grade
Education or Other Legal Code: Education Code 48980.4
Board Policy/Administrative Regulation #: Not currently in CSBA policy
Subject: A statement regarding the state's public policy, advising that the student adhere to current immunization guidelines regarding full human papillomavirus (HPV) immunization before admission or advancement to the eighth grade level

When to Notify: Prior to providing an eye examination
Education or Other Legal Code: Education Code 49455.5
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Upcoming eye examinations at school site, including form on which parent/guardian may indicate lack of consent

When to Notify: When a parent/guardian request for district designation of volunteers is received for training on emergency use of anti-seizure medication for a student diagnosed with seizures
Education or Other Legal Code: Education Code 49468.2
Board Policy/Administrative Regulation #: See AR 5141.21
Subject: Request for volunteers to be trained in recognition and response to seizures, including administration of emergency anti-seizure medication, description of training, right to rescind offer to volunteer, prohibition against retaliation.

When to Notify: Upon a student's enrollment
Education or Other Legal Code: Education Code 49063
Board Policy/Administrative Regulation #: See AR 5125, AR 5125.3
Subject: Specified rights related to student records

When to Notify: When students enter grade 7
Education or Other Legal Code: Education Code 49452.7
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Specified information on type 2 diabetes

When to Notify: In transitional kindergarten, kindergarten, or in first grade if not previously enrolled in public school
Education or Other Legal Code: Education Code 49452.8
Board Policy/Administrative Regulation #: See AR 5141.32
Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Before grade 12
Education or Other Legal Code: Education Code 51225.8
Board Policy/Administrative Regulation #: See AR 6143
Subject: Completion and submission of FAFSA and CADAA

When to Notify: Beginning of each school year for students in grades 9-12
Education or Other Legal Code: Education Code 51229, 48980
Board Policy/Administrative Regulation #: See AR 6143, BP 6178
Subject: UC and CSU College admission requirements, UC and CSU websites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors to assist with selection of courses that meet college admission requirements and/or enroll in CTE courses, direction to the CaliforniaColleges.edu platform to access resources that help students and their families learn about college admission requirements

When to Notify: Beginning of each school year for students in grades 9-12
Education or Other Legal Code: Education Code 51229, 48980
Board Policy/Administrative Regulation #: See AR 5125
Subject: Disclosure that student data may be shared with the California College Guidance Initiative to provide students and their families with direct access to online tools and resources for college and career planning

When to Notify: Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year

Education or Other Legal Code: Education Code 51938, 48980
Board Policy/Administrative Regulation #: See AR 6142.1
Subject: Sexual health and HIV prevention education; right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year
Education or Other Legal Code: Education Code 60641, 5 CCR 863
Board Policy/Administrative Regulation #: See AR 6162.51
Subject: Results of tests; test purpose, individual score and intended use

When/Whom to Notify: By October 15 for students in grade 12
Education or Other Legal Code: Education Code 69432.9
Board Policy/Administrative Regulation #: See AR 5121, AR 5125
Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out

When to Notify: Upon enrollment in a California State Preschool program
Education or Other Legal Code: Education Code 8489.1
Board Policy/Administrative Regulation #: See AR 5148.3
Subject: Limitations on disenrollment, including expulsion and suspension and how to file an appeal in the event of expulsion or suspension

When to Notify: When child is enrolled or reenrolled in a licensed child care center or preschool
Education or Other Legal Code: Health and Safety Code 1596.7996
Board Policy/Administrative Regulation #: See AR 5148
Subject: Information on risks and effects of lead exposure, blood lead testing

When to Notify: When child is enrolled in kindergarten
Education or Other Legal Code: Health and Safety Code 124100, 124105
Board Policy/Administrative Regulation #: See AR 5141.32
Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test
Education or Other Legal Code: 5 CCR 11523
Board Policy/Administrative Regulation #: See AR 6146.2
Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds
Education or Other Legal Code: 20 USC 7908
Board Policy/Administrative Regulation #: See AR 5125.1
Subject: Request that district not release student's name, address, and phone number to military recruiters without prior written consent

III. When Special Circumstances Occur

When to Notify: In the event of a breach of security of district records
Education or Other Legal Code: Civil Code 1798.29
Board Policy/Administrative Regulation #: See BP 3580
Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

When to Notify: Upon receipt of a complaint alleging discrimination
Education or Other Legal Code: Education Code 262.3
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Civil law remedies available to complainants

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient
Education or Other Legal Code: Education Code 313, 5 CCR 11303
Board Policy/Administrative Regulation #: See AR 6174
Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year
Education or Other Legal Code: Education Code 313.2, 440, 20 USC 6312
Board Policy/Administrative Regulation #: See AR 6174
Subject: Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program

When to Notify: For districts under financial distress, as defined, upon an affirmative action by the Board to implement a school closure or consolidation

Education or Other Legal Code: Education Code 41329
Board Policy/Administrative Regulation #: Not currently in CSBA policy
Subject: The date of the closure or consolidation, student's new school assignment, district resources to support student transition, contacts for additional information.

When to Notify: Prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: See BP 6112
Subject: Public hearing on alternative schedule in secondary grades

When to Notify: When a student experiencing homelessness or a foster youth applies for enrollment in before/after school program
Education or Other Legal Code: Education Code 8483
Board Policy/Administrative Regulation #: See AR 5178.2
Subject: Right to priority enrollment how to request priority enrollment

When to Notify: When certification status of a nonpublic, nonsectarian school or agency attended by a district student changes, within 14 days of becoming aware of the change
Education or Other Legal Code: Education Code 56366.45
Board Policy/Administrative Regulation #: Not currently in CSBA policy
Subject: A change in certification status of nonpublic, nonsectarian school or agency

When to Notify: When a child in a California State Preschool program exhibits persistent and serious challenging behaviors
Education or Other Legal Code: Education Code 8489.1
Board Policy/Administrative Regulation #: See AR 5148.3
Subject: Description of the child's behaviors and program plan for maintaining the child's safe participation in program and expulsion/unenrollment process

When to Notify: At least 24 hours before the effective date of suspending or expelling a child from a California State Preschool program
Education or Other Legal Code: Education Code 8489.1
Board Policy/Administrative Regulation #: See AR 5148.3
Subject: "Notice of Action, Recipient of Services," as described in 5 CCR 17783

When to Notify: Before high school student attends specialized secondary program on a university campus
Education or Other Legal Code: Education Code 17288
Board Policy/Administrative Regulation #: None
Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: See AR 3514.2
Subject: Intended use of pesticide product

When to Notify: To members of athletic teams
Education or Other Legal Code: Education Code 32221.5
Board Policy/Administrative Regulation #: See AR 5143
Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: Annually to parents/guardians of student athletes before participation in competition
Education or Other Legal Code: Education Code 33479.3
Board Policy/Administrative Regulation #: See AR 6145.2
Subject: Information on sudden cardiac arrest

When to Notify: If school has lost its WASC accreditation status
Education or Other Legal Code: Education Code 35178.4
Board Policy/Administrative Regulation #: See BP 6190
Subject: Loss of status, potential consequences

When/Whom to Notify: When district has contracted for electronic products or services that disseminate

advertising

Education or Other Legal Code: Education Code 35182.5

Board Policy/Administrative Regulation #: See BP 3312

Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy

Education or Other Legal Code: Education Code 35183

Board Policy/Administrative Regulation #: See AR 5132

Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule

Education or Other Legal Code: Education Code 37616

Board Policy/Administrative Regulation #: See BP 6117

Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days

Education or Other Legal Code: Education Code 46601

Board Policy/Administrative Regulation #: See AR 5117

Subject: Appeal process

When to Notify: Before early entry to transitional kindergarten or kindergarten, if early entry offered

Education or Other Legal Code: Education Code 48000

Board Policy/Administrative Regulation #: See AR 5111, AR 6170.1

Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention

Education or Other Legal Code: Education Code 48070.5

Board Policy/Administrative Regulation #: See AR 5123

Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health

Education or Other Legal Code: Education Code 48213

Board Policy/Administrative Regulation #: See AR 5112.2

Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization

Education or Other Legal Code: Education Code 48216, 17 CCR 6040

Board Policy/Administrative Regulation #: See AR 5141.31

Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified as truant

Education or Other Legal Code: Education Code 48260.5 Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Truancy, parental obligation, availability of alternative programs, right to a conference, availability of mental health and supportive services

When to Notify: When a truant is referred to a SARB or probation department

Education or Other Legal Code: Education Code 48263

Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Name and address of SARB or probation department and reason for referral

When/Whom to Notify: When student requests to voluntarily transfer to continuation school

Education or Other Legal Code: Education Code 48432.3

Board Policy/Administrative Regulation #: See AR 6184

Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school

Education or Other Legal Code: Education Code 48432.5

Board Policy/Administrative Regulation #: See AR 6184

Subject: Right to require meeting prior to involuntary transfer to continuation school

When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin

Education or Other Legal Code: Education Code 48853.5

Board Policy/Administrative Regulation #: See AR 6173.1

Subject: Basis for the placement recommendation

When to Notify: When a foster youth or an Indian child receives a suspension, expulsion, manifestation determination, or involuntary transfer

Education or Other Legal Code: Education Code 48853.5

Board Policy/Administrative Regulation #: See AR 6173.1, AR 6173.4

Subject: Suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, and other documents and related information to a foster youth's educational rights holder, attorney, and county social worker and an Indian child's tribal social worker and, if applicable, the child's county social worker

When to Notify: When student is removed from class and teacher requires parental attendance at school

Education or Other Legal Code: Education Code 48900.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts

Education or Other Legal Code: Education Code 48904

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student

Education or Other Legal Code: Education Code 48904.3

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer

Education or Other Legal Code: Education Code 48906

Board Policy/Administrative Regulation #: See BP 5145.11

Subject: Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse

When to Notify: At time of suspension

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See BP 5144.1, AR 5144.1

Subject: Notice of suspension

When to Notify: When original period of suspension is extended

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom

Education or Other Legal Code: Education Code 48911.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension

Education or Other Legal Code: Education Code 48912

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Intent to hold a closed session re: suspension

When to Notify: When a student expelled from another district for certain acts seeks admission

Education or Other Legal Code: Education Code 48915.1, 48918

Board Policy/Administrative Regulation #: See BP 5119

Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied

Education or Other Legal Code: Education Code 48916
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs
Education or Other Legal Code: Education Code 48916
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing
Education or Other Legal Code: Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs
Education or Other Legal Code: Education Code 48918
Board Policy/Administrative Regulation #: See AR 5144.1
Subject: Decision to expel; right to appeal to County Board of Education; obligation to inform new district of status

When to Notify: Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school
Education or Other Legal Code: Education Code 48929, 48980
Board Policy/Administrative Regulation #: See BP 5116.2
Subject: Right to request a meeting with principal or designee

When to Notify: One month before the scheduled minimum day
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site
Education or Other Legal Code: Education Code 48987
Board Policy/Administrative Regulation #: See AR 5141.4
Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course
Education or Other Legal Code: Education Code 49067
Board Policy/Administrative Regulation #: See AR 5121
Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school into the district
Education or Other Legal Code: Education Code 49068
Board Policy/Administrative Regulation #: See AR 5125
Subject: Right to receive copy of student's record and a hearing to challenge content of student's records

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals
Education or Other Legal Code: Education Code 49070
Board Policy/Administrative Regulation #: See AR 5125.3
Subject: If Governing Board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity
Education or Other Legal Code: Education Code 49073.6
Board Policy/Administrative Regulation #: See BP 5125
Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter
Education or Other Legal Code: Education Code 49073.6
Board Policy/Administrative Regulation #: AR 5125

Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer

Education or Other Legal Code: Education Code 49076

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena

Education or Other Legal Code: Education Code 49077

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis

Education or Other Legal Code: Education Code 49452.5

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects

Education or Other Legal Code: Education Code 49456; 17 CCR 2951

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Vision or hearing test results

When to Notify: Annually to parents/guardians of student athletes

Education or Other Legal Code: Education Code 49475

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on concussions and head injuries

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition

Education or Other Legal Code: Education Code 49476

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Opioid fact sheet

When/Whom to Notify: Within 30 days of foster youth, student experiencing homelessness, former juvenile court school student, child of military family, or migrant student being transferred after second year of high school, or enrollment of newcomer student in grades 11-12

Education or Other Legal Code: Education Code 51225.1, 51225.25

Board Policy/Administrative Regulation #: See BP 6146.1, AR 6173, AR 6173.1, AR 6173.3, AR 6175

Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school, transfer opportunities through California Community Colleges

When to Notify: When satisfactory educational progress in one or more independent study courses is not being made by student under 18

Education or Other Legal Code: Education Code 51749.5

Board Policy/Administrative Regulation #: See BP 6158

Subject: Findings from evaluation to determine if it is in student's best interest to remain in independent study or whether student should be referred to an alternative program.

When to Notify: Before any test/survey questioning personal beliefs

Education or Other Legal Code: Education Code 51513

Board Policy/Administrative Regulation #: See AR 5022

Subject: Permission for test, survey questioning personal beliefs

When to Notify: At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Instruction in HIV prevention or sexual health by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 5022
Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency
Education or Other Legal Code: Education Code 52164.1, 52164.3, 5 CCR 11511.5
Board Policy/Administrative Regulation #: See AR 6174
Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established
Education or Other Legal Code: Education Code 54444.2
Board Policy/Administrative Regulation #: See BP 6175, AR 6175
Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program
Education or Other Legal Code: Health and Safety Code 1596.857, 22 CCR 101218.1
Board Policy/Administrative Regulation #: See AR 5148
Subject: Parent/guardian right to enter and inspect facility and other rights as specified

When to Notify: When a licensed child care center has a building constructed before January 1, 2010 and has drinking water tested for lead
Education or Other Legal Code: Health and Safety Code 1597.16
Board Policy/Administrative Regulation #: See AR 5148
Subject: The requirement to test the facility, and the results of the test

When to Notify: When an automated external defibrillator (AED) is placed in a school serving students in grades 6-12, at least annually notify students
Education or Other Legal Code: Health and Safety Code 1797.196
Board Policy/Administrative Regulation #: See AR 6145.2 Athletic Competition
Subject: The location of all AED units on campus

When/Whom to Notify: When district receives Tobacco-Use Prevention Education Funds
Education or Other Legal Code: Health and Safety Code 104420
Board Policy/Administrative Regulation #: See AR 3513.3
Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When sharing student immunization information with an immunization system
Education or Other Legal Code: Health and Safety Code 120440
Board Policy/Administrative Regulation #: See AR 5125, BP 5141.31, AR 5141.32
Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer
Education or Other Legal Code: Penal Code 626.81
Board Policy/Administrative Regulation #: See AR 1240, BP 1250
Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises
Education or Other Legal Code: Penal Code 627.5
Board Policy/Administrative Regulation #: See AR 3515.2
Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law
Education or Other Legal Code: 5 CCR 4631
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: When child participates in licensed child care and development program
Education or Other Legal Code: 5 CCR 18066
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies regarding excused and unexcused absences

When to Notify: Within 30 days of application for subsidized child care or preschool services
Education or Other Legal Code: 5 CCR 17782, 18094, 18118
Board Policy/Administrative Regulation #: See AR 5148, AR 5148.3
Subject: Policies re: Approval or denial of services

When to Notify: At least 14 days before change in service or other intended action, upon recertification or update of application for child care or preschool services
Education or Other Legal Code: 5 CCR 17783, 18095, 18119
Board Policy/Administrative Regulation #: See AR 5148, AR 5148.3
Subject: Policies re: Any change in service, such as in fees, amount of service, termination of service

When to Notify: Upon child's enrollment in child care program
Education or Other Legal Code: 5 CCR 18114
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies re: Policy on fee collection

When to Notify: When payment of child care fees is seven days late
Education or Other Legal Code: 5 CCR 18114
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies re: Notice of delinquent fees

When to Notify: When district substantively changes policy on student privacy rights
Education or Other Legal Code: 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5022
Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught
Education or Other Legal Code: 20 USC 6312
Board Policy/Administrative Regulation #: See BP 4112.2
Subject: Timely notice to parent/guardian of child's assignment

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners
Education or Other Legal Code: 20 USC 6312
Board Policy/Administrative Regulation #: See AR 6174
Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy
Education or Other Legal Code: 20 USC 6318
Board Policy/Administrative Regulation #: See AR 6020
Subject: Notice of policy

When to Notify: When district receives Impact Aid funds for students residing on Indian lands, to parents/guardians of Indian children
Education or Other Legal Code: 20 USC 7704; 34 CFR 222.94
Board Policy/Administrative Regulation #: See AR 3231
Subject: Relevant applications, evaluations, program plans, information about district's general educational program; opportunity to submit comments

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals
Education or Other Legal Code: 42 USC 1758, 7 CFR 245.6a
Board Policy/Administrative Regulation #: See AR 3553
Subject: Need to submit verification information; any subsequent change in benefits; appeals

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30
Education or Other Legal Code: 34 CFR 99.34

Board Policy/Administrative Regulation #: See AR 5125
Subject: Right to receive records and an opportunity for hearing upon request

When to Notify: When student complains of sexual harassment
Education or Other Legal Code: 34 CFR 106.44, 106.45
Board Policy/Administrative Regulation #: See AR 5145.7
Subject: Right to file formal complaint, availability of supportive measures, notice of process, reason for dismissal of complaint if applicable

When to Notify: When district receives federal funding assistance for nutrition program
Education or Other Legal Code: USDA FNS Instruction 113-1
Board Policy/Administrative Regulation #: See BP 3555
Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

IV. Special Education Notices

When to Notify: Prior to a student with disabilities beginning tenth grade
Education or Other Legal Code: Education Code 51225.31
Board Policy/Administrative Regulation #: See BP 6146.1
Subject: Exemption from local graduation requirements

When to Notify: Prior to conducting initial evaluation
Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329, 20 USC 1415 (d), 34 CFR 300.502, 300.503
Board Policy/Administrative Regulation #: See BP 6159.1, AR 6159.1, AR 6164.4
Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins
Education or Other Legal Code: Education Code 56321
Board Policy/Administrative Regulation #: See AR 6159
Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record
Education or Other Legal Code: Education Code 56341.1
Board Policy/Administrative Regulation #: See AR 6159
Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting
Education or Other Legal Code: Education Code 56341.5, 34 CFR 300.322
Board Policy/Administrative Regulation #: See AR 6159
Subject: Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP
Education or Other Legal Code: Education Code 56343.5
Board Policy/Administrative Regulation #: See AR 6159
Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage
Education or Other Legal Code: Education Code 56521.1
Board Policy/Administrative Regulation #: See AR 6159.4
Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services
Education or Other Legal Code: 20 USC 1415(c), 34 CFR 300.300, 300.503
Board Policy/Administrative Regulation #: See AR 6159, AR 6159.1
Subject: Prior written notice

When/Whom to Notify: Upon filing of state complaint
Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504

Board Policy/Administrative Regulation #: See AR 6159.1
Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or a change in placement
Education or Other Legal Code: 20 USC 1415(k), 34 CFR 300.530
Board Policy/Administrative Regulation #: See AR 5144.2
Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing
Education or Other Legal Code: 20 USC 1415(k), 34 CFR 300.508
Board Policy/Administrative Regulation #: See AR 6159.1
Subject: Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504
Education or Other Legal Code: 34 CFR 104.32, 104.36
Board Policy/Administrative Regulation #: See AR 6164.6
Subject: District responsibilities, district actions, procedural safeguards

V. Building, Classroom, and Other Notices to Be Posted

Where to Post: In each bathroom and locker room at each school site
Education or Other Legal Code: Education Code 231.6
Board Policy/Administrative Regulation #: See AR 5145.7
Subject: Poster that notifies students of the applicable written policy on sexual harassment required by Education Code 231.5

Where to Post: In all district schools and offices, including staff lounges and student government meeting rooms
Education or Other Legal Code: Education Code 234.1
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Uniform complaint procedures Board policy and administrative regulation

Where to Post: In each classroom used for license exempt California State Preschool Program
Education or Other Legal Code: Education Code 8212
Board Policy/Administrative Regulation #: See AR/E 1312.3
Subject: Health and safety requirements for preschool programs; where to get complaint form

Where to Post: In each classroom in each school
Education or Other Legal Code: Education Code 35186
Board Policy/Administrative Regulation #: See AR/E 1312.4
Subject: Complaints subject to Williams uniform complaint procedures

Where to Post: On or Before July 1, 2026, in a prominent and conspicuous location outside at least one all-gender restroom
Education or Other Legal Code: Education Code 35292.5
Board Policy/Administrative Regulation #: See AR 3517, AR 5145.3
Subject: Signage identifying the bathroom facility as being open to all genders and in conformity with 24 CCR 11B-703, is available during school hours and school functions when students are present, designated point of contact

Where to Post: In any school serving any of grades 3-12, in a prominent and conspicuous location in every restroom required to stock menstrual products,
Education or Other Legal Code: Education Code 35292.6
Board Policy/Administrative Regulation #: See AR 3517
Subject: Requirement to stock and make available free of cost an adequate supply of menstrual products that includes email address and telephone number for a designated individual responsible for maintaining requisite supply of menstrual products

Where to Post: In a licensed child care and development center at a location accessible to parents/guardians
Education or Other Legal Code: Health and Safety Code 1596.857
Board Policy/Administrative Regulation #: See AR 5148
Subject: Parent/guardian right to inspect, prohibition against retaliation, right to file complaint; registered sex offender database available to public; review licensing reports of facility visits and substantiated complaints against

facility

Where to Post: In a prominent, publicly accessible location in the child care facility

Education or Other Legal Code: Health and Safety Code 1596.8555

Board Policy/Administrative Regulation #: See AR 5148

Subject: Child care license

Where to Post: In a prominent location adjacent to child care license at facility

Education or Other Legal Code: Welfare and institutions Code 10228

Board Policy/Administrative Regulation #: See AR 5148

Subject: Rates, discounts, or scholarship policies

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
17 CCR 2950-2951	Hearing tests
17 CCR 6000-6075	School attendance immunization requirements
22 CCR 101218.1	<u>Child care licensing; parent/guardian rights</u>
24 CCR 11B-703	Bathroom signage
5 CCR 11303	<u>Reclassification of English learners</u>
5 CCR 11511.5	<u>English language proficiency assessment; test results</u>
5 CCR 11523	<u>Notice of proficiency examinations</u>
5 CCR 17782	<u>Notice of Action; application for services</u>
5 CCR 17783	<u>Notice of Action; recipient of services</u>
5 CCR 18066	<u>Child care policies regarding excused and unexcused absences</u>
5 CCR 18094-18095	<u>Notice of Action; child care services</u>
5 CCR 18114	<u>Notice of delinquent fees; child care services</u>
5 CCR 18118-18119	<u>Notice of Action; child care services</u>
5 CCR 3052	Behavioral intervention
5 CCR 4622	<u>Uniform complaint procedures</u>
5 CCR 4631	Uniform complaint procedures; notification of decision and right to appeal
5 CCR 4917	<u>Notification of sexual harassment policy</u>
5 CCR 852	<u>Exemptions from state assessments</u>
5 CCR 863	<u>Reports of state assessment results</u>
Civ. Code 1798.29	<u>District records; breach of security</u>
Ed. Code 17288	Building standards for university campuses
Ed. Code 17612	Notification of pesticide use
Ed. Code 221.5	Equal opportunity
Ed. Code 231.5	<u>Sexual harassment policy</u>
Ed. Code 231.6	Poster of sexual harassment policy
Ed. Code 234.1	Student protections relating to discrimination, harassment, intimidation, and bullying
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 262.3	<u>Appeals for discrimination complaints; information regarding availability of civil remedies</u>
Ed. Code 310	Language acquisition programs

Policy 5146: Married/Pregnant/Parenting Students

Status: ADOPTED

Original Adopted Date: 12/01/2013 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

The Governing Board recognizes that responsibilities pertaining to marriage, pregnancy, or parenting, including related obligations, conditions, or recovery, may disrupt a student's education and increase the chance of a student dropping out of school. The Board desires to minimize interruption to such students' educational progress by supporting married, pregnant, and parenting students in their continued education, assisting them to attain strong academic and parenting skills, and promoting the healthy development of their child(ren).

The district shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's actual or potential pregnancy, childbirth, false pregnancy, termination of pregnancy, or related conditions or recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats a student differently on the basis of sex. (Education Code 221.51, 230; 5 CCR 4950; 34 CFR 106.40)

In accordance with Board Policy/Exhibit(1) 5145.6 - Parent/Guardian Notifications, the Superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available under the law through annual school year welcome packets and through independent study packets. (Education Code 222.5, 48980)

For district-related purposes, a student under 18 years of age who enters into a valid marriage is an emancipated minor who shall have all the rights and privileges of students who are 18 years of age or older, even if the marriage has been dissolved. (Family Code 7002)

Such rights include, but are not limited to, those related to the verification of student absences as specified in Administrative Regulation 5113 - Absences and Excuses, application for a work permit as specified in Administrative Regulation 5113.2 - Work Permits, and access to student records as specified in Administrative Regulation 5125 - Student Records.

Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in the regular education program or an alternative education program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or the student's child.

Any alternative education program, activity, or course that is offered separately to students who are pregnant or parenting, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. (Education Code 221.51; 5 CCR 4950)

If required for students with any other temporary disabling condition, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related conditions or recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to continue participation in the education program or activity. (Education Code 221.51; 5 CCR 4950; 34 CFR 106.40)

To the extent feasible, the district shall provide educational and related support services, either directly or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during district-sponsored activities

2. Parenting education and life skills instruction
3. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 USC 1786, and 7 CFR 246.1-246.28
4. Health care services, including prenatal care
5. Tobacco, alcohol, and/or drug prevention and intervention services
6. Academic and personal counseling
7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

Absences

Students who are pregnant or parenting may be excused for absences for medical appointments and other purposes specified in Board Policy/Administrative Regulation 5113 - Absences and Excuses.

A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. (Education Code 48205)

Parental Leave

A student who is pregnant or parenting shall be entitled to parental leave as permitted by law. The period of the leave shall be the greater of eight weeks, or the length of time deemed medically necessary by the student's healthcare provider. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. (Education Code 46015; 34 CFR 106.40)

The student, if 18 years of age or older, or the student's educational rights holder shall notify the district of the student's intent to take parental leave, although failure to do so does not abridge any of the rights provided to the student under this policy. (Education Code 46015)

No student shall be required to take all or part of the parental leave. (Education Code 46015)

When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A student who is pregnant or parenting, or has related conditions, shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code 46015)

Following the leave, a student who is pregnant or parenting, or has related conditions, may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. (Education Code 46015)

Upon return to school, a student who is pregnant or parenting shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code 46015)

Accommodations

When necessary, the district shall provide accommodations to enable a student who is pregnant or parenting to access the educational program.

Additionally, a student who is pregnant, experiences a false pregnancy, or terminates a pregnancy, or who must recover from any of these, shall have access to any services available to other students with temporary medical conditions. (34 CFR 106.40)

The district shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222)

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
3. Access to a power source for a breast pump or any other equipment used to express breast milk
4. Access to a place to store expressed breast milk safely
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

Complaints

Any complaint alleging discrimination on the basis of a student's actual or potential pregnancy, marital, or parental status; district noncompliance with the requirements of Education Code 46015; or district noncompliance with the requirement to provide reasonable accommodations for lactating students shall be investigated and resolved in accordance with Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures.

Program Evaluation

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on student participation in district programs and services, academic achievement, attendance, graduation rate, and/or student feedback on district programs and services.

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
22 CCR 101151-101239.2	General requirements; licensed child care centers
22 CCR 101351-101439.1	Infant care centers
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4950	<u>Nondiscrimination; marital and parental status</u>
Ed. Code 221.51	<u>Nondiscrimination; married, pregnant, and parenting students</u>
Ed. Code 222	<u>Reasonable accommodations; lactating students</u>
Ed. Code 222.5	<u>Pregnant and parenting students; notification of rights</u>
Ed. Code 230	<u>Sex discrimination</u>
Ed. Code 46015	<u>Parental leave</u>
Ed. Code 48050	<u>Residents of adjoining states</u>
Ed. Code 48205	<u>Excused absences</u>
Ed. Code 48206.3	<u>Temporary disability; definition</u>
Ed. Code 48220	<u>Compulsory education requirement</u>

Policy 6142.91: Reading/Language Arts Instruction

Status: ADOPTED

Original Adopted Date: 07/01/2005 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

The Governing Board recognizes that reading and other language arts constitute the basic foundation for learning in other areas of study. The Board desires to offer a comprehensive, balanced reading/language arts program that ensures all students have the skills necessary to read fluently and for meaning, and develops students' appreciation for literature. The program shall integrate reading, and oral and written language arts activities in order to build effective communication skills, including listening, speaking, and composition.

For each grade level, the Board shall adopt instructional materials that meet or exceed the Common Core State Standards in the following strands:

1. Reading: Foundational skills, text complexity and analysis, and the growth of comprehension
2. Writing: Text types, responding to reading, production and distribution of writings, and research
3. Speaking and listening: Oral language development, comprehension, flexible communication, and collaboration
4. Language: Conventions, effective use, knowledge of language, and vocabulary

The Superintendent or designee shall ensure that the district's program offers sufficient access to standards-aligned textbooks and other instructional materials. The program shall provide instructional materials of varying levels of difficulty, including fiction and nonfiction works, so that students are continually reading at an appropriate level. In addition, technology should be available to support all areas of literacy.

Screening for Risk of Reading Difficulties

The Board shall adopt, at a public meeting, one or more screening instruments to assess students in grades kindergarten-2 for risk of reading difficulties. The screening instrument(s) adopted by the Board shall provide assessments for both English-speaking and non-English speaking students, in languages reflecting the primary languages of students in the district, to the extent assessments in those languages are available. (Education Code 53008)

The district shall annually assess each student in grades kindergarten-2 for risk of reading difficulties. In determining when during the school year to screen students, the district shall consider whether students have received sufficient instruction in foundational reading skills to support a valid assessment. The district may provide additional student screenings or diagnostic evaluations, as appropriate. (Education Code 53008)

If a student enrolls for the first time in grades kindergarten-2 after the screening instrument(s) has been administered, the district shall assess the student within 45 calendar days of enrollment, unless either: (Education Code 53008)

1. The student's parent/guardian opts out of the screening in writing
2. The student's parent/guardian provides documentation or the district has documentation that the student has had a similar screening in their prior school for their current grade and the parent/guardian was made aware of the results

Students who do not speak sufficient English to be screened with an English-language instrument shall be screened in their primary language if a screening instrument in their primary language is available. If a screening instrument is not available in at least one language in which a student is proficient, the student shall be screened in accordance with Education Code 53008.

When a student acquires sufficient English language knowledge and fluency to be able to be assessed using the district's screening instrument, or if a screening instrument in their primary language becomes available, the district shall assess that student using the appropriate screening instrument. (Education Code 53008)

A student may be exempted from the screening for risk of reading difficulties if the parent/guardian provides prior written consent and the student meets any of the following criteria: (Education Code 53008)

1. Has a current identification or diagnosis of a reading difficulty, reading disorder, or other disability
2. Is eligible for special education and related services pursuant to the Individuals with Disabilities Education Act (IDEA) or a plan pursuant to Section 504 of the Rehabilitation Act of 1973
3. Is in the process of being assessed for eligibility for special education and related services pursuant to IDEA or a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, and the student is being evaluated with diagnostic assessments that make screening for risk of reading difficulties redundant

The district shall, no later than 15 calendar days before administration of the screening instrument(s), provide parents/guardians of students eligible for screening for risk of reading difficulties with information about the screening, including the date(s) of the screening and instructions for how parents/guardians can opt out of their child's screening. (Education Code 53008)

Staffing and Professional Development

Teachers are expected to use a variety of instructional strategies to accommodate the needs of beginning readers and the varying abilities of more advanced readers. The program shall provide ongoing diagnosis of students' skills and, as needed, may provide supplementary instruction during the school day and/or outside the regular school session to assist students who are experiencing difficulty learning to read.

The Superintendent or designee shall make available professional development opportunities that are designed to provide instructional staff with knowledge about how students develop language skills, the ability to analyze students' literacy levels, and mastery of a variety of instructional strategies and materials.

Employees administering screening instruments for risk of reading difficulties shall be appropriately trained to administer the instrument. (Education Code 53008)

Program Evaluation

The Superintendent or designee shall provide the Board with data from state and district reading assessments and program evaluations to enable the Board to monitor program effectiveness.

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 11980-11985.6	<u>Mathematics and Reading Professional Development Program (AB 466 trainings)</u>
5 CCR 11991-11991.2	<u>Reading First achievement index</u>
Ed. Code 33530-33548	Instructional Quality Commission
Ed. Code 44755-44757.5	Teacher Reading Instruction Development Program, K-3
Ed. Code 51210	<u>Course of study for grades 1-6</u>
Ed. Code 51220	<u>Course of study for grades 7-12</u>
Ed. Code 51225.3	<u>High school graduation requirements</u>
Ed. Code 53008	Screening for risk of reading difficulties
Ed. Code 60119	<u>Sufficiency of textbooks and instructional materials; hearing and resolution</u>
Ed. Code 60200.4	<u>Fundamental skills</u>
Ed. Code 60207	<u>Curriculum frameworks</u>
Ed. Code 60350-60352	Core reading program instructional materials

Policy 6145.2: Athletic Competition

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

The Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The district's athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

The Board encourages business and community support for district athletic programs, subject to the district's advertising and promotion policy and regulation and other applicable district policies and regulations.

Nondiscrimination and Equivalent Opportunities in the Athletic Program

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname.

Derogatory Native American terms, including Apaches, Big Reds, Braves, Chiefs, Chieftains, Chippewa, Comanches, Indians, Redskins, Savages, Squaw, and Tribe, shall not be used for any school or athletic team name, mascot, or nickname, unless permitted in accordance with Education Code 221.3. Any district school using or in which any such derogatory term is being used, shall complete the implementation of a new school or athletic team name, mascot, or nickname before the start of the 2028-2029 school year.

If a school selects a new school or athletic team name due to this prohibition, then any purchases or replacements of materials or fixtures due required by the implementation of the new name shall be completed before the start of the 2028-2029 school year. (Education Code 221.3)

The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

Any complaint alleging discrimination in the district's athletic program shall be filed in accordance with the appropriate complaint procedures.

The district shall post on its website the California Department of Education's (CDE) standardized incident form to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, including information on how to submit a completed incident form. (Education Code 33353)

California Interscholastic Federation

Any district school that participates in the California Interscholastic Federation (CIF) shall conduct its athletic activities in accordance with CIF bylaws and rules and any applicable district policy and regulation. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

The Board shall annually designate a representative to the local CIF league from each school that participates in CIF sports. The Superintendent or designee shall recommend a candidate for the position who demonstrates an understanding of the district's goals for student learning and interscholastic activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and interpersonal communication and leadership skills.

The designated representative(s) shall vote on issues that impact interscholastic athletics at the league and section

levels, perform any other duties required by the CIF league, and report regularly to the Board on league, section, and statewide issues related to athletic programs.

Student Eligibility

Eligibility requirements for student participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement, shall be the same as those set by the district for participation in extracurricular and cocurricular activities.

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

Students shall not be charged a fee to participate in an athletic program, including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

Sportsmanship

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also teach, enforce, advocate, and model the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and abide by the applicable Code of Conduct adopted by CIF.

Students and staff shall be subject to disciplinary action for improper conduct.

Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic training and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

The Superintendent or designee shall develop a written emergency action plan that describes the location of emergency medical equipment, including automated external defibrillator(s), and procedures to be followed in the event of sudden cardiac arrest or other medical emergency related to the athletic program's activities or events, including concussion and heat illness. The plan shall include a description of the manner and frequency at which the procedures to be followed in the event of medical emergencies will be rehearsed, based on coaches training requirements specified in Education Code 35179.1. The plan shall be posted in accordance with guidelines of the National Federation of State High School Associations. (Education Code 35179.4)

Coaches and/or athletic trainers shall comply with any training required by law and in accordance with the accompanying administrative regulation and Administrative Regulation 4127/4227/4327 - Temporary Athletic Team Coaches.

In the event of a serious injury or a perceived imminent risk to a student's health during or immediately after an athletic activity, the coach or any other district employee who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the

student as appropriate.

Whenever a serious injury or illness is suffered by a student athlete, the Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury or illness suffered by the student and any actions taken to treat 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
5 CCR 350	<u>Fees not permitted</u>
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
5 CCR 4920-4922	<u>Nondiscrimination in intramural, interscholastic, and club activities</u>
5 CCR 5590-5596	<u>Duties of temporary athletic team coaches</u>
Ed. Code 17578	<u>Cleaning and sterilizing of football equipment</u>
Ed. Code 17580-17581	<u>Football equipment</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination</u>
Ed. Code 32220-32224	<u>Insurance for athletic teams</u>
Ed. Code 32221.5	<u>Insurance for athletic team members</u>
Ed. Code 33315	Uniform complaint procedures
Ed. Code 33353-33353.5	<u>California Interscholastic Federation; implementation of policies, insurance program</u>
Ed. Code 33354	<u>California Department of Education authority over interscholastic athletics</u>
Ed. Code 33479-33479.9	<u>The Eric Parades Sudden Cardiac Arrest Prevention Act</u>
Ed. Code 35160.5	<u>Intradistrict open enrollment</u>
Ed. Code 35179	<u>Interscholastic athletics; associations or consortia</u>
Ed. Code 35179.1	<u>California High School Coaching Education and Training Program</u>
Ed. Code 35179.4	Emergency action plan
Ed. Code 35179.5	<u>Interscholastic athletics; limitation on full-contact practices</u>
Ed. Code 35179.6	<u>School-sponsored on-campus event in or around swimming pool</u>
Ed. Code 35179.8	Development of guidelines, procedures, and safety standards for prevention and management of exertional heat illness
Ed. Code 48850	<u>Academic achievement of students in foster care and homeless children</u>
Ed. Code 48900	<u>Grounds for suspension or expulsion</u>
Ed. Code 48930-48938	<u>Student organizations</u>
Ed. Code 49010-49013	<u>Student fees</u>
Ed. Code 49020-49023	<u>Athletic programs; legislative intent, equal opportunity</u>
Ed. Code 49030-49034	<u>Performance enhancing substances</u>
Ed. Code 49458	Health examinations; interscholastic athletic program
Ed. Code 49475	<u>Health and safety; concussions and head injuries</u>
Ed. Code 49700-49701	<u>Education of children of military families</u>
Ed. Code 51242	<u>Exemption from physical education for athletic program participants</u>
H&S Code 124238-124238.5	<u>Nevada Youth Sports Safety Act</u>

Regulation 6145.2: Athletic Competition

Status: ADOPTED

Original Adopted Date: 05/01/2017 | Last Revised Date: 06/01/2025 | Last Reviewed Date: 06/01/2025

Nondiscrimination and Equivalent Opportunities in the Athletic Program

No student shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics on the basis of any actual or perceived characteristic specified in law and Board Policy 0410 - Nondiscrimination in District Programs and Activities. (Education Code 220, 221.5, 230 5 CCR 4920, 34 CFR 106.41)

The Superintendent or designee may provide single-sex teams when selection for the teams is based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

Each student shall be allowed to participate in any single-sex athletic program or activity consistent with the student's gender identity, irrespective of the gender listed on the student's records, for which the student is otherwise eligible to participate. (Education Code 221.5)

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in the total program for that sex have been previously limited, members of the excluded sex shall be allowed to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for the team, regardless of sex, sexual orientation, gender, gender identity, gender expression, or other protected group status. (5 CCR 4921; 34 CFR 106.41)

The Superintendent or designee shall ensure that equivalent opportunities are available to both sexes in athletic programs by considering, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the offered selection of sports and levels of competition effectively accommodate the interests and abilities of both sexes

The athletic program may be found to effectively accommodate the interests and abilities of both sexes using any one of the following tests: (Education Code 230, 5 CCR 4922)

- a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments
 - b. Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex
 - c. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program expansion as required in Item #1b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program
2. The provision and maintenance of equipment and supplies
 3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
 4. Travel and per diem allowances
 5. Opportunities to receive coaching and academic tutoring
 6. Assignment and compensation of coaches and tutors

7. Provision of locker rooms, practice facilities, and competitive facilities
8. Provision of medical and training facilities and services
9. Provision of housing and dining facilities and services
10. Publicity
11. Provision of necessary funds

Each school that offers competitive athletics shall, at the end of the school year, post on its school website, or on the district website if the school does not have a website, the following information: (Education Code 221.9)

1. The total enrollment of the school, classified by gender
2. The number of students enrolled at the school who participate in competitive athletics, classified by gender
3. The number of boys' and girls' teams, classified by sport and by competition level

The data reported for Items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition. The materials used to compile this information shall be retained by the school for at least three years after the information is posted on the website. (Education Code 221.9)

Concussions and Head Injuries

The Superintendent or designee shall annually distribute to student athletes and their parents/guardians an information sheet on concussions and head injuries. The student and parent/guardian shall sign and return the information sheet before the student initiates practice or competition. (Education Code 49475)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the signs and symptoms of, and the appropriate response to, concussions. (Education Code 35179.1, 49032)

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. If the health care provider determines that the student sustained a concussion or a head injury, the student shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. (Education Code 49475)

A middle school or high school football team shall not hold a full-contact practice during the off-season and shall not conduct more than two full-contact practices per week during the preseason and regular season (from 30 days before the commencement of the regular season until the completion of the final interscholastic football game of that season). In addition, the full-contact portion of a practice shall not exceed 90 minutes in any single day. For these purposes, full-contact practice means a practice where drills or live action is conducted that involves collisions at game speed, where players execute tackles and other activity that is typical of an actual tackle football game. (Education Code 35179.5)

Heat Illness

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the signs and symptoms of, and the appropriate response to, heat illness, including heat cramps, heat syncope, heat exhaustion, and exertional heat stroke. (Education Code 35179.1, 49032)

To assist in the prevention of heat illness, coaches and/or athletic trainers shall gradually increase the intensity and duration of exercise to acclimate student athletes to practice in the heat, provide adequate rest breaks, make water

available during all athletic activities, and alter practice plans in extreme environmental conditions.

Sudden Cardiac Arrest

The Superintendent or designee shall distribute the California Interscholastic Federation (CIF) information sheet on sudden cardiac arrest to all student athletes who will be participating in a CIF-governed athletic activity and to their parents/guardians. The student and parent/guardian shall sign and return the information sheet prior to the student's participation in the athletic activity. If an athletic activity is not covered by CIF, the student and parent/guardian shall, prior to the student's participation in the athletic activity, sign and return an acknowledgement that they have received and reviewed the sudden cardiac arrest information posted on the California Department of Education's website. (Education Code 33479.2, 33479.3)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the signs and symptoms of, and the appropriate response to, sudden cardiac arrest. (Education Code 33479.6, 33479.7, 35179.1, 49032)

If a student athlete passes out or faints, or is known to have passed out or fainted, while participating in or immediately following participation in an athletic activity, the student shall be removed from participation at that time. If a student exhibits any other symptoms of sudden cardiac arrest, including seizures during exercise, unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue, the student may be removed from participation by a coach or other employee who observes these symptoms. If any such symptoms are observed, notification shall be given to the student's parent/guardian so that the parent/guardian can determine the treatment, if any, the student should seek. A student who has been removed from participation shall not be permitted to return until the student is evaluated and given written clearance to return to participation by a health care provider. (Education Code 33479.2, 33479.5)

Automated External Defibrillators

The Superintendent or designee shall acquire at least one automated external defibrillator (AED) for each district school that participates in any interscholastic athletic program and shall make the AED(s) available to coaches, athletic trainers, and/or other authorized persons at athletic activities or events for the purpose of providing emergency care or treatment to students, spectators, and other individuals in attendance at the athletic program's on-campus activities and events. (Education Code 35179.6)

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 location of any AED and proper use of the AED. (Education Code 35179.6; Health and Safety Code 1797.196)

Additional Notifications

Before students participate in practice or competition as part of interscholastic athletic activities, the Superintendent or designee shall, in addition to providing the students and their parents/guardians with the notices described above, send a notice to the students and their parents/guardians which:

1. Contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity, including the name of the district's Compliance Officer/Title IX Coordinator
2. Includes a copy of students' Title IX rights pursuant to Education Code 221.8
3. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to every participant's health and welfare
4. Provides information about insurance protection pursuant to Education Code 32221.5

5. Requests parental permission for the student to participate in the program and, if appropriate, to be transported by the district to and from competitions
6. States the district's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship
7. Includes a copy of the local CIF league rules
8. Includes information about the CIF bylaw and district policy requiring any student athlete and the student's parent/guardian to sign a statement that the student will not use steroids, unless prescribed by a licensed health care practitioner, and will not use prohibited dietary supplements that include substances banned by the U.S. Anti-Doping Agency
9. Includes the opioid fact sheet published by the Centers for Disease Control and Prevention in accordance with Education Code 49476

The district shall provide this fact sheet annually to each student athlete and shall require the student and the student's parent/guardian to sign a document acknowledging receipt of the fact sheet.

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 350	<u>Fees not permitted</u>
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
5 CCR 4920-4922	<u>Nondiscrimination in intramural, interscholastic, and club activities</u>
5 CCR 5590-5596	<u>Duties of temporary athletic team coaches</u>
Ed. Code 17578	<u>Cleaning and sterilizing of football equipment</u>
Ed. Code 17580-17581	<u>Football equipment</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination</u>
Ed. Code 32220-32224	<u>Insurance for athletic teams</u>
Ed. Code 32221.5	<u>Insurance for athletic team members</u>
Ed. Code 33315	Uniform complaint procedures
Ed. Code 33353-33353.5	<u>California Interscholastic Federation: implementation of policies, insurance program</u>
Ed. Code 33354	<u>California Department of Education authority over interscholastic athletics</u>
Ed. Code 33479-33479.9	<u>The Eric Parades Sudden Cardiac Arrest Prevention Act</u>
Ed. Code 35160.5	<u>Intradistrict open enrollment</u>
Ed. Code 35179	<u>Interscholastic athletics; associations or consortia</u>
Ed. Code 35179.1	<u>California High School Coaching Education and Training Program</u>
Ed. Code 35179.4	<u>Emergency action plan</u>
Ed. Code 35179.5	<u>Interscholastic athletics; limitation on full-contact practices</u>
Ed. Code 35179.6	<u>School-sponsored on-campus event in or around swimming pool</u>
Ed. Code 35179.8	Development of guidelines, procedures, and safety standards for prevention and management of exertional heat illness
Ed. Code 48850	<u>Academic achievement of students in foster care and homeless children</u>
Ed. Code 48900	<u>Grounds for suspension or expulsion</u>
Ed. Code 48930-48938	Student organizations

Regulation 6159.4: Behavioral Interventions For Special Education Students

Status: ADOPTED

Original Adopted Date: 10/01/1996 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

Generally, any student identified as a student with a disability pursuant to the Individuals with Disabilities Education Act, 20 USC 1400-1482, is subject to the same disciplinary measures applicable to all students for violations of the code of conduct, except when the student's behavior is determined to be a manifestation of the student's disability.

However, when the behavior of a student with a disability impedes the student's learning or the learning of others, the student's individualized education program (IEP) team shall consider the use of positive behavioral interventions and supports and other strategies consistent with 20 USC 1414(d) to address the student's behavior. (Education Code 56521.2; 34 CFR 300.324)

If, pursuant to a manifestation determination conducted as specified in 34 CFR 300.530, the student's behavior is determined to be a manifestation of the student's disability, the IEP team shall conduct a functional behavioral assessment (FBA) and implement a behavioral intervention plan (BIP) for the student. If a BIP is already in place for the student, the IEP team shall review and modify the BIP to address the student's behavior. (Education Code 56520; 34 CFR 300.324, 300.530)

In addition, when the disciplinary removal of a student with a disability will result in a change in the student's placement as specified in 34 CFR 300.530, the student shall receive an FBA and behavioral intervention services and modifications designed to address the student's behavior so that it does not recur. (34 CFR 300.530)

Functional Behavioral Assessment

Any FBA to be conducted for a student with a disability shall focus on identifying the function or purpose of the student's behavior.

Before any FBA is conducted, the Superintendent or designee shall notify the student's parent/guardian in accordance with Education Code 56321 and obtain the parent/guardian's consent. (Education Code 56321; 34 CFR 300.324)

If the parent/guardian disagrees with the result of an FBA, the parent/guardian has the right to obtain an independent educational evaluation at district expense, subject to the conditions specified in 34 CFR 300.502.

Behavioral Intervention Plan and Services

When any behavioral intervention, support, or other strategy is to be used by the district, the Superintendent or designee shall consider the student's physical freedom and social interaction, administer the intervention, support, or other strategy in a manner that respects the student's dignity and personal privacy, and ensure the student's right to be placed in the least restrictive educational environment. (Education Code 56520)

When a student for whom a BIP is to be developed is also the responsibility of another agency for residential care or related services, the Superintendent or designee shall cooperate with the other agency to ensure that the BIP, to the extent possible, is developed and implemented in a consistent manner. (Education Code 56520)

Behavior assessments and behavioral intervention services shall be provided only by individuals who possess the qualifications specified in Education Code 56525 or 5 CCR 3051.23.

Emergency Interventions

Emergency interventions may be used only to control unpredictable, spontaneous behavior that poses clear and present danger of serious physical harm to the student or others and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. Emergency interventions shall not be used as a substitute for a systematic BIP that is designed to change, replace, modify, or eliminate a targeted behavior. (Education Code 56521.1)

No emergency intervention shall be used for longer than is necessary to contain the behavior. For any situation that requires a prolonged use of an emergency intervention, staff shall seek assistance of the principal or law enforcement agency, as applicable to the situation. (Education Code 56521.1)

Emergency interventions shall not involve the use of force exceeding what is reasonable and necessary under the circumstances. In addition, use of locked seclusion, prone restraint, or a device, material, or objects that simultaneously immobilize all hands and feet shall not be allowed except as allowed authorized by law. (Education Code 56521.1)

Parents/guardians and, if appropriate, residential care providers shall be notified within one school day whenever emergency intervention is used or serious property damage occurs. A behavior emergency report shall immediately be completed, kept in the student's file, and forwarded to the Superintendent or designee for review. This report shall include all of the following information: (Education Code 56521.1)

1. The name and age of the student
2. The setting and location of the incident
3. The name of the staff or other persons involved
4. A description of the incident and the emergency intervention used
5. A statement of whether the student is currently engaged in a systematic BIP
6. Details of any injuries sustained by the student or others, including staff, as a result of the incident

If the behavior emergency report is for a student who does not have a BIP, the Superintendent or designee shall, within two days, schedule an IEP team meeting to review the emergency report, determine the necessity for an FBA, and determine the necessity for an interim BIP. The IEP team shall document the reasons for not conducting the FBA and/or not developing the interim BIP. (Education Code 56521.1)

If the behavior emergency report is for a student who has a BIP, any incident involving a previously unseen serious behavior problem or where a previously designed intervention is not effective shall be referred to the IEP team. The IEP team shall review the incident and determine whether the student's plan needs to be modified. (Education Code 56521.1)

The Superintendent or designee shall annually collect data on the number of times that seclusion, mechanical restraint, and physical restraint were used on students and the number of students subjected to such techniques. The data shall be disaggregated by race/ethnicity and gender, and reported for students with a Section 504 plan, students with an IEP, and all other students. This report shall be posted on the district's website and submitted to the California Department of Education no later than three months after the end of each school year and shall be available as a public record pursuant to Government Code 7920.000-7930.215. (Education Code 49006)

Prohibited Interventions

The district prohibits the use of corporal punishment as defined in Education Code 49001 as an intervention. In addition, the district prohibits all of the following: (Education Code 56521.2)

1. Any intervention designed or likely to cause physical pain, including, but not limited to, electric shock
2. Any intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances near the student's face
3. Any intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities
4. Any intervention that is designed to subject, used to subject, or likely to subject the student to verbal abuse, ridicule, or humiliation or that can be expected to cause excessive emotional trauma

5. Any restrictive intervention that uses a device, material, or objects which simultaneously immobilize all hands and feet, including the procedure known as prone containment
6. Prone restraint
7. Locked seclusion, unless in a facility otherwise licensed or permitted by state law to use a locked room
8. Any intervention that precludes adequate supervision of the student
9. Any intervention that deprives the student of one or more of the student's senses

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

5 CCR 3065
Ed. Code 49001
Ed. Code 49006
Ed. Code 56321
Ed. Code 56500-56508
Ed. Code 56520-56524
Ed. Code 56521.2
Gov. Code 7920.000-7930.215

Description

Staff qualifications - related services
Prohibition of corporal punishment
Reporting of seclusion and restraint
Notice of parental rights; consent of parents
Procedural safeguards, including due process rights
Behavioral interventions
Prohibited interventions
California Public Records Act

Federal

20 USC 1400-1482
20 USC 1412
20 USC 1415
34 CFR 300.1-300.818

Description

Individuals with Disabilities Education Act
State eligibility
Procedural safeguards
Assistance to states for the education of students with disabilities

Management Resources

Federal Register
Website
Website
Website

Description

Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845
CSBA District and County Office of Education Legal Services
Behavior Analyst Certification Board
U.S. Department of Education, Office of Special Education Programs

Cross References

0430
0430
5131
5141.4
5141.4
5144
5144
5144.2
5145.3

Description

Comprehensive Local Plan For Special Education
Comprehensive Local Plan For Special Education
Conduct
Child Abuse Prevention And Reporting
Child Abuse Prevention And Reporting
Discipline
Discipline
Suspension And Expulsion/Due Process (Students With Disabilities)
Nondiscrimination/Harassment

Bylaw 9011: Disclosure Of Confidential/Privileged Information

Status: ADOPTED

Original Adopted Date: 03/01/1988 | **Last Revised Date:** 06/01/2025 | **Last Reviewed Date:** 06/01/2025

The Governing Board recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties.

A Board member shall not disclose confidential information to any person, except as authorized by law, this Bylaw or other Board bylaws or policies, or the Board.

Confidential information means any information that is prohibited from disclosure by law, this Bylaw or other Board bylaws or policies, or by the Board at the time disclosed and is not a public record subject to disclosure under the California Public Records Act (CPRA). Confidential information includes, but is not limited to, any of the following:

1. Information acquired by being present in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session (Government Code 54963)
2. Information acquired in anticipation of a closed session, or as follow-up to a closed session, that is specifically related to the basis for the Board to meet lawfully in closed session
3. Information contained in communications provided to Board members from the district's attorney
4. Information deemed confidential by the Board

Confidential information does not include information that is already publicly disclosed, provided that the initial disclosure did not violate law, this Bylaw, or other Board bylaws or policies.

It is a misdemeanor for any Board member to willfully and knowingly use or disclose for pecuniary gain any information acquired in the course of the Board member's official duties where all of the following conditions are met: (Government Code 1098)

1. The information is not a public record subject to disclosure under the CPRA
2. The information is prohibited from disclosure by law, this Bylaw, or other Board bylaws or policies
3. The information will have, or could reasonably be expected to have, a material financial effect on the Board member if used or disclosed

If a Board member threatens to disclose or does disclose confidential information, the Board may pursue or enact one or more of the following actions as it deems appropriate: (Government Code 54963)

1. Injunctive relief to prevent disclosure
2. Referral to the grand jury
3. Censure or other disciplinary action, provided the Board member has received training or been informed of the requirements of this Bylaw

However, the Board shall not take any action against a Board member for disclosing confidential information, nor shall the disclosure be considered a violation of this Bylaw, when the Board member does any of the following: (Government Code 1098, 54963)

1. Makes a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session
2. Expresses an opinion concerning the propriety or legality of Board action in closed session, including disclosure

of the nature and extent of the illegal or potentially illegal action

3. Discloses information to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities in accordance with law

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 35010	Control of district; prescription and enforcement of rules
Ed. Code 35146	Closed sessions regarding suspensions
Evid. Code 1040	Privilege for official information
Gov. Code 1098	Disclosure of confidential information
Gov. Code 3549.1	Meeting and negotiating in public educational employment
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54956.8	Open meeting laws
Gov. Code 54956.9	Closed meeting for pending litigation
Gov. Code 54957	Complaints against employees; right to open session
Gov. Code 54957.1	Subsequent public report and rollcall vote; employee matters in closed session
Gov. Code 54957.5	Public records
Gov. Code 54957.6	Closed session; representatives with employee organization
Gov. Code 54957.7	Reasons for closed session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 7920.000-7930.170	California Public Records Act
Management Resources	Description
Attorney General Opinion	80 Ops. Cal. Atty. Gen. 231 (1997)
CSBA Publication	Professional Governance Standards
Website	CSBA District and County Office of Education Legal Services
Website	CSBA
Cross References	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1100	Communication With The Public
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
2120	Superintendent Recruitment And Selection
2121	Superintendent's Contract
3580	District Records

Policy 6141.2: Recognition Of Religious Beliefs And Customs

Status: ADOPTED

Original Adopted Date: 12/01/1988 | **Last Revised Date:** 08/01/2025 | **Last Reviewed Date:** 08/01/2025

The Governing Board recognizes that students' education would be incomplete without an understanding of the role of religion in society. As appropriate for a particular course, teachers may objectively discuss the influences of various religions, using religious works and symbols to illustrate their relationship with culture, literature, or the arts. The Board expects that such instruction will identify principles common to all religions and foster respect for the diversity of religions and customs in the world and be consistent with the adopted instructional materials and state standards, as applicable.

In order to respect each student's individual right to freedom of religious practice, religious indoctrination is forbidden in public schools. The Superintendent or designee shall ensure that instruction about religion does not promote or denigrate the beliefs or customs of any particular religion or sect, nor that a preference be shown for one religious viewpoint over another. Teachers and other district staff shall be highly sensitive to their obligation not to interfere with the religious development of any student in whatever tradition the student embraces, and treat all religions and religious convictions, including nonbelief, with fairness and respect.

Staff shall not endorse, encourage, or solicit religious or anti-religious expression or activities among students during class time.

Staff shall not coerce students in prayer or other religious activities as part of their official duties. However, staff are not prohibited, when acting in their private capacity, from encouraging students' participation in personal prayer or other religious activity. Additionally, staff shall not prohibit or discourage any student from praying or otherwise expressing the student's religious belief so long as this does not disrupt the classroom or other district-sponsored activity.

Students may express their beliefs about religion in their homework, artwork, and other class work if the expression is germane to the assignment. Such work shall be judged by ordinary academic standards, relevance, and other legitimate pedagogical objectives.

While teaching about religious holidays is a permissible part of the educational program, celebrating religious holidays is not allowed in the district. District-sponsored programs shall not be, nor have the effect of being, religiously oriented or a religious celebration. School and classroom decorations may express seasonal themes that are not religious in nature. The use of religious symbols that are part of a religious holiday is permitted as a teaching aid or resource provided that such symbols are displayed as an example of cultural and religious heritage of the holiday and temporary in nature.

Classroom methods in instruction about religion shall not include religious role-playing activities or simulated religious devotional acts.

Music, art, literature or drama programs having religious themes are permitted as part of the curriculum for district-sponsored activities and programs if presented in an objective manner and as a traditional part of cultural and religious heritage.

District schools shall not prohibit religious activities if the same or similar non-religious activities are permitted.

When required by law, the district shall notify parents/guardians that they may, via written request, opt their students out of instruction on the basis of their religious beliefs as specified in the accompanying administrative regulation. Students whose parents/guardians opt them out of such instruction may be offered an alternative activity of similar educational value. Additionally, a student shall not be subject to disciplinary action, academic penalty, or other sanction on the grounds that the student was opted out of such instruction.

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 6141.2: Recognition Of Religious Beliefs And Customs

Status: ADOPTED

Original Adopted Date: 05/01/1985 | Last Revised Date: 08/01/2025 | Last Reviewed Date: 08/01/2025

The Superintendent or designee shall ensure the following for the recognition of religious beliefs and customs in district schools:

1. The approach to religion is academic and not devotional
2. The goal is for student awareness of religion in historical and contemporary societies
3. The students may not be pressed to accept any one religion
4. The school may include the study of religion as part of the history-social science curriculum, but the practice of religions may not be sponsored
5. The students may be exposed to and educated about a diversity of religious views and beliefs, but a particular view or belief may not be imposed, nor may any one religion be promoted or denigrated

Staff shall make every effort to schedule one-time events, such as examinations, district-sponsored trips, special laboratories, picture-taking days, and class parties, to minimize conflicts with major religious holidays of all faiths such that no one faith is disproportionately impacted.

Programs and Exhibits

When district programs and exhibits are in any way related to instruction about religion or religious holidays, the following guidelines shall be observed:

1. The principal or designee shall ensure that district-sponsored programs are presented in an objective manner, consistent with the accompanying Board policy
2. The principal or designee shall be kept informed of the program's development
3. Program or exhibit planners shall take into consideration the diverse religious faiths represented in the community, student body, and staff

Opt-Outs

When a parent/guardian submits a written request to opt the parent's/guardian's student out of instruction based on religious beliefs, customs, or practices, the request shall include the following:

1. The specific instructional content of which the student should be opted out
2. The specific religious belief(s), custom(s), and/or practice(s) with which the specific instructional content substantially interferes
3. How the specific instructional content substantially interferes with the specific religious belief(s), custom(s), and/or practice(s), including any grade level or individual student characteristics relevant to the opt-out request

As necessary, the Superintendent or designee may work with district legal counsel to evaluate each opt-out request and determine whether it shall be granted.

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 38130-38139

Description

Civic Center Act

Policy 6142.1: Sexual Health And HIV/AIDS Prevention Instruction

Status: ADOPTED

Original Adopted Date: 07/01/2008 | **Last Revised Date:** 08/01/2025 | **Last Reviewed Date:** 08/01/2025

The Governing Board desires to provide a well-planned, integrated sequence of medically accurate and inclusive instruction in comprehensive sexual health and human immunodeficiency virus (HIV) prevention.

The district shall respect the rights of parents/guardians to supervise their students' education on these subjects and to impart values to their children regarding human sexuality.

As specified in the accompanying administrative regulation, the district shall strive to provide students with the knowledge and skills necessary to protect them from risks presented by sexually transmitted infections, unintended pregnancy, sexual harassment, sexual assault, sexual abuse, and human trafficking; to have healthy, positive, and safe relationships and behaviors; to understand sexuality as a normal part of human development; and to develop healthy attitudes and behaviors concerning adolescent growth and development, body image, gender, gender identity, gender expression, sexual orientation, relationships, marriage, and family. (Education Code 51930-51939)

Each student in grades 7-12 shall receive comprehensive sexual health and HIV prevention education at least once in junior high or middle school and at least once in high school unless the student's parent(s)/guardian(s) opt the student out of such instruction as specified in "Parent/Guardian Notification and Opt-Out" in the accompanying administrative regulation. (Education Code 51934)

General Criteria for Instruction and Materials

The Superintendent or designee shall ensure that the district's comprehensive sexual health and HIV prevention education and the associated materials: (Education Code 51930, 51933)

1. Are age appropriate
2. Are medically accurate and objective
3. Are aligned with and support the following purposes:
 - a. To provide students with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy
 - b. To provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family
 - c. To promote understanding of sexuality as a normal part of human development
 - d. To ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education and provide educators with clear tools and guidance to accomplish that end
 - e. To provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors
4. Are appropriate for use with English learners, students with disabilities, and students of all races, genders, sexual orientations, and ethnic and cultural backgrounds
5. Are available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner as otherwise provided in the Education Code
6. Are accessible to students with disabilities, including, but not limited to, the provision of a modified curriculum, materials, and instruction in alternative formats and auxiliary aids
7. Do not reflect or promote bias against any person in protected categories of discrimination pursuant to Education Code 220

8. Affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, shall be inclusive of same-sex relationships
9. Teach students about gender, gender expression, and gender identity, and explore the harm of negative gender stereotypes
10. Encourage students to communicate with their parents/guardians and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so
11. Teach the value of and prepare students to have and maintain committed relationships such as marriage
12. Provide students with the knowledge and skills they need to form healthy relationships that are based on mutual respect and affection and are free from violence, coercion, harassment, and intimidation
13. Provide students with the knowledge and skills for making and implementing healthy decisions about sexuality, including communication and refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities
14. Do not teach or promote religious doctrine

Additionally, the district's comprehensive sexual health education program shall include information on the affirmative consent standard. Affirmative consent is defined as affirmative, conscious, and voluntary agreement to engage in sexual activity. Teachers delivering such instruction shall consult information related to sexual harassment and violence in the state health curriculum framework. (Education Code 51225.36, 67386)

The Superintendent or designee shall identify appropriate methods for informing parents/guardians about subjects related to the district's comprehensive sexual health and HIV prevention education. The Superintendent or designee shall use such identified methods to inform parents/guardians of students in grades 6-12 about human trafficking prevention resources, as required pursuant to Education Code 49381.

Parent/Guardian Notification and Opt-Out

At the beginning of each school year or at the time of a student's enrollment, parents/guardians shall be notified, in the manner specified in the accompanying administrative regulation, that they may request in writing to opt their students out of participating in comprehensive sexual health and HIV prevention education. Students so excused shall be given an alternative educational activity. Additionally, a student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian opts the student out of such instruction. (Education Code 51240, 51938, 51939)

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 220	<u>Prohibition of discrimination</u>
Ed. Code 231.7	Resources on abuse and teen dating violence; local and national hotlines
Ed. Code 232.7	Model policy and resources; body shaming
Ed. Code 33544	<u>Inclusion of sexual harassment and violence in health curriculum framework</u>
Ed. Code 33546.2	Health framework; sextortion
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49381	<u>Human trafficking prevention resources</u>
Ed. Code 51202	<u>Instruction in personal and public health and safety</u>

Regulation 6142.1: Sexual Health And HIV/AIDS Prevention Instruction

Status: ADOPTED

Original Adopted Date: 07/01/2008 | **Last Revised Date:** 08/01/2025 | **Last Reviewed Date:** 08/01/2025

Definitions

Comprehensive sexual health education means education regarding human development and sexuality, including education on menstrual health, pregnancy, contraception, and sexually transmitted infections. (Education Code 51931)

HIV prevention education means instruction on the nature of human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS), methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS. (Education Code 51931)

Age appropriate refers to topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group. (Education Code 51931)

Medically accurate means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists. (Education Code 51931)

Components of Sexual Health and HIV Prevention Education

In addition to complying with the criteria listed in "General Criteria for Instruction and Materials" in the accompanying Board policy, the district's comprehensive sexual health and HIV prevention education for students in grades 7-12 shall include all of the following: (Education Code 51934)

1. Information on the nature of HIV and other sexually transmitted infections and their effects on the human body
2. Information on the manner in which HIV and other sexually transmitted infections are and are not transmitted, including information on the relative risk of infection according to specific behaviors, including sexual behaviors and injection drug use
3. Information that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and other sexually transmitted infections, and that abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy

The instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on other methods of preventing HIV and other sexually transmitted infections and pregnancy.

4. Information about the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods that prevent or reduce the risk of contracting HIV and other sexually transmitted infections, including use of antiretroviral medication, consistent with the Centers for Disease Control and Prevention
5. Information about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing
6. Information about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of many people living with HIV and reduce the likelihood of transmitting HIV to others
7. Discussion about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV

This instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and testing is the only way to know if one is HIV-positive.

8. Information about local resources, how to access local resources, and students' legal rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence
9. Information about the effectiveness and safety of FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception

Instruction on pregnancy shall include an objective discussion of all legally available pregnancy outcomes, including, but not limited to:

- a. Parenting, adoption, and abortion
 - b. Information on the law on surrendering physical custody of a minor child 72 hours of age or younger, pursuant to Health and Safety Code 1255.7 and Penal Code 271.5
 - c. The importance of prenatal care
10. Information about sexual harassment, sexual assault, sexual abuse, and human trafficking, including:
 - a. Information on the prevalence and nature of human trafficking, strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance if there is a suspicion of trafficking
 - b. Information on how social media and mobile device applications are used for human trafficking
 11. Information about adolescent relationship abuse and intimate partner violence, including the early warning signs of each, and the resources available to students related to adolescent relationship abuse and intimate partner violence, including the National Domestic Violence Hotline and local domestic violence hotlines that provide confidential support services for students that have experienced domestic violence or stalking

The district's comprehensive sexual health and HIV prevention education shall include instruction regarding the potential risks and consequences of creating and sharing suggestive or sexually explicit materials through cell phones, social networking websites, computer networks, or other digital media. (Education Code 51934)

Professional Development

The district's comprehensive sexual health and HIV prevention education shall be provided by instructors trained in the appropriate courses who are knowledgeable of the most recent medically accurate research on human sexuality, healthy relationships, pregnancy, and HIV and other sexually transmitted infections. (Education Code 51931, 51934)

The Superintendent or designee shall cooperatively plan and conduct in-service training for all district personnel who provide HIV prevention education, through regional planning, joint powers agreements, or contract services. (Education Code 51935)

In developing and providing in-service training, the Superintendent or designee shall cooperate and collaborate with the teachers who provide HIV prevention education and with the California Department of Education (CDE). (Education Code 51935)

The district shall periodically conduct in-service training to enable district personnel to learn new developments in the scientific understanding of HIV. In-service training shall be voluntary for personnel who have demonstrated expertise or received in-service training from CDE or the Centers for Disease Control and Prevention. (Education Code 51935)

The Superintendent or designee may expand HIV in-service training to cover the topic of comprehensive sexual health education in order for district personnel teaching comprehensive sexual health education to learn new developments in the scientific understanding of sexual health. (Education Code 51935)

The Superintendent or designee shall periodically provide continuing education that enables district personnel to learn about new developments in the understanding of abuse, including sexual abuse, and human trafficking, and current prevention efforts and methods. Such education may include early identification of abuse, including sexual abuse, and human trafficking of students and minors. (Education Code 51950)

Use of Consultants or Guest Speakers

The Superintendent or designee may contract with outside consultants or guest speakers, including those who have developed multilingual curricula or curricula accessible to persons with disabilities, to deliver comprehensive sexual health and HIV prevention education or to provide training for district personnel. All outside consultants and guest speakers shall have expertise in comprehensive sexual health and HIV prevention education and knowledge of the most recent medically accurate research on the relevant topic(s) covered in the instruction. The Superintendent or designee shall ensure that any instruction provided by an outside speaker or consultant complies with Board policy, administrative regulation, and Education Code 51930-51939. (Education Code 51933, 51934, 51936)

Parent/Guardian Notification and Opt-Out

At the beginning of each school year or at the time of a student's enrollment, the Superintendent or designee shall notify parents/guardians about comprehensive sexual health and HIV prevention education, as well as research on student health behaviors and risks, planned for the coming year. The notice shall advise parents/guardians: (Education Code 48980, 51938)

1. That written and audiovisual educational materials to be used in comprehensive sexual health and HIV prevention education are available for inspection
2. That parents/guardians have a right to opt their students out of comprehensive sexual health or HIV prevention education, or research on student health behaviors and risks, provided they submit their request in writing to the district
3. That parents/guardians have a right to request a copy of Education Code 51930-51939
4. Whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants and, if the district chooses to use outside consultants or guest speakers for this purpose, the following information:
 - a. The date of the instruction
 - b. The name of the organization or affiliation of each guest speaker
 - c. Information stating the right of the parent/guardian to request a copy of Education Code 51933, 51934, and 51938

If the arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the Superintendent or designee shall notify parents/guardians by mail or another commonly used method of notification no fewer than 14 days before the instruction is given.

Except as required by law, the requirements of Education Code 51930-51939 pertaining to instructional content, teacher training, and parent/guardian notification and opt-out shall not apply to the following: (Education Code 51932)

1. A description or illustration of human reproductive organs that may appear in a textbook, adopted pursuant to law, if the textbook does not include other elements of comprehensive sexual health or HIV prevention education as defined in Education Code 51931
2. Instruction, materials, presentations, or programming that discusses gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and does not discuss human reproductive organs and their functions

Policy 6142.8: Comprehensive Health Education

Status: ADOPTED

Original Adopted Date: 11/01/2003 | **Last Revised Date:** 08/01/2025 | **Last Reviewed Date:** 08/01/2025

The Governing Board believes that health education should foster the knowledge, skills, and attitudes that students need in order to lead healthy lives and avoid high-risk behaviors, and that creating a safe, supportive, inclusive, and nonjudgmental environment is crucial to promoting healthy development for all students. The district's health education program shall be part of a coordinated approach to student health which recognizes that mental health and social connection are critical to overall health, well-being, and academic success; supports the physical, mental, and social well-being of students; reflects the importance of digital and media literacy; and is linked to district and community services and resources.

Goals for the district's health education program shall be designed to promote student wellness and shall include, but not be limited to, goals for nutrition promotion and education, physical activity, and other district-based activities that promote student well-being.

Any health education course offered to middle or high school students shall include instruction in mental health that meets the requirements of Education Code 51925-51926, and as specified in Administrative Regulation 6143 - Courses of Study.

The district shall provide a planned, sequential, research-based, and developmentally appropriate health education curriculum for students in grades kindergarten-12 that is aligned with the state's content standards and curriculum framework and integrated with other content areas of the district's curriculum. The Superintendent or designee shall determine the grade levels and subject areas in which health-related topics will be addressed, in accordance with law, Board policy, and administrative regulation.

As appropriate, the Superintendent or designee shall involve school administrators, teachers, school nurses, health professionals representing various fields of health care, parents/guardians, community-based organizations, and other community members in the development, implementation, and evaluation of the district's health education program. Health and safety professionals may be invited to provide related instruction in the classroom, school assemblies, and other instructional settings.

The Superintendent or designee shall provide professional development as needed to ensure that health education teachers are knowledgeable about academic content standards, the state curriculum framework, and effective instructional methodologies.

The Superintendent or designee shall provide periodic reports to the Board regarding the implementation and effectiveness of the district's health education program, which may include, but not be limited to, a description of the district's program and the extent to which it is aligned with the state's content standards and curriculum framework, the amount of time allotted for health instruction at each grade level, student achievement of district standards for health education, and the manner in which the district's health education program supports the physical, mental, and social well-being of students.

Parent/Guardian Notification and Opt-Out

Parents/guardians shall be notified that they may request in writing to opt their students out of participating in instruction and assessments, including anonymous and confidential tests, questionnaires, and surveys, as specified in the accompanying administrative regulation. Students so excused shall be given an alternative educational activity. Additionally, a student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian opts the student out of such instruction. (Education Code 51240, 51900.6, 51938, 51939)

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 6142.8: Comprehensive Health Education

Status: ADOPTED

Original Adopted Date: 11/01/2003 | **Last Revised Date:** 08/01/2025 | **Last Reviewed Date:** 08/01/2025

Content of Instruction

The district's health education program shall include instruction at the appropriate grade levels in the following content areas:

1. Alcohol, tobacco, and other drugs
2. Human growth, development, and sexual health
3. Injury prevention and safety

Instruction related to injury prevention and safety may include, but is not limited to, first aid, protective equipment such as helmets, violence prevention, topics related to bullying and harassment, emergency procedures, and Internet safety.

4. Mental, emotional, and social health

Health education courses offered to middle and/or high school students shall include mental health instruction that meets the requirements of Education Code 51925-51927, as specified in Administrative Regulation 6143 - Courses of Study.

5. Nutrition and physical activity
6. Personal and community health

Instruction in personal and community health may include, but is not limited to, oral health, personal hygiene, sun safety, vision and hearing protection, transmission of germs and communicable diseases, symptoms of common health problems and chronic diseases, and the effect of behavior on the environment.

Within each of the above content areas, instruction shall be designed to assist students in developing:

1. An understanding of essential concepts related to enhancing health
2. The ability to analyze internal and external influences that affect health
3. The ability to access and analyze health information, products, and services
4. The ability to use interpersonal communication skills, decision-making skills, and goal-setting skills to enhance health
5. The ability to practice behaviors that reduce risk and promote health
6. The ability to promote and support personal, family, and community health

High School Health Education

Whenever the Governing Board requires a course in health education for graduation from high school, the district's high school health education course(s) shall include instruction in:

1. Sexual harassment and violence, including, but not limited to, the affirmative consent standard as defined in Education Code 67386 (Education Code 51225.36)

When delivering such instruction, teachers shall consult information related to sexual harassment and violence in the Health Education Framework for California Public Schools. (Education Code 51225.36)

2. Compression-only cardiopulmonary resuscitation (CPR), which is based on national evidence-based emergency cardiovascular care guidelines for the performance of compression-only CPR and includes instruction relative to the psychomotor skills necessary to perform compression-only CPR (Education Code 51225.6)
3. Starting with the 2026-27 school year, the dangers associated with fentanyl use (Education Code 51225.38)

Parent/Guardian Notification and Opt-Out

At the beginning of each school year or at the time of a student's enrollment, parents/guardians shall be notified that they may request in writing to opt their students out of participating in the following:

1. Anonymous, voluntary, and confidential tests, questionnaires, and surveys containing age-appropriate questions about students' attitudes concerning or practices relating to sex (Education Code 51938, 51939)
2. Any instruction in health that conflicts with the student's religious training and beliefs, including personal moral convictions (Education Code 51240)
3. Any instruction in sexual abuse and/or sexual assault awareness and prevention (Education Code 51900.6)
4. Any instruction in comprehensive sexual health and human immunodeficiency virus (HIV) prevention (Education Code 51938, 51939)
5. Any other instruction as permitted by law

Additionally, the district shall not administer any exam, survey, or questionnaire that contains questions about the student's or the student's family's personal beliefs or practices in sex, family life, morality, or religion unless the student's parent/guardian has given written permission. (Education Code 51513)

Involvement of Health Professionals

Health care professionals, health care service plans, health care providers, and other entities participating in a voluntary initiative with the district are prohibited from communicating about a product or service in a way that is intended to encourage persons to purchase or use the product or service. However, the following activities may be allowed: (Education Code 51890)

1. Health care or health education information provided in a brochure or pamphlet that contains the logo or name of a health care service plan or health care organization, if provided in coordination with the voluntary initiative
2. Outreach, application assistance, and enrollment activities relating to federal, state, or county-sponsored health care insurance programs if the activities are conducted in compliance with the statutory, regulatory, and programmatic guidelines applicable to those programs

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 11800-11801	District health education plan
Ed. Code 35183.5	Sun protection
Ed. Code 49413	First aid and cardiopulmonary resuscitation training
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51203	Instruction on alcohol, narcotics and dangerous drugs

Regulation 0440: District Technology Plan

Status: ADOPTED

Original Adopted Date: 05/19/2015 | **Last Reviewed Date:** 05/19/2015

The district's technology plan shall address, at a minimum, the following components:

1. Background Information: A guide to the district's use of technology for the next three years, including:
 - a. Specific starting and ending dates of the plan
 - b. An overview of the district's location and demographics
 - c. A description of how stakeholders from the district and community were involved in the planning process
 - d. A description of the relevant research behind the strategies and/or methods in the plan and how the research supports the plan's curricular and professional development goals
2. Curriculum: Clear goals and realistic strategies for using telecommunications and information technology to improve educational services, including:
 - a. A description of teachers' and students' current access to instructional technology and current use of digital tools, including district policies or practices to ensure equitable technology access for all students
 - b. Goals and an implementation plan, including annual activities, for:
 - i. How technology will be used to improve teaching and learning, how these goals align with district curricular goals and other plans, how the district budget and local control and accountability plan support these goals, and whether future funding proposals or partnerships may be needed for successful implementation
 - ii. How and when students will acquire the technology skills and information literacy skills needed for college and career readiness
 - iii. Internet safety and the appropriate and ethical use of technology in the classroom
3. Professional Development: A professional development strategy to ensure that staff understands how to use new technologies to improve education services, including:
 - a. A summary of teachers' and administrators' current technology proficiency and integration skills and needs for professional development
 - b. Goals and an implementation plan, including annual activities, for providing professional development opportunities based on district needs assessment data and the curriculum component of the technology plan
4. Infrastructure, Hardware, Technical Support, Software, and Asset Management: An assessment of the telecommunication services, hardware, software, asset management, and other services that will be needed to improve education services, including:
 - a. A description of existing hardware, Internet access, electronic learning resources, technical support, and asset management in the district
 - b. A description of technology hardware, electronic learning resources, networking and telecommunications infrastructure, physical plant modifications, technical support, and asset management needed by district teachers, students, and administrators to support the activities in the curriculum and professional development components of the plan
5. Monitoring and Evaluation: An evaluation process that enables the school to monitor progress toward the specific goals and mid-course corrections in response to new developments and opportunities as they arise, including:

- a. The process for evaluating the plan's overall progress and impact on teaching and learning
 - b. The schedule for evaluating the effect of plan implementation and a description of the process and frequency of communicating evaluation results to technology plan stakeholders
-

Alturas Elementary School

2024-2025 School Accountability Report Card

(Published During the 2025-2026 School Year)

General Information about the School Accountability Report Card (SARC)

SARC Overview



By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>
- For more information about the LCFF or the LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fq/aa/lc/>
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest



DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

California School Dashboard



The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

2025-26 School Contact Information

School Name	Alturas Elementary School
Street	809 West 8th Street
City, State, Zip	Alturas
Phone Number	(530)233-7201 ext. 200
Principal	Amy Welch
Email Address	awelch@modoc.k12.ca.us
School Website	http://aes.modoc.k12.ca.us/
Grade Span	
County-District-School (CDS) Code	25-73585-6025845

2025-26 District Contact Information

District Name	Modoc Joint Unified School District
Phone Number	(530) 233-7201
Superintendent	Rebecca Lewis
Email Address	blewis@modoc.k12.ca.us
District Website	http://www.modoc.k12.ca.us/

2025-26 School Description and Mission Statement

ALTURAS ELEMENTARY SCHOOL MISSION STATEMENT

Alturas Elementary School holds high expectations for all students by providing a safe, supportive and engaging learning environment. Students are prepared to become lifelong learners who are ready to be productive, responsible and ethical members of society.

Our school's purpose is to develop the potential of every child so that each child can become a successful citizen with self-respect, critical thinking skills, and an understanding of democratic ideals. To fulfill this purpose, our staff provides an academic program with high standards of student achievement within a comfortable and inviting learning environment. Student work is on display in classrooms and hallways of all the buildings. Teachers use many strategies to reach students with different styles of learning. In the last few years, we have worked toward developing several types of support for students who are not meeting grade-level goals. The adoption of a current, rigorous, state adopted ELA curriculum with professional development support is the beginning to improving student performance. Each grade level is also conducting intense intervention at designated times of the day to address the needs of those students that are considerably below grade level. Many teachers are also opening their doors to students after school for additional assistance and a quiet place to work. We are currently utilizing our Instructional Aides and Teacher Associates to offer extra after school reading interventions for our students.

Alturas Elementary School (AES) has implemented the Multi-Tiered System of Support (MTSS), a system to guide students toward positive strategies to assist them in having successful experiences at school and in life. This system supports student's academics using AVID strategies, student's social emotional using PBIS and restorative practices and student's behavioral by having consistent expectations. There are monthly assemblies celebrating student success and positive behaviors. AES has also been trained in Trauma Informed Care, a system dedicated to understanding and adopting behaviors supportive to students that have, or are, experiencing various forms of trauma. During the 2023-24 school year, we were able to offer an Opportunity Classroom that targeted intensive interventions for high behavior needs.

Buildings: Everyone takes pride in our well-maintained campus and facilities. District maintenance and custodial crews are outstanding in their success at keeping the site in excellent condition. The initial building, constructed in the 1960s, houses six classrooms, a faculty workroom/lounge, and the administrative complex. The second main building, built in the 1980s, holds

2025-26 School Description and Mission Statement

eight classrooms, two teacher work areas and a multipurpose room. Portable buildings house the library, the speech room, the music room, and additional classrooms. There are adequate restroom facilities for students and staff. Classrooms have telephones, teacher and student computers, and the majority of classrooms contain active boards.

Library: The library is housed in a separate building and contains approximately 13,000 books. Staffed by a Teacher Associate, the library is the hub of the Accelerated Reader program. Classrooms visit the library at least once a week. The library houses several student computers also. Our Teacher Associate in the library also targets the core of our Social Emotional Learning through the Second Step curriculum. Our core Social Emotional Learning is also reinforced by our Teacher Associate.

Technology: Alturas Elementary School has a 1:1 ratio of Chromebooks available for student use. Chromebooks are either housed in classrooms or on mobile carts. In addition, we have a classroom set of Chromebooks in our Technology classroom. Each class attends our STEM Class at least once a week. In our STEM Class, students are taught the core concepts of technology use, and they have the opportunity to participate in activities and experiences where they learn about brainstorming, visualizing, sketching, modeling, constructing, testing, experimenting, and refining designs. Students also develop skills in researching for information, and communicating design information. All computers are connected to the school/district server and to the internet. Students are utilizing technology to reinforce or expand on the standards-based lessons being taught in the classroom. All staff members have a desktop computer that they utilize for educational software, recording/reporting of grades, lesson planning, materials production, and communication with peers/parents. Staff members are incorporating technology skills in either ELA or math lessons that are appropriate to the age level and following approved California Department of Education guidelines.

About this School

2024-25 Student Enrollment by Grade Level

Grade Level	Number of Students
Transitional Kindergarten (TK)	0
Kindergarten	46
Grade 1	57
Grade 2	53
Grade 3	47
Grade 4	72
Grade 5	58
Total Enrollment	333

2024-25 Student Enrollment by Student Group

Student Group	Percent of Total Enrollment
Female	51.4
Male	48.6
American Indian or Alaska Native	6
Black or African American	0.3
Filipino	0.3
Hispanic or Latino	22.8
Native Hawaiian or Pacific Islander	0.3
Two or More Races	7.8
White	61.6
English Learners	5.1
Foster Youth	2.4
Homeless	5.7
Socioeconomically Disadvantaged	73
Students with Disabilities	13.5

A. Conditions of Learning State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

2021-22 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	17.5	74.84	37.9	70.86	234405.2	84
Intern Credential Holders Properly Assigned	2	8.54	3	5.6	4853	1.74
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	1	4.27	3.2	6.01	12001.5	4.3
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	0	0	5.8	10.82	11953.1	4.28
Unknown/Incomplete/NA	2.8	12.35	3.6	6.72	15831.9	5.67
Total Teaching Positions	23.4	100	53.6	100	279044.8	100

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

2022-23 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	14.4	62.97	33.2	64.83	231142.4	83.24
Intern Credential Holders Properly Assigned	1	4.37	2	3.9	5566.4	2
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	2.1	9.17	6.8	13.37	14938.3	5.38
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	1	4.37	3.7	7.24	11746.9	4.23
Unknown/Incomplete/NA	4.3	19.08	5.4	10.62	14303.8	5.15
Total Teaching Positions	22.9	100	51.2	100	277698	100

Note: The data in this table is based on FTE status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

2023-24 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	13.1	70.92	29.3	63.45	230039.4	100
Intern Credential Holders Properly Assigned	2.5	13.51	5.7	12.34	6213.8	2.23
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	2	10.81	2.9	6.46	16855	6.04
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	0	0	5.1	11.13	12112.8	4.34
Unknown/Incomplete/NA	0.8	4.7	3	6.61	13705.8	4.91
Total Teaching Positions	18.5	100	46.2	100	278927.1	100

Note: The data in this table is based on FTE status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Teachers Without Credentials and Misassignments (considered "ineffective" under ESSA)

Authorization/Assignment	2021-22	2022-23	2023-24
Permits and Waivers	0.00	2	2
Misassignments	1.00	0.1	0
Vacant Positions	0.00	0	0
Total Teachers Without Credentials and Misassignments	1.00	2.1	2

Credentialed Teachers Assigned Out-of-Field (considered "out-of-field" under ESSA)

Indicator	2021-22	2022-23	2023-24
Credentialed Teachers Authorized on a Permit or Waiver	0.00	0	0
Local Assignment Options	0.00	1	0
Total Out-of-Field Teachers	0.00	1	0

Class Assignments

Indicator	2021-22	2022-23	2023-24
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)	9.4	0	0
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	0	0.7	0

Note: For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>.

2025-26 Quality, Currency, Availability of Textbooks and Other Instructional Materials

We choose our textbooks from lists that have already been approved by state education officials. We use a district-wide adoption process that includes teachers, parents, students and administrators. We have also reported about our textbooks called for by the Williams legislation of 2004. We report to the board in September about the sufficiency of our textbooks as well as any complaints. This online report shows whether we had a textbook for each student in each core course during the 2023-24 school year and whether those textbooks covered the California Content Standards.

AES is currently using our adopted TK-5 Benchmark Advance ELA Curriculum, Eureka Math Curriculum, SIPPS & Benchmark Intervention Curriculum. Based on student need, we plan to offer a balance between the Benchmark & SIPPS ELA Intervention curriculum.

During the 22/23 school year, we requested support from Modoc County Office of Education to move forward with a Social Studies and Science adoption. In the Spring of the 23/24 school year, we were able to preview a social studies curriculum from various publisher. During the Fall of 2024, we previewed Science curriculum. We are moving forward with making a recommendation to the school board to adopt a science and social studies curriculum. We now have a new Science & Social Studies curriculum in place for the 25/26 school year.

Year and month in which the data were collected

August 2025

Subject	List of Textbooks and Other Instructional Materials / Indicate if from Most Recent Adoption / Year of Adoption	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	TK - 5th - Benchmark Advance adopted in 2022	0
Mathematics	TK - 5th - Eureka Math adopted in 2020	0
Science	K - 5 Discovery Science Adopted in 2025	0
History-Social Science	K - 5 myWorld Interactive by Savvas Realize adopted in 2025	0
Visual and Performing Arts	K - 5 - SRA, SRA Connections	0

Note: Cells with N/A values do not require data.

School Facility Conditions and Planned Improvements

Alturas Elementary School and its grounds are clean and in excellent condition. Deferred maintenance is practiced. Newer ramps, concrete, fencing and blacktop have provided increased safety. Wood chip fill is regularly installed under the playground equipment. Interior and exterior lighting retrofits have been completed at various locations. Blacktop replacement was completed during the 2019 summer at various locations. Geothermal heating retrofit at the campus was completed in

School Facility Conditions and Planned Improvements

2018/2019. In 2020, we replaced all of our water faucets, paper towel dispensers, toilet flushing devices and soap dispensers in order to make them hands free. We have also added air filtration systems to all classrooms and office spaces. In the summer of 2024, we replaced the Kindergarten and Main Playground. In addition, to installing a new agility/obstacle course for the older students.

The facilities inspections occurred in August of 2025. There were no major repairs needed. Monthly local inspection is conducted by staff and all safety features are addressed immediately. The next inspections and rating of facilities will occur in 2027 by Northern California Schools Insurance Group Risk Control Consultant.

Year and month of the most recent FIT report

October 2025

System Inspected	Rate Good	Rate Fair	Rate Poor	Repair Needed and Action Taken or Planned
Systems:	X			
Gas Leaks, Mechanical/HVAC, Sewer				
Interior:	X			
Interior Surfaces				
Cleanliness:	X			
Overall Cleanliness, Pest/Vermin Infestation				
Electrical	X			
Restrooms/Fountains:	X			
Restrooms, Sinks/ Fountains				
Safety:	X			
Fire Safety, Hazardous Materials				
Structural:	X			
Structural Damage, Roofs				
External:	X			
Playground/School Grounds, Windows/ Doors/Gates/Fences				

Overall Facility Rate

Exemplary	Good	Fair	Poor
X			

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

Statewide Assessments

(i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

The CAASPP System encompasses the following assessments and student participation requirements:

1. **Smarter Balanced Summative Assessments and CAAs for ELA** in grades three through eight and grade eleven.
2. **Smarter Balanced Summative Assessments and CAAs for mathematics** in grades three through eight and grade eleven.
3. **California Science Test (CAST) and CAAs for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).

College and Career Ready

The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

Percentage of Students Meeting or Exceeding the State Standard on CAASPP

This table displays CAASPP test results in ELA and mathematics for all students grades three through eight and grade eleven taking and completing a state-administered assessment.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

ELA and mathematics test results include the Smarter Balanced Summative Assessments and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Subject	School 2023-24	School 2024-25	District 2023-24	District 2024-25	State 2023-24	State 2024-25
English Language Arts/Literacy (grades 3-8 and 11)	32	31	30	37	47	48
Mathematics (grades 3-8 and 11)	24	30	17	23	35	37

2024-25 CAASPP Test Results in ELA by Student Group

This table displays CAASPP test results in ELA by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus

the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students	178	174	97.75	2.25	31.03
Female	92	90	97.83	2.17	40.00
Male	86	84	97.67	2.33	21.43
American Indian or Alaska Native	13	13	100.00	0.00	23.08
Asian	--	--	--	--	--
Black or African American	--	--	--	--	--
Filipino	--	--	--	--	--
Hispanic or Latino	37	37	100.00	0.00	24.32
Native Hawaiian or Pacific Islander	--	--	--	--	--
Two or More Races	15	15	100.00	0.00	40.00
White	108	104	96.30	3.70	32.69
English Learners	--	--	--	--	--
Foster Youth	--	--	--	--	--
Homeless	--	--	--	--	--
Military	--	--	--	--	--
Socioeconomically Disadvantaged	103	100	97.09	2.91	26.00
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	31	31	100.00	0.00	6.45

2024-25 CAASPP Test Results in Math by Student Group

This table displays CAASPP test results in Math by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students	177	173	97.74	2.26	30.06
Female	92	90	97.83	2.17	34.44
Male	85	83	97.65	2.35	25.30
American Indian or Alaska Native	13	13	100.00	0.00	15.38
Asian	--	--	--	--	--
Black or African American	--	--	--	--	--
Filipino	--	--	--	--	--
Hispanic or Latino	37	37	100.00	0.00	24.32
Native Hawaiian or Pacific Islander	--	--	--	--	--
Two or More Races	15	15	100.00	0.00	26.67
White	107	103	96.26	3.74	35.92
English Learners	--	--	--	--	--
Foster Youth	--	--	--	--	--
Homeless	--	--	--	--	--
Military	--	--	--	--	--
Socioeconomically Disadvantaged	102	99	97.06	2.94	27.27
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	30	30	100.00	0.00	13.33

CAASPP Test Results in Science for All Students

This table displays the percentage of all students grades five, eight, and High School meeting or exceeding the State Standard.

Science test results include the CAST and the CAA for Science. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated in a science assessment.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Subject	School 2023-24	School 2024-25	District 2023-24	District 2024-25	State 2023-24	State 2024-25
Science (grades 5, 8 and high school)	38	25	24.36	22.42	30.73	32.33

2024-25 CAASPP Test Results in Science by Student Group

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	58	56	96.55	3.45	25.00
Female	32	31	96.88	3.12	25.81
Male	26	25	96.15	3.85	24.00
American Indian or Alaska Native	--	--	--	--	--
Asian	--	--	--	--	--
Black or African American	0	0	0	0	0
Filipino	0	0	0	0	0
Hispanic or Latino	--	--	--	--	--
Native Hawaiian or Pacific Islander	0	0	0	0	0
Two or More Races	--	--	--	--	--
White	36	34	94.44	5.56	29.41
English Learners	--	--	--	--	--
Foster Youth	0	0	0	0	0
Homeless	--	--	--	--	--
Military	--	--	--	--	--
Socioeconomically Disadvantaged	37	35	94.59	5.41	22.86
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	--	--	--	--	--

B. Pupil Outcomes

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8): Pupil outcomes in the subject area of physical education.

2024-25 California Physical Fitness Test Participation Rates

This table displays the percentage of students participating in each of the five fitness components of the California Physical Fitness Test Results. The administration of the PFT requires only participation results for these five fitness areas. Percentages are not calculated and double dashes (--) appear in the table when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Grade Level	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility
Grade 5	71	71	71	71	71

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3): Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site.

2025-26 Opportunities for Parental Involvement

Parents are an integral part of our success. Parent participation on the School Site Council is crucial for the development of our School Site Plan and for overseeing the use of state and federal funding. With all of the changes with Local Control Accountability Plans (LCAP) and Local Control Funding Formula (LCFF), it is more important than ever to have parents on our teams. Our PBIS/MTSS team (Positive Behavioral Interventions & Supports/Multi Tiered System of Supports) includes parent representation. In an effort to improve our social culture on the campus, our PBIS/MTSS team ensures that there is staff support and fidelity in our ongoing implementation and sustainability of PBIS and AVID Strategies. Our Parent Teacher Organization (PTO) supports and sponsors fund-raising events, such as our Jog-a-Thon, a school staff appreciation week, Spring Fling Bingo, and year-end field days. Parents play a vital role in the classroom, volunteering for special events or for daily classroom support, and even on the playground. We encourage parents to become involved in their child's education. Parents are encouraged to monitor their child's progress on a regular basis through the district's grading and communication system or through the MJUSD app. We believe that parents and teachers working together will help their child succeed. The contact people for parent involvement are Amy Welch, Wendi Lowrey, and Steffanie Kramer. The phone number is (530) 233-7201.

2024-25 Chronic Absenteeism by Student Group

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	356	351	37	10.5
Female	184	182	19	10.4
Male	172	169	18	10.7
Non-Binary	--	--	--	--
American Indian or Alaska Native	23	22	6	27.3
Asian	--	--	--	--
Black or African American	--	--	--	--
Filipino	--	--	--	--
Hispanic or Latino	83	80	12	15.0
Native Hawaiian or Pacific Islander	--	--	--	--
Two or More Races	30	29	4	13.8
White	210	210	12	5.7
English Learners	19	17	3	17.6
Foster Youth	15	13	2	15.4
Homeless	25	23	5	21.7
Socioeconomically Disadvantaged	265	261	36	13.8
Students Receiving Migrant Education Services	--	--	--	--
Students with Disabilities	65	64	8	12.5

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

C. Engagement

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

Suspensions and Expulsions

This table displays suspensions data.

Suspensions								
School 2022-23	School 2023-24	School 2024-25	District 2022-23	District 2023-24	District 2024-25	State 2022-23	State 2023-24	State 2024-25
3.14	3.41	0.84	13.84	13.04	3.1	3.6	3.28	2.94

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

This table displays expulsions data.

Expulsions								
School 2022-23	School 2023-24	School 2024-25	District 2022-23	District 2023-24	District 2024-25	State 2022-23	State 2023-24	State 2024-25
0.24	0	0	0.11	0.12	0	0.08	0.07	0.06

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

2024-25 Suspensions and Expulsions by Student Group

Student Group	Suspensions Rate	Expulsions Rate
All Students	0.84	0.00
Female	0.00	0.00
Male	1.74	0.00
Non-Binary	0.00	0.00
American Indian or Alaska Native	4.35	0.00
Asian	0.00	0.00
Black or African American	0.00	0.00
Filipino	0.00	0.00
Hispanic or Latino	1.20	0.00
Native Hawaiian or Pacific Islander	0.00	0.00
Two or More Races	0.00	0.00
White	0.48	0.00
English Learners	0.00	0.00
Foster Youth	13.33	0.00
Homeless	0.00	0.00
Socioeconomically Disadvantaged	1.13	0.00
Students Receiving Migrant Education Services	0.00	0.00
Students with Disabilities	3.08	0.00

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

2025-26 School Safety Plan

Teachers, staff, administration, and maintenance complete a variety of school safety training modules through Public School Works. They also review our school and district safety and emergency procedures regularly. Teachers evaluate their classrooms monthly and provide the maintenance department with a checklist of any needed repairs. The district's comprehensive safety plan includes drills for fire, earthquake, and lockdown alerts, as well as practicing safe behavior on school buses. AES holds fire drills monthly and earthquake drills four times per year. We practice monthly lockdown drills (soft or hard lockdowns) every month as well. Additionally, all staff have walkie-talkies, use the Thrillshare app for emergency communication, and safety announcements can be made over the intercom from any school phone. The district has updated the district safety manual and the emergency exit plans for each classroom.

Badges are required for volunteers and guests. Guests check in at the main office to receive this badge. Two stop signs, visitor parking signs and speed limit signs are in the parking lot. Handicap parking, loading zones, and parking areas are marked. There is a telephone in every classroom. The grounds are checked by staff daily for cleanliness and safety. The district safety committee meets regularly and is active in looking at ways to increase the safety of our students. The installation of a buzzer and camera system at the main doors was completed prior to the start of the 2016/2017 school year and was updated in the Fall of 2024. Between 2021-2023, we installed an electronic key card system on our Multi-Purpose room, our Lew Foster Building, and on our Kindergarten Room. This allows for quicker building access in the event of a lockdown or other emergency. The installation of new fencing and a locked gate was installed at east side of the campus in the fall of 2019. All exterior doors have windows or peep holes through which staff members can assess the threat related to anyone knocking on the door. Each staff member has a radio, and the school conducts weekly communication checks to make sure the radios are operating and the staff members are using them correctly. At the beginning of the school year staff is given a refresher ALICE course dealing specifically with an active shooter situation. This year we have implemented a Student Threat Assessment and Management System, which is consistent throughout the district. This system will allow us to better investigate and determine the level of threat a situation is at.

D. Other SARC Information Information Required in the SARC

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

2022-23 Elementary Average Class Size and Class Size Distribution

This table displays the 2022-23 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per class). The "Other" category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	18	10	0	0
1	16	17	0	0
2	21	4	17	0
3	19	8	16	0
4	14	24	2	0
5	20	10	22	0
6	0	0	0	0
Other	10	12	0	0

2023-24 Elementary Average Class Size and Class Size Distribution

This table displays the 2023-24 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per class). The "Other" category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	20	6	0	0
1	18	15	0	0
2	25	0	10	0
3	20	5	18	0
4	19	11	12	0
5	25	1	18	0
6	0	0	0	0
Other	5	5	0	0

2024-25 Elementary Average Class Size and Class Size Distribution

This table displays the 2024-25 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per class). The "Other" category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	15	6		
1	19	15		
2	20	2	10	
3	15	16		
4	22	4	22	
5	18	28		
Other	12	10		

2024-25 Ratio of Pupils to Academic Counselor

This table displays the ratio of pupils to Academic Counselor. One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Title	Ratio
Pupils to Academic Counselor	0

2024-25 Student Support Services Staff

This table displays the number of FTE support staff assigned to this school. One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. The "Other" category is for all other student support services staff positions not listed.

Title	Number of FTE Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	
Social Worker	
Nurse	
Speech/Language/Hearing Specialist	
Resource Specialist (non-teaching)	
Other	

Fiscal Year 2023-24 Expenditures Per Pupil and School Site Teacher Salaries

This table displays the 2023-24 expenditures per pupil and average teacher salary for this school. Cells with N/A values do not require data.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	9,934	2,813	7,121	68,132
District	N/A	N/A	11,529	\$67,742
Percent Difference - School Site and District	N/A	N/A	-47.3	8.3
State	N/A	N/A	\$11,146	\$86,335
Percent Difference - School Site and State	N/A	N/A	-40.8	-14.4

Fiscal Year 2024-25 Types of Services Funded

Specialized Resource Staff: Modoc Joint Unified School District and Modoc County Office of Education and other Modoc County agencies work together to provide social-workers, speech and hearing specialists, school psychologists, nurses, and technology specialists. These specialists work on an as-needed basis at Alturas Elementary School and other schools in our district. We are concentrating on improving students' achievement through a variety of programs, including AVID, Accelerated Reader, small group instruction, Instructional aide support, and tutoring opportunities. These programs are offered during the school day and after school. Our staff welcomes parent input and communicates with parents regularly via the web-based app, phone, email, student planners, and school newsletters.

Academic Guidance Counselors: A district counselor is available at the request of teachers or parents. In all schools, classroom teachers may counsel students. A school site, district, or county counselor is also available, and the school principal may serve as a counselor also.

Fiscal Year 2024-25 Types of Services Funded

Gifted and Talented Education: Teachers accommodate gifted and talented students in their classroom by increasing the pace of their learning. Sometimes students move up a grade in their academic area of strength but stay with their own grade for other subjects. Teachers may frequently work with the individual student.

Special Education Program: An Education Specialist is available daily for special needs students. We also provide special education resource aides as needed. Students with Individualized Education Programs (IEPs) receive accommodations in the classroom according to their needs. The Modoc County Office of Education provides psychological and speech services as needed.

English Learner Program: All our teachers are certified to teach English learners and these strategies are embedded into all classes. We offer a small group ELD pullout model during the school day to help any student in need of language acquisition. Staff members use appropriate strategies in all their classes to ensure the English learners have full access to the curriculum. AES encourages the parents of English learners to join our School Site Council, where they can have English translated into Spanish.

Fiscal Year 2023-24 Teacher and Administrative Salaries

This table displays the 2023-24 Teacher and Administrative salaries. For detailed information on salaries, see the CDE Certification Salaries & Benefits web page at <http://www.cde.ca.gov/ds/fd/cs/>.

Category	District Amount	State Average for Districts in Same Category
Beginning Teacher Salary	\$50,999	\$54,773
Mid-Range Teacher Salary	\$69,146	\$78,981
Highest Teacher Salary	\$100,509	\$117,337
Average Principal Salary (Elementary)	\$108,707	\$128,425
Average Principal Salary (Middle)	\$97,482	\$137,947
Average Principal Salary (High)	\$116,590	\$138,809
Superintendent Salary	\$164,700	\$176,162
Percent of Budget for Teacher Salaries	21.05%	24.71%
Percent of Budget for Administrative Salaries	3.33%	5.91%

Professional Development

Each school year, MJUSD re-evaluates its annual focus items. All schools in the district plan teacher workshops accordingly to develop and implement their own focus, based on the district plan. A Professional Learning Committee has been implemented district-wide, with each school working in tandem to articulate goals and practices. The focus is on student learning and the Multi-Tiered System of Supports, including the three domains: 1) Academics, 2) Behavioral, and 3) Social Emotional. AES has an elected Professional Development Team that represents one member per two grade levels. This allows for representation in planning, and dissemination of plans to staff.

Throughout the district, and in each site, teachers meet either with other grade level teachers or by department. Meetings are held nearly weekly, and teachers analyze data, examine and assess student work, and plan goals and assessments. Conference attendance is still a part of professional development, as evidenced by teachers' and administrators' attendance at AVID Summer Institute and other conferences geared toward advancing teacher knowledge of how to help students meet or exceed state standards. Several conferences and trainings that have been attended by various Alturas Elementary staff members or are planned for this year include; Eureka Math, BER Guided Reading Instruction, Capturing Kids Hearts, PBIS,

Professional Development

Trauma Informed Instruction / Care, RESULTS, SIPPS, AVID, Benchmark Advance, Online Tools, and NWEA MAP Data Uses and Intervention Planning.

This table displays the number of school days dedicated to staff development and continuous improvement.

Subject	2023-24	2024-25	2025-26
Number of school days dedicated to Staff Development and Continuous Improvement	27	24	26

Modoc Middle School and High Desert Community Day School

2024-2025 School Accountability Report Card (Published During the 2025-2026 School Year)

General Information about the School Accountability Report Card (SARC)

SARC Overview



By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>
- For more information about the LCFF or the LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fq/aa/lc/>
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest



DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

California School Dashboard



The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

2025-26 School Contact Information

School Name	Modoc Middle School and High Desert Community Day School
Street	906 West Fourth St.
City, State, Zip	Alturas, CA 96101-3716
Phone Number	530-233-7201
Principal	Matt McCandless
Email Address	mmccandless@modoc.k12.ca.us
School Website	http://mms.modoc.k12.ca.us/
Grade Span	6-8
County-District-School (CDS) Code	25735856058697 and 25735852530111

2025-26 District Contact Information

District Name	Modoc Joint Unified
Phone Number	530-233-7201
Superintendent	Rebecca Lewis
Email Address	blewis@modoc.k12.ca.us
District Website	www.modoc.k12.ca.us

2025-26 School Description and Mission Statement

At Modoc Middle School, we provide sixth, seventh, and eighth grade students with a strong district-adopted curriculum in all subject areas. We are concentrating on improving students' achievement through a variety of programs, including AVID, Accelerated Reader, before school, at lunch and after-school tutoring, ELA & Math intervention.. Our staff welcomes parent input and communicates with parents regularly via the phone, email, Google Classroom, and student planners. Chromebooks are available for each student in each class, and we are focusing on integrating technology in all curricular areas. All core curriculum classrooms have interactive Smart Board technology. Every year we use Title I funds to pay for instructional aides, who provide individual assistance in core curriculum. These para-professionals are also available to students before school, at lunch, and after school for extra tutoring and to provide a quiet place to study.

Buildings

Modoc Middle School was built in 1929 and expanded in 1951 and 1959. Energy efficient remodeling was done in 1986. The school has two wings. The east wing has three classrooms in use for 6th graders. The west wing has four classrooms, a library, and a science lab. There are several outside classrooms which house core classes along with art, music and physical education. Special education services are provided in a classroom in the west wing, an outside classroom, and throughout our campus as an inclusion model. There is a multipurpose room equipped with a kitchen where food for the whole district is prepared. This area is also used as a cafeteria, sports/assembly area, and a stage. The office complex is in the west wing. Student restrooms are in both wings. The playground provides basketball hoops and a large area of asphalt, as well as large

2025-26 School Description and Mission Statement

grassy areas for play and sport. Our campus is clean, attractive, safe, and well-maintained.

Library

Modoc Middle School library is utilized for our student library, student store, club meetings, and student hang out. The library is housed in one room that also serves as a meeting and tutoring room. Students are scheduled to visit the library once a week during their English/Language Arts classes. The library's hours vary with the availability of the librarian.

Technology

Modoc Middle School is 1-to-1 with Chromebooks for students; students checking them from a cart in each class. Staff members are incorporating educational apps and Google Classroom into their daily lessons. Students and staff use a variety of software applications and online resources daily, including Microsoft Word, PowerPoint, Excel, Google Classroom, Google Meet, Google sheets, IXL and Kahoot. The Accelerated Reader program encourages students to read independently. All teachers use the district-wide networked Aeries program for attendance and grading.

Homework

Homework provides an opportunity for students to learn responsibility and practice the concepts they've learned in class. Each student is given an AVID binder that includes a student planner, dividers, pencil pouch and paper at the beginning of the school year. Teachers avoid assigning work on Fridays unless the student has makeup work to complete. Students and parents have access to the Aeries.net, a web portal that allows students and parents to check student progress and grades. Teachers post the week's assignments online. Modoc Middle School provides lunch, and after-school tutoring (12:00-12:25 p.m., and 3:00 – 3:30 p.m. in the afternoon).

High Desert Community Day School

HDCDS is an alternative education setting where students receive instruction as well as targeted academic and behavioral support. Upon entry, each student creates a unique set of goals focusing on eventual transition back to the main MMS campus or on to high school.

About this School

2024-25 Student Enrollment by Grade Level

Grade Level	Number of Students
Transitional Kindergarten (TK)	0
Grade 6	49
Grade 7	69
Grade 8	54
Total Enrollment	172

2024-25 Student Enrollment by Student Group

Student Group	Percent of Total Enrollment
Female	48.8
Male	51.2
American Indian or Alaska Native	4.7
Black or African American	1.7
Filipino	0.6
Hispanic or Latino	20.9
Native Hawaiian or Pacific Islander	0.6
Two or More Races	4.7
White	66.3
English Learners	4.1
Foster Youth	1.2
Homeless	3.5
Socioeconomically Disadvantaged	66.3
Students with Disabilities	12.2

A. Conditions of Learning State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

2021-22 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	8.7	77.43	37.9	70.86	234405.2	84
Intern Credential Holders Properly Assigned	0	0	3	5.6	4853	1.74
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	1.3	11.9	3.2	6.01	12001.5	4.3
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	0.9	8.38	5.8	10.82	11953.1	4.28
Unknown/Incomplete/NA	0.2	2.2	3.6	6.72	15831.9	5.67
Total Teaching Positions	11.3	100	53.6	100	279044.8	100

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

2022-23 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	8	77.62	33.2	64.83	231142.4	83.24
Intern Credential Holders Properly Assigned	0	0	2	3.9	5566.4	2
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	1.7	16.81	6.8	13.37	14938.3	5.38
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	0.1	1.34	3.7	7.24	11746.9	4.23
Unknown/Incomplete/NA	0.4	4.13	5.4	10.62	14303.8	5.15
Total Teaching Positions	10.4	100	51.2	100	277698	100

Note: The data in this table is based on FTE status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

2023-24 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	6.7	60.8	29.3	63.45	230039.4	100
Intern Credential Holders Properly Assigned	2.2	20.05	5.7	12.34	6213.8	2.23
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	0.9	8.98	2.9	6.46	16855	6.04
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	0.4	3.81	5.1	11.13	12112.8	4.34
Unknown/Incomplete/NA	0.6	6.17	3	6.61	13705.8	4.91
Total Teaching Positions	11	100	46.2	100	278927.1	100

Note: The data in this table is based on FTE status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Teachers Without Credentials and Misassignments (considered "ineffective" under ESSA)

Authorization/Assignment	2021-22	2022-23	2023-24
Permits and Waivers	0.30	0.8	0
Misassignments	1.00	0.9	0.9
Vacant Positions	0.00	0	0
Total Teachers Without Credentials and Misassignments	1.30	1.7	0.9

Credentialed Teachers Assigned Out-of-Field (considered "out-of-field" under ESSA)

Indicator	2021-22	2022-23	2023-24
Credentialed Teachers Authorized on a Permit or Waiver	0.00	0	0
Local Assignment Options	0.90	0.1	0.4
Total Out-of-Field Teachers	0.90	0.1	0.4

Class Assignments

Indicator	2021-22	2022-23	2023-24
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)	8.3	10.8	16.2
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	6.7	0	7.8

Note: For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>.

2025-26 Quality, Currency, Availability of Textbooks and Other Instructional Materials

All students at MMS are supplied with their own textbook for all core courses, in compliance with textbook sufficiency - board approved in the Fall of each school year.

Year and month in which the data were collected

December 2016

Subject	List of Textbooks and Other Instructional Materials / Indicate if from Most Recent Adoption / Year of Adoption	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Collections for 6th, 7th, 8th grade, Houghton Mifflin Harcourt (2017), DeCoding, Inside ELD	0.0 %
Mathematics	College Preparatory Mathematics - CPM (2015)	0.0 %
Science	Grades 6 - 8: Amplify Science California, Amplify Education Inc. 2025	0.0 %
History-Social Science	Grades 6 - 8: History Alive!, TCI, 2025	0.0 %

Note: Cells with N/A values do not require data.

School Facility Conditions and Planned Improvements

The facilities inspection occurred November 2023. Northern California Schools Insurance Group Risk Control Consultant conducted the inspection and rated the facilities. Monthly, local inspections are conducted by staff and all safety features are addressed immediately. Interior and exterior lighting retrofits have been completed at various locations.

Year and month of the most recent FIT report

October 2025

System Inspected	Rate Good	Rate Fair	Rate Poor	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X			

School Facility Conditions and Planned Improvements

Interior:	X
Interior Surfaces	
Cleanliness:	X
Overall Cleanliness, Pest/Vermin Infestation	
Electrical	X
Restrooms/Fountains:	X
Restrooms, Sinks/ Fountains	
Safety:	X
Fire Safety, Hazardous Materials	
Structural:	X
Structural Damage, Roofs	
External:	X
Playground/School Grounds, Windows/ Doors/Gates/Fences	

Overall Facility Rate

Exemplary	Good	Fair	Poor
X			

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

Statewide Assessments

(i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

The CAASPP System encompasses the following assessments and student participation requirements:

1. **Smarter Balanced Summative Assessments and CAAs for ELA** in grades three through eight and grade eleven.
2. **Smarter Balanced Summative Assessments and CAAs for mathematics** in grades three through eight and grade eleven.
3. **California Science Test (CAST) and CAAs for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).

College and Career Ready

The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

Percentage of Students Meeting or Exceeding the State Standard on CAASPP

This table displays CAASPP test results in ELA and mathematics for all students grades three through eight and grade eleven taking and completing a state-administered assessment.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

ELA and mathematics test results include the Smarter Balanced Summative Assessments and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Subject	School 2023-24	School 2024-25	District 2023-24	District 2024-25	State 2023-24	State 2024-25
English Language Arts/Literacy (grades 3-8 and 11)	28	43	30	37	47	48
Mathematics (grades 3-8 and 11)	13	17	17	23	35	37

2024-25 CAASPP Test Results in ELA by Student Group

This table displays CAASPP test results in ELA by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students	170	169	99.41	0.59	42.60
Female	82	81	98.78	1.22	53.09
Male	88	88	100.00	0.00	32.95
American Indian or Alaska Native	--	--	--	--	--
Asian	0	0	0	0	0
Black or African American	--	--	--	--	--
Filipino	--	--	--	--	--
Hispanic or Latino	40	40	100.00	0.00	25.00
Native Hawaiian or Pacific Islander	--	--	--	--	--

Two or More Races	--	--	--	--	--
White	111	110	99.10	0.90	47.27
English Learners	--	--	--	--	--
Foster Youth	--	--	--	--	--
Homeless	--	--	--	--	--
Military	--	--	--	--	--
Socioeconomically Disadvantaged	85	84	98.82	1.18	26.19
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	18	18	100.00	0.00	0.00

2024-25 CAASPP Test Results in Math by Student Group

This table displays CAASPP test results in Math by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students	170	168	98.82	1.18	17.26
Female	82	80	97.56	2.44	18.75
Male	88	88	100.00	0.00	15.91
American Indian or Alaska Native	--	--	--	--	--
Asian	0	0	0	0	0
Black or African American	--	--	--	--	--
Filipino	--	--	--	--	--
Hispanic or Latino	40	40	100.00	0.00	15.00
Native Hawaiian or Pacific Islander	--	--	--	--	--
Two or More Races	--	--	--	--	--
White	111	109	98.20	1.80	21.10
English Learners	--	--	--	--	--
Foster Youth	--	--	--	--	--

Homeless	--	--	--	--	--
Military	--	--	--	--	--
Socioeconomically Disadvantaged	85	83	97.65	2.35	14.46
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	18	18	100.00	0.00	0.00

CAASPP Test Results in Science for All Students

This table displays the percentage of all students grades five, eight, and High School meeting or exceeding the State Standard.

Science test results include the CAST and the CAA for Science. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated in a science assessment.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Subject	School 2023-24	School 2024-25	District 2023-24	District 2024-25	State 2023-24	State 2024-25
Science (grades 5, 8 and high school)	17.14	22.22	24.36	22.42	30.73	32.33

2024-25 CAASPP Test Results in Science by Student Group

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	55	54	98.18	1.82	22.22
Female	22	21	95.45	4.55	19.05
Male	33	33	100.00	0.00	24.24
American Indian or Alaska Native	--	--	--	--	--
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0
Filipino	0	0	0	0	0
Hispanic or Latino	13	13	100.00	0.00	15.38
Native Hawaiian or Pacific Islander	0	0	0	0	0
Two or More Races	--	--	--	--	--
White	39	38	97.44	2.56	23.68
English Learners	--	--	--	--	--
Foster Youth	--	--	--	--	--
Homeless	--	--	--	--	--
Military	0	0	0	0	0
Socioeconomically Disadvantaged	27	26	96.30	3.70	19.23
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	--	--	--	--	--

B. Pupil Outcomes

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8): Pupil outcomes in the subject area of physical education.

2024-25 California Physical Fitness Test Participation Rates

This table displays the percentage of students participating in each of the five fitness components of the California Physical Fitness Test Results. The administration of the PFT requires only participation results for these five fitness areas. Percentages are not calculated and double dashes (--) appear in the table when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Grade Level	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility
-------------	----------------------------------	--	---	---	-----------------------------

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3): Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site.

2025-26 Opportunities for Parental Involvement

Parents of Modoc Middle School students continue to meet as the Modoc Middle School Community Support Club (CSC). This forum for communication is open to parents, staff, and community members, and participants to help with activities and conduct fundraisers. Our School Site Council meets quarterly to update our site plan, approve state and federal categorical budget items, and evaluate the effectiveness of those expenditures. We regularly send out newsletters, keep our website and Google calendar updated with upcoming activities, post to the Modoc Middle School Facebook page, and send phone callers and text messages to families with any pertinent information. We host a Back-to-School Night in the fall and an Open House in the spring. Modoc Middle School staff members encourage parents to monitor their children's academic progress closely by contacting staff via email and regularly accessing the Aeries.net program. Modoc Middle School sends a progress report home two times a quarter – totaling eight progress reports yearly in addition to four regular report cards. The AVID program also provides multiple events and opportunities for parents to attend events in support of their student's education. To find out how you can volunteer at our school, please contact the school secretary at (530) 233-7201, extension 301.

2024-25 Chronic Absenteeism by Student Group

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	179	177	26	14.7
Female	87	86	13	15.1
Male	92	91	13	14.3
Non-Binary	--	--	--	--
American Indian or Alaska Native	--	--	--	--
Asian	--	--	--	--
Black or African American	--	--	--	--
Filipino	--	--	--	--
Hispanic or Latino	41	40	8	20.0
Native Hawaiian or Pacific Islander	--	--	--	--
Two or More Races	--	--	--	--
White	115	115	14	12.2
English Learners	--	--	--	--
Foster Youth	--	--	--	--
Homeless	--	--	--	--
Socioeconomically Disadvantaged	129	127	24	18.9
Students Receiving Migrant Education Services	--	--	--	--
Students with Disabilities	23	23	4	17.4

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

C. Engagement

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

Suspensions and Expulsions

This table displays suspensions data.

Suspensions								
School 2022-23	School 2023-24	School 2024-25	District 2022-23	District 2023-24	District 2024-25	State 2022-23	State 2023-24	State 2024-25
35.78	27.7	8.38	13.84	13.04	3.1	3.6	3.28	2.94

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

This table displays expulsions data.

Expulsions								
School 2022-23	School 2023-24	School 2024-25	District 2022-23	District 2023-24	District 2024-25	State 2022-23	State 2023-24	State 2024-25
0	0	0	0.11	0.12	0	0.08	0.07	0.06

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

2024-25 Suspensions and Expulsions by Student Group

Student Group	Suspensions Rate	Expulsions Rate
All Students	8.38	0.00
Female	2.30	0.00
Male	14.13	0.00
Non-Binary	0.00	0.00
American Indian or Alaska Native	0.00	0.00
Asian	0.00	0.00
Black or African American	0.00	0.00
Filipino	0.00	0.00
Hispanic or Latino	9.76	0.00
Native Hawaiian or Pacific Islander	0.00	0.00
Two or More Races	0.00	0.00
White	7.83	0.00
English Learners	0.00	0.00
Foster Youth	0.00	0.00
Homeless	0.00	0.00
Socioeconomically Disadvantaged	10.08	0.00
Students Receiving Migrant Education Services	0.00	0.00
Students with Disabilities	26.09	0.00

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

2025-26 School Safety Plan

Teachers, administrators, and other staff are highly visible on the campus before, during, and after school hours. There is a schedule in place for specific supervision before school, during break, and during lunch. All visitors to the campus are closely monitored; signs at both front entrances direct them to report to the main office to sign in and be given a visitor's pass. Upon entrance to the campus, all doors are locked and monitored by a camera system to ensure the safety of guests admitted onto campus. The school safety plan is reviewed yearly and monthly checks for classroom safety conditions are conducted by classroom teachers. MMS holds fire drills monthly and earthquake drills twice per year. As a school, MMS practices two lockdown drills every year. All classrooms are equipped with telephones. All staff carry a hand held radio at all times. The school has a close working relationship with local law enforcement agencies and have a School Resource Officer that serves the MJUSD campuses. Student discipline in alignment with PBIS (positive behavior intervention supports) is a school-wide focus. Staff handles classroom minor offenses and sends major discipline referrals to the office, where either the principal or administrative assistant chooses a course of action in accordance to our district adopted discipline matrix/policy. Our school follows district guidelines for suspension and expulsion under California Education Code Section 48900. Options available to the administration include after-school community service, requiring parents to accompany their children at school, in-school suspensions, out-of-school suspensions, after-school detentions, and expulsion. Good citizenship is recognized through award assemblies, report cards, and the PBIS (Positive Behavior Intervention Supports) program. Expulsion is the most serious consequence we can impose. Expelled students are removed from the school for an entire semester, school year, or permanently.

2022-23 Secondary Average Class Size and Class Size Distribution

This table displays the 2022-23 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	15	11	2	0
Mathematics	16	5	3	0
Science	21	2	4	0
Social Science	21	3	3	0

2023-24 Secondary Average Class Size and Class Size Distribution

This table displays the 2023-24 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	16	6	2	
Mathematics	17	7	1	
Science	25	4	4	1
Social Science	22	4	2	

2024-25 Secondary Average Class Size and Class Size Distribution

This table displays the 2024-25 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	15	8	1	
Mathematics	18	6	1	
Science	18	6	2	
Social Science	21	3	3	

2024-25 Ratio of Pupils to Academic Counselor

This table displays the ratio of pupils to Academic Counselor. One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Title	Ratio
Pupils to Academic Counselor	0

2024-25 Student Support Services Staff

This table displays the number of FTE support staff assigned to this school. One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. The "Other" category is for all other student support services staff positions not listed.

Title	Number of FTE Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	
Social Worker	
Nurse	
Speech/Language/Hearing Specialist	
Resource Specialist (non-teaching)	
Other	1

Fiscal Year 2023-24 Expenditures Per Pupil and School Site Teacher Salaries

This table displays the 2023-24 expenditures per pupil and average teacher salary for this school. Cells with N/A values do not require data.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	10,752	3,388	7,364	69,512
District	N/A	N/A	11,529	\$67,742
Percent Difference - School Site and District	N/A	N/A	-44.1	10.3
State	N/A	N/A	\$11,146	\$86,335
Percent Difference - School Site and State	N/A	N/A	-37.6	-12.4

Fiscal Year 2024-25 Types of Services Funded

Specialized Resource Staff: Modoc Joint Unified School District and Modoc County Office of Education and other Modoc County agencies to provide social-workers, speech and hearing specialists, school psychologists, nurses, behavior coaches, and technology specialists. These specialists work on an as-needed basis at Modoc Middle School and other schools in our district. We are concentrating on improving students' achievement through a variety of programs, including AVID Bridges, AVID, elective courses, Accelerated Reader, ELA/math Intervention, Power Morning, small math classes with extra Instructional Aide support, and tutoring opportunities. These programs are offered during the school day, before and after school. Our staff welcomes parent input and communicates with parents regularly via the web-based app, phone, email, student planners, and school newsletters.

Academic Guidance Counselors: A district counselor is available at the request of teachers or parents. In all schools, classroom teacher/support staff may counsel students. A school site, district, or county counselor is also available, and the school principal may serve as a counselor also.

Gifted and Talented Education: Teachers accommodate gifted and talented students in their classroom by increasing the pace of their learning. Sometimes students move up a grade in their academic area of strength but stay with their own grade for other subjects. In small schools, teachers may frequently work with the individual student.

Special Education Program: A MJUSD Specialist is available daily for special needs students. The district provides special education resource aide hours as needed. Students with Individualized Education Programs (IEPs) receive accommodations in the classroom according to their needs. The Modoc County Office of Education provides psychological and speech services as needed.

English Learner Program: All our teachers are certified to teach English learners and these strategies are embedded into all classes. We offer a Core Support class during the school day to help any student in need of language acquisition. Staff members use appropriate strategies in all their classes to ensure the English learners have full access to the curriculum. MMS encourages the parents of English learners to join our School Site Council, where they can have English translated into Spanish.

Fiscal Year 2023-24 Teacher and Administrative Salaries

This table displays the 2023-24 Teacher and Administrative salaries. For detailed information on salaries, see the CDE Certification Salaries & Benefits web page at <http://www.cde.ca.gov/ds/fd/cs/>.

Category	District Amount	State Average for Districts in Same Category
Beginning Teacher Salary	\$50,999	\$54,773
Mid-Range Teacher Salary	\$69,146	\$78,981
Highest Teacher Salary	\$100,509	\$117,337
Average Principal Salary (Elementary)	\$108,707	\$128,425
Average Principal Salary (Middle)	\$97,482	\$137,947
Average Principal Salary (High)	\$116,590	\$138,809
Superintendent Salary	\$164,700	\$176,162
Percent of Budget for Teacher Salaries	21.05%	24.71%
Percent of Budget for Administrative Salaries	3.33%	5.91%

Professional Development

Annually, MJUSD re-evaluates its annual focus items. All schools in the district plan teacher workshops accordingly to develop and implement their own focus, based on the district plan. A Professional Learning Committee has been implemented district-wide, with each school working to articulate goals and practices. The focus is on student academics and school climate/culture. Throughout the district, and in each site, teachers meet either with other grade level teachers, by department and as an entire staff. Meetings are held weekly; each Wednesday, students are released early to provide extra time for staff Professional Learning Committees. In these meetings, teachers analyze data, examine and assess student work, plan goals and assessments, and work towards implementing the Common Core State Standards, AVID methods and strategies, PBIS, and Capturing Kids Hearts strategies. Conference attendance is still a part of professional development, but the major focus at MJUSD is in-house development.

This table displays the number of school days dedicated to staff development and continuous improvement.

Subject	2023-24	2024-25	2025-26
Number of school days dedicated to Staff Development and Continuous Improvement	27	24	26

Modoc High School and Warner Continuation High School

2024-2025 School Accountability Report Card (Published During the 2025-2026 School Year)

General Information about the School Accountability Report Card (SARC)

SARC Overview



By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>
- For more information about the LCFF or the LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fq/aa/lc/>
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest



DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

California School Dashboard



The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

2025-26 School Contact Information

School Name	Modoc High School and Warner Continuation High School
Street	900 N. Main Street
City, State, Zip	Alturas, CA 96101
Phone Number	530-233-7201
Principal	Kristen Budmark
Email Address	kbudmark@modoc.k12.ca.us
School Website	
Grade Span	9-12
County-District-School (CDS) Code	25735852535409 and 25735852530020

2025-26 District Contact Information

District Name	Modoc Joint Unified School District
Phone Number	5302337201
Superintendent	Rebecca Lewis
Email Address	blewis@modoc.k12.ca.us
District Website	www.modoc.k12.ca.us

2025-26 School Description and Mission Statement

The present facility of Modoc High School was constructed in 1939 and remains an educational and social hub for the community of Alturas. Modoc High School services a community of approximately 3,000 people and a county of about 9,000. While we are small and remote, our students have many of the same educational opportunities that large schools offer, as well as some they cannot.

Currently, Modoc High School serves approximately 251 students in grades nine through twelve. Modoc High School has a strong academic core curriculum of English/language arts, social science, science, and mathematics. We generally offer Advanced Placement (AP) classes in calculus and art. We began offering college course as dual enrollment or on-line in 2014, in which students can earn both high school and college credits. This program has grown dramatically, and MHS students collectively earn several hundred college credits annually. For a small school, we offer a wide variety of electives, including agriculture, visual art, music (instrumental & vocal), Spanish, drafting, welding and woodshop. Graduates from Modoc High School have been accepted into military academies, the University of California system, the California State University system, out-of-state universities, Ivy League schools, and a variety of junior colleges and technical schools. Every year several graduates proudly serve our country in the military. Athletic activities at Modoc High School are diverse and always competitive. Though the Griswold Gymnasium, named after legendary coach Wally Griswold, was built in 1974, it continues to function as a state-of-the-art facility. Our maintenance department does an excellent job of maintaining our grounds and our practice and game fields are in game-day condition on a year-round basis. We welcome and invite students, parents, and visitors to visit our campus.

Buildings and Grounds:

Our main building was built in 1939 and is well maintained, housing two offices; 15 classrooms; including two science labs; a library with computer stations; a computer lab; a multipurpose room used for cafeteria and community/student events; and student restrooms. Additional buildings provide classrooms for resource for students in agriculture, welding, milling and PE. The gymnasium serves for instruction, athletics, and for community events. There are two large fields, which serve also for instruction, athletics, and community events. We have 21st century science wing, and have nearly completed our remodeling of the south wing. New bleachers have been installed at the football field and boilers have been modernized. Our heat source

2025-26 School Description and Mission Statement

utilizes geothermal heat. Two custodians keep the facilities clean. Each classroom is cleaned every day. District maintenance picks up litter, removes graffiti, and maintains landscaping on a regular weekly schedule.

Library:

The MHS Library has evolved into one of the hubs of our campus. It offers a library that holds approximately 4,000 volumes and 24 Internet-connected computer stations, which serve individual students and classes as a computer lab. The library is open for teacher and classroom use when scheduled and we continue to add reading materials to the inventory on a yearly basis. It is also home to our teacher-led study groups on Monday, Tuesday and Wednesday and staffed with AP Calculus tutors for mathematics assistance. Staff meetings and class parent meetings are also held here, as are staff celebrations. WCHS has a classroom library and students are able to check out books from the MHS library, as well.

The Strength & Conditioning Center:

Formerly the weight room, our SCC was gutted, redesigned and re-opened in August of 2023. After much MJUSD staff, student, parent and community involvement, the MJUSD Board of Trustees voted to move forward with this healthy lifestyle center. Home to top notch exercise equipment from treadmills, to free weights, to resistance training equipment, the SCC allows our students and district staff to develop and maintain a healthy lifestyle. We continue adding equipment to the space that will benefit our students and MJUSD staff members.

Computers:

Students have access to 320 Chromebooks and more than a dozen iPads. All classrooms and the entire site are connected to the Internet. Teachers use the AERIES program to keep attendance, track grades, and communicate with parents. Google Classroom and several other on-line programs are used regularly as instructional tools. Computers are also used extensively to design materials for their students. All of our teachers use email as a communication tool with other staff, parents, and colleagues.

MJUSD Governing Board Core Priorities are as follows: To empower staff to ensure all students are mastering the building blocks of learning in the core areas of mathematics, reading, and writing. To ensure that all students have the right to learn in an environment free of disruptions. And, a healthy lifestyle leads to a happy life.

MHS Vision Statement:

Using the MJUSD Governing Board's Core Priorities as the catalyst, the Modoc High School Vision Statement is as follows: MHS provides opportunities for students to become confident, empathetic, responsible citizens who have the perseverance to succeed. WE ARE: Bold; Resilient; Academically Strong; Virtuous; Empathetic; and Skilled. (BRAVES)

MODOC JOINT UNIFIED SCHOOL DISTRICT MISSION STATEMENT

The mission of the Modoc Joint Unified School district is to provide a quality education by leading, assisting, and motivating all students to establish and achieve goals to become responsible and productive citizens.

WARNER HIGH SCHOOL MISSION STATEMENT

Warner Continuation High School will establish and maintain a successful, safe, and secure learning environment in which a positive self image is of the utmost importance. Students are exposed to an educational program where life enhancing experience can occur in a positive, rewarding, and supportive atmosphere.

The present facility of Warner High School was constructed in the 1980s. Our student population varies from year to year, but instruction is individualized to each student's needs, in order to provide the best possible education. While we are small and remote, our students have the same basic same educational opportunities that large schools offer. Warner High School provides the same academic core curriculum of English/language arts, social science, science, and mathematics as our traditional high school. All students are afforded the opportunity to complete all of their core course work, electives, and physical education through traditional text, instruction based programs, or a comprehensive internet based curriculum. The online component of Warner High School is Common Core aligned and is updated to meet new common core curriculum standards. Warner Continuation High School (WCHS) serves students in grades ten through twelve (Must be 16) and provides an alternative educational environment to students who are unsuccessful in the traditional environment or who need specialized schedules. Warner Continuation High School is staffed by one teacher who individualizes instruction, one instructional aide, a Wellness Assistant and school services specialist.

Buildings: The school is housed in a spacious building in close proximity to the high school. The building also houses other alternative education programs. Appropriate restroom facilities are provided. A custodian cleans the site daily, when students are present. **Library** - Students at Warner High School have an well-stocked library housed in a comfortable space. **Library**

2025-26 School Description and Mission Statement

materials from the comprehensive high school are available upon request. Computers - There is one computer station for the instructor and a stocked chromebook cart. The site is also equipped with appropriate peripheral equipment enabling students to use the most modern technical applications in their work. The school is connected to the internet through the district's network. As in all schools, the instructor has a computer and uses the same networked programs to track attendance and grades, as well as communicate with parents. Average Class Sizes The average class size varies, but the maximum enrollment is 20.

Discipline: Students are disciplined according to the district conduct guidelines. The instructor establishes classroom behavior expectations and consequences during the first week of school. Some students enter Warner High School with a Student Behavior Contract. This contract is agreed upon by the student, parent(s), instructor, and appropriate administrator. Returning students to the traditional setting is a goal for WCHS. Students on both sites who are on behavior contracts are monitored by the assistant principal, teaching staff and Wellness Assistant (WCHS).

Homework: Students may elect to work at home, but don't have to if academic responsibilities are completed during the day.

Schedule: Warner Continuation High School is in attendance from 8-11:20 AM.

About this School

2024-25 Student Enrollment by Grade Level

Grade Level	Number of Students
Transitional Kindergarten (TK)	0
Grade 9	78
Grade 10	56
Grade 11	62
Grade 12	49
Total Enrollment	245

2024-25 Student Enrollment by Student Group

Student Group	Percent of Total Enrollment
Female	46.5
Male	51.8
Non-Binary	1.6
American Indian or Alaska Native	8.2
Asian	0.8
Black or African American	2
Filipino	0.4
Hispanic or Latino	18.4
Native Hawaiian or Pacific Islander	0.4
Two or More Races	5.7
White	63.7
English Learners	0.8
Foster Youth	0.8
Homeless	1.6
Socioeconomically Disadvantaged	64.1
Students with Disabilities	9.8

A. Conditions of Learning State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

2021-22 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	10.6	66.44	37.9	70.86	234405.2	84
Intern Credential Holders Properly Assigned	0	0	3	5.6	4853	1.74
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	0.8	5.35	3.2	6.01	12001.5	4.3
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	4.3	27.33	5.8	10.82	11953.1	4.28
Unknown/Incomplete/NA	0.1	0.75	3.6	6.72	15831.9	5.67
Total Teaching Positions	16	100	53.6	100	279044.8	100

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

2022-23 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	9.7	64.05	33.2	64.83	231142.4	83.24
Intern Credential Holders Properly Assigned	0	0	2	3.9	5566.4	2
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	3	19.79	6.8	13.37	14938.3	5.38
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	1.8	11.94	3.7	7.24	11746.9	4.23
Unknown/Incomplete/NA	0.6	4.16	5.4	10.62	14303.8	5.15
Total Teaching Positions	15.1	100	51.2	100	277698	100

Note: The data in this table is based on FTE status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

2023-24 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	9.5	60.88	29.3	63.45	230039.4	100
Intern Credential Holders Properly Assigned	0.9	6.32	5.7	12.34	6213.8	2.23
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	0	0	2.9	6.46	16855	6.04
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	3.6	23.1	5.1	11.13	12112.8	4.34
Unknown/Incomplete/NA	1.5	9.57	3	6.61	13705.8	4.91
Total Teaching Positions	15.6	100	46.2	100	278927.1	100

Note: The data in this table is based on FTE status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Teachers Without Credentials and Misassignments (considered "ineffective" under ESSA)

Authorization/Assignment	2021-22	2022-23	2023-24
Permits and Waivers	0.80	3	0
Misassignments	0.00	0	0
Vacant Positions	0.00	0	0
Total Teachers Without Credentials and Misassignments	0.80	3	0

Credentialed Teachers Assigned Out-of-Field (considered "out-of-field" under ESSA)

Indicator	2021-22	2022-23	2023-24
Credentialed Teachers Authorized on a Permit or Waiver	0.00	0	0.6
Local Assignment Options	4.30	1.8	2.9
Total Out-of-Field Teachers	4.30	1.8	3.6

Class Assignments

Indicator	2021-22	2022-23	2023-24
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)	0	0	0
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	0	0	5.7

Note: For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>.

2025-26 Quality, Currency, Availability of Textbooks and Other Instructional Materials

Year and month in which the data were collected

September 2023

Subject	List of Textbooks and Other Instructional Materials / Indicate if from Most Recent Adoption / Year of Adoption	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Grades 9-11: Holt, 2009, Language Arts and Literature 9th Grade English: Novels: Alan Gratz Refugee, John Steinbeck's Of Mice and Men, Harper Lee's To Kill a Mockingbird, and Supplemental: Plato's Republic (Selections), Assorted Greek Mythology, Actively Learn and Common Lit Textbook: Holt Literature and Language Arts for 9th Grade (California Edition) 10th Grade: Novels: Something Wicked This Way Comes by Ray Bradbury, Macbeth by Shakespeare, and The Book Thief by Mark Zusak Textbook: Holt Literature and Language Arts for 9th Grade (California Edition) 11th Grade English: Novels: Mark Twain's The Adventures of Huckleberry Finn, F. Scott Fitzgerald's The Great Gatsby, Zora Neal Hurston's Their Eyes Were Watching God, and O'Brien's The Things They Carried Supplemental: Jonathan Edwards' Sinners in the Hands of an Angry God, Edgar A. Poe Short Stories (Selected), Nellie Bly's Ten Days in Madhouse, Actively Learn and Common Lit Grade 12: ERWC curriculum from the CSU system Novels: Animal Farm by George Orwell, Fahrenheit 451 by Ray Bradbury Grades 9-12: Various short stories and informational texts Accellus Online Learning/Credit Recovery Platform	0

Mathematics

Core Connections: Algebra I, Algebra II and Geometry,
College Preparatory Mathematics for Algebra I, II and Geometry,
2013
Trigonometry, Prentice Hall, 2002, Trigonometry
Statistics, Yates, Moore, McCabe, 1999, The Practice of
Statistics
Accelus Online Learning/Credit Recovery Platform

0

Science

Biology, Prentice Hall, 2007, Biology
AP Biology, Pearson Education, 2005, AP Biology 7th Ed.
Chemistry, Prentice Hall, 2000, Chemistry 5th Ed.
Life Science, Prentice Hall, 2006, Exploring Life
Earth Science, Prentice Hall, 2006, California Earth Science
Physics, Prentice Hall, 2003, Physics 5th Ed.
Human Anatomy & Physiology, Pearson Education, 2010,
Human Anatomy &
Physiology, July 2013
Introduction to Veterinary Science, Delmar Cengage Learning,
2nd
Edition, 2009. Small and Large Animal Science
Accellus Online Learning/Credit Recovery Platform

0

History-Social Science

Geography, Prentice Hall, 2003, Building a Global Perspective
World History, McDougall Littell, 1999, Patterns of Interaction
US History, Prentice Hall, America Pathways to the Present
Government, MacGruder, 2004, American Government
Economics, Prentice Hall, 2005, Economics Principals in Action
Accellus Online Learning/Credit Recovery Platform

0

Foreign Language

Realidades 1
Publisher : Prentice Hall; First Edition (January 1, 2006)
Language : Spanish
Hardcover : 513 pages
ISBN-10 : 0131340913
ISBN-13 : 978-0131340916

0

Realidades 2
Publisher : Pearson Prentice Hall; Student edition (January 1,
2006)
Language : Spanish
Hardcover : 561 pages
ISBN-10 : 0131340921
ISBN-13 : 978-0131340923

Realidades 3
Publisher : Pearson Prentice Hall; New title edition (January 1,
2004)
Language : Spanish
Hardcover : 562 pages
ISBN-10 : 0130359688
ISBN-13 : 978-0130359681

All digital content taken directly from textbooks transitioned to
Google Classroom assignments and pdfs.

Brandon Brown Quiere un Perro by Carol Gaab

Language : English
ISBN-10 : 1935575945
ISBN-13 : 978-1935575948

Publisher : MCDUGAL LITTEL; 2nd Printing edition (January 1, 1997)
 Language English, Spanish
 Hardcover : 624 pages
 ISBN-10 : 0669433284
 ISBN-13 : 978-0669433289

Assorted supplemental reading materials and activities
 Accelus Online Learning/Credit Recovery Platform

Health

Health, Prentice Hall, 2007, Health
 Accelus Online Learning/Credit Recovery Platform

0

Science Laboratory Equipment (grades 9-12)

Various lab equipment that addresses both physical and life sciences

Note: Cells with N/A values do not require data.

School Facility Conditions and Planned Improvements

The buildings and grounds at Modoc High School are clean, well-maintained, and in excellent repair. Remodeling was finished in the main building's south wing in August 2011. Classrooms in the outlying buildings are older, but well-maintained. The gymnasium is a modern facility, and all grounds are kept clean, well groomed and fenced. Decreased budgets have inhibited major improvement projects, however, we continue with our excellent maintenance mode. Interior and exterior lighting retrofits have been completed at various locations. Blacktop replacement scheduled for 2018/2019 at various locations has been changed to 2019/2020. Geothermal heating retrofit has been completed.

The facilities inspection occurred October 2019. Northern California Schools Insurance Group Risk Control Consultant conducted the inspection and rated the facilities. The next inspection will occur in two years. Monthly local inspection is conducted by staff and all safety features are addressed immediately.

Year and month of the most recent FIT report

October 2025

System Inspected	Rate Good	Rate Fair	Rate Poor	Repair Needed and Action Taken or Planned
Systems:	X			
Gas Leaks, Mechanical/HVAC, Sewer				
Interior:	X			
Interior Surfaces				
Cleanliness:	X			
Overall Cleanliness, Pest/Vermin Infestation				
Electrical	X			
Restrooms/Fountains:	X			
Restrooms, Sinks/ Fountains				
Safety:	X			
Fire Safety, Hazardous Materials				
Structural:	X			
Structural Damage, Roofs				
External:	X			
Playground/School Grounds, Windows/ Doors/Gates/Fences				

Overall Facility Rate

Exemplary

Good

Fair

Poor

X

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

Statewide Assessments

(i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

The CAASPP System encompasses the following assessments and student participation requirements:

1. **Smarter Balanced Summative Assessments and CAAs for ELA** in grades three through eight and grade eleven.
2. **Smarter Balanced Summative Assessments and CAAs for mathematics** in grades three through eight and grade eleven.
3. **California Science Test (CAST) and CAAs for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).

College and Career Ready

The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

Percentage of Students Meeting or Exceeding the State Standard on CAASPP

This table displays CAASPP test results in ELA and mathematics for all students grades three through eight and grade eleven taking and completing a state-administered assessment.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

ELA and mathematics test results include the Smarter Balanced Summative Assessments and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Subject	School 2023-24	School 2024-25	District 2023-24	District 2024-25	State 2023-24	State 2024-25
English Language Arts/Literacy (grades 3-8 and 11)	38	41	30	37	47	48
Mathematics (grades 3-8 and 11)	13	20	17	23	35	37

2024-25 CAASPP Test Results in ELA by Student Group

This table displays CAASPP test results in ELA by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students	60	59	98.33	1.67	40.68
Female	30	30	100.00	0.00	46.67
Male	28	27	96.43	3.57	33.33
American Indian or Alaska Native	--	--	--	--	--
Asian	0	0	0	0	0
Black or African American	--	--	--	--	--
Filipino	0	0	0	0	0
Hispanic or Latino	13	12	92.31	7.69	33.33
Native Hawaiian or Pacific Islander	0	0	0	0	0

Two or More Races	--	--	--	--	--
White	40	40	100.00	0.00	42.50
English Learners	0	0	0	0	0
Foster Youth	--	--	--	--	--
Homeless	0	0	0	0	0
Military	0	0	0	0	0
Socioeconomically Disadvantaged	28	27	96.43	3.57	29.63
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	--	--	--	--	--

2024-25 CAASPP Test Results in Math by Student Group

This table displays CAASPP test results in Math by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students	60	59	98.33	1.67	20.34
Female	30	30	100.00	0.00	16.67
Male	28	27	96.43	3.57	25.93
American Indian or Alaska Native	--	--	--	--	--
Asian	0	0	0	0	0
Black or African American	--	--	--	--	--
Filipino	0	0	0	0	0
Hispanic or Latino	13	12	92.31	7.69	33.33
Native Hawaiian or Pacific Islander	0	0	0	0	0
Two or More Races	--	--	--	--	--
White	40	40	100.00	0.00	15.00
English Learners	0	0	0	0	0
Foster Youth	--	--	--	--	--

Homeless	0	0	0	0	0
Military	0	0	0	0	0
Socioeconomically Disadvantaged	28	27	96.43	3.57	14.81
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	--	--	--	--	--

CAASPP Test Results in Science for All Students

This table displays the percentage of all students grades five, eight, and High School meeting or exceeding the State Standard.

Science test results include the CAST and the CAA for Science. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated in a science assessment.

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Subject	School 2023-24	School 2024-25	District 2023-24	District 2024-25	State 2023-24	State 2024-25
Science (grades 5, 8 and high school)	24.04	22.64	24.36	22.42	30.73	32.33

2024-25 CAASPP Test Results in Science by Student Group

To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	109	108	99.08	0.92	22.22
Female	48	48	100.00	0.00	22.92
Male	59	58	98.31	1.69	22.41
American Indian or Alaska Native	--	--	--	--	--
Asian	0	0	0	0	0
Black or African American	--	--	--	--	--
Filipino	0	0	0	0	0
Hispanic or Latino	21	20	95.24	4.76	15.00
Native Hawaiian or Pacific Islander	--	--	--	--	--
Two or More Races	--	--	--	--	--
White	69	69	100.00	0.00	21.74
English Learners	0	0	0	0	0
Foster Youth	--	--	--	--	--
Homeless	--	--	--	--	--
Military	0	0	0	0	0
Socioeconomically Disadvantaged	55	54	98.18	1.82	18.52
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	--	--	--	--	--

2024-25 Career Technical Education Programs

Career technical education at Modoc High School includes three instructors who deliver industry-standard curriculum within the areas of Engineering and Design, Building Trades and Construction, Agriculture, and Technology. These courses currently provide eight pathways within which students enroll in introductory courses and move through a sequence of courses, including an opportunity for extracurricular competitive events and public displays. This provides students with high quality instruction across several avenues which meet the needs of Modoc Joint Unified School District students. Courses include the following: Introduction to Industrial Technologies, a combination of beginning wood, welding, and drafting, Companion Animal Science; Agriculture Life Science; Agriculture Leadership; Agriculture Mechanics; Agriculture Business; Agriculture Biology; Agriculture Floral Design; Horticulture; Agriculture Biology; Agriculture Senior Seminar; Agriculture Veterinary Science; Agriculture Food Science; Advanced Welding; Advanced Wood, Mechanical Form and Design, Advanced Mechanical Form and Design.

Program Pathways and Sequences: Agriculture Business- Ag Business+ Ag Leadership+Adv. Ag Leadership; Ornamental Horticulture-Ag Floral Design 1 + Ag floral 2; Welding and Materials Joining: Beginning Welding + Advanced Welding Residential and Commercial Construction- Intro to IT + Advanced Carpentry; Cabinetry, Millwork, & Woodworking- Woodworking + Adv. Cabinetry; Food Dietetics, & Nutrition- Ag food Science I + Ag Food Science II; Manufacturing & Forming Technologies-Mech Form & Design + Advanced Mech Form & Design

Our Ag/CTE Advisory Committee consists of: School Reps Dominique DeMoss & Holly Silvey; Industries Represented:

2024-25 Career Technical Education Programs

Farming, Ranching, Animal Science/Vet Medicine, Metal Working

We also added a Career Navigator who assists students in their selection of CTE classes and in making industry/career connections off campus.

WCHS students have the opportunity to earn their way into CTE classes at MHS based on academic credits, behavior, current grades and scheduling constraints.

2024-25 Career Technical Education (CTE) Participation

Measure	CTE Program Participation
Number of Pupils Participating in CTE	217
Percent of Pupils that Complete a CTE Program and Earn a High School Diploma	41.9
Percent of CTE Courses that are Sequenced or Articulated Between the School and Institutions of Postsecondary Education	66.7

2024-25 Course Enrollment/Completion

This table displays the course enrollment/completion of University of California (UC) and/or California State University (CSU) admission requirements.

UC/CSU Course Measure	Percent
Pupils Enrolled in Courses Required for UC/CSU Admission	97.14
Graduates Who Completed All Courses Required for UC/CSU Admission	23.81

B. Pupil Outcomes

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8): Pupil outcomes in the subject area of physical education.

2024-25 California Physical Fitness Test Participation Rates

This table displays the percentage of students participating in each of the five fitness components of the California Physical Fitness Test Results. The administration of the PFT requires only participation results for these five fitness areas. Percentages are not calculated and double dashes (--) appear in the table when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Grade Level	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility
-------------	----------------------------------	--	---	---	-----------------------------

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3): Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site.

2025-26 Opportunities for Parental Involvement

Modoc High School continues to seek innovative ways to involve our parents in school activities both on and off campus. We invite and encourage parents to be involved and participate in their students' educational experience. With that, parents may join our School Site Council, and/or our Modoc High School Athletic Booster Club at our monthly meetings. We also encourage our parents to attend Student Study Team and Individualized Education Program (IEP) meetings whereby we partner with all educational stakeholders in order to create the best experience possible for our students.

Parents are also encouraged to contact the school regarding their children's progress and get answers for any questions or concerns they may have. We send grade progress reports home every four-five weeks and updated grades are readily available on our Aeries platform. We also feel it is extremely important for parents to attend Back-to-School Night in the fall and Open House in the spring. This allows parents the opportunity to meet and greet, as well as join parent committees and clubs and engage with local organizations and various community resources. We added quarterly parent meetings in 2021-2022 that have served to strengthen the home-school-community connection. We have an active School Site Council and are always recruiting new members. If you would like to be involved, contact Kristen Budmark at 233-7201 ext. 404.

Evening Parent/Student Meetings are held once per quarter and are facilitated by our Leadership Class. Class officers govern the meeting and parents are given the opportunity to receive pertinent information, ask questions, give input, assist with planning/participating in upcoming events and affords them the opportunity to further connect with our school sites. Both students and parents are invited/encouraged to attend these meetings.

MHS Athletics holds parent and student-athlete meetings with each season of sport in order to review the rules, regulations and expectations involved in being an MHS student-athlete, parent and fan. These meetings are mandatory, facilitated by the athletic director and principal and must be attended by a parent/guardian and the student-athlete in order to participate in sports. Bi-weekly grade checks are also required to be completed by our student-athletes and study group attendance is required with with a "D" or an "F" and a parent signature is required for these grades. Yet, another way to bridge the home-school connection in order to facilitate student success.

Warner High School invites parents to volunteer within the school setting and the classroom teacher and instructional aid keep an open line of communication open via telephone, email, parent meetings and and in-person check-ins. Parent conferences are held in the beginning of the school year.

C. Engagement

State Priority: Pupil Engagement

The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school Dropout Rates;
- High school Graduation Rates; and
- Chronic Absenteeism

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)									
Indicator	School 2022-23	School 2023-24	School 2024-25	District 2022-23	District 2023-24	District 2024-25	State 2022-23	State 2023-24	State 2024-25
Dropout Rate	10.9	8.9	0	12.3	11.9	1.9	8.2	8.9	8
Graduation Rate	87	83.9	93.2	86	82.1	92.3	86.2	86.4	87.5

2024-25 Graduation Rate by Student Group (Four-Year Cohort Rate)

This table displays the 2023-24 graduation rate by student group. For information on the Four-Year Adjusted Cohort Graduation Rate (ACGR), visit the CDE Adjusted Cohort Graduation Rate web page at www.cde.ca.gov/ds/ad/acgrinfo.asp.

Student Group	Number of Students in Cohort	Number of Cohort Graduates	Cohort Graduation Rate
All Students	44	41	93.2
Female	18	16	88.9
Male	26	25	96.2
Non-Binary	0.0	0.0	0.0
American Indian or Alaska Native	--	--	--
Asian	0	0	0.00
Black or African American	--	--	--
Filipino	0	0	0.00
Hispanic or Latino	--	--	--
Native Hawaiian or Pacific Islander	--	--	--
Two or More Races	--	--	--
White	27	25	92.6
English Learners	--	--	--
Foster Youth	0.0	0.0	0.0
Homeless	--	--	--
Socioeconomically Disadvantaged	36	33	91.7
Students Receiving Migrant Education Services	0.0	0.0	0.0
Students with Disabilities	--	--	--

For information on the Four-Year Adjusted Cohort Graduation Rate (ACGR), visit the CDE Adjusted Cohort Graduation Rate web page at <https://www.cde.ca.gov/ds/ad/acgrinfo.asp>.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

2024-25 Chronic Absenteeism by Student Group

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	254	253	36	14.2
Female	118	118	17	14.4
Male	132	131	18	13.7
Non-Binary	--	--	--	--
American Indian or Alaska Native	22	21	5	23.8
Asian	--	--	--	--
Black or African American	--	--	--	--
Filipino	--	--	--	--
Hispanic or Latino	49	49	12	24.5
Native Hawaiian or Pacific Islander	--	--	--	--
Two or More Races	14	14	3	21.4
White	159	159	16	10.1
English Learners	--	--	--	--
Foster Youth	--	--	--	--
Homeless	--	--	--	--
Socioeconomically Disadvantaged	171	170	29	17.1
Students Receiving Migrant Education Services	--	--	--	--
Students with Disabilities	28	28	8	28.6

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

C. Engagement

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

Suspensions and Expulsions

This table displays suspensions data.

Suspensions								
School 2022-23	School 2023-24	School 2024-25	District 2022-23	District 2023-24	District 2024-25	State 2022-23	State 2023-24	State 2024-25
10.29	11.52	1.57	13.84	13.04	3.1	3.6	3.28	2.94

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

This table displays expulsions data.

Expulsions								
School 2022-23	School 2023-24	School 2024-25	District 2022-23	District 2023-24	District 2024-25	State 2022-23	State 2023-24	State 2024-25
0	0	0	0.11	0.12	0	0.08	0.07	0.06

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

2024-25 Suspensions and Expulsions by Student Group

Student Group	Suspensions Rate	Expulsions Rate
All Students	1.57	0.00
Female	0.00	0.00
Male	3.03	0.00
Non-Binary	0.00	0.00
American Indian or Alaska Native	4.55	0.00
Asian	0.00	0.00
Black or African American	0.00	0.00
Filipino	0.00	0.00
Hispanic or Latino	2.04	0.00
Native Hawaiian or Pacific Islander	0.00	0.00
Two or More Races	0.00	0.00
White	1.26	0.00
English Learners	0.00	0.00
Foster Youth	0.00	0.00
Homeless	0.00	0.00
Socioeconomically Disadvantaged	2.34	0.00
Students Receiving Migrant Education Services	0.00	0.00
Students with Disabilities	0.00	0.00

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

2025-26 School Safety Plan

Modoc High School staff and administration monitor the school grounds before school, during breaks, and during lunch. Teachers and staff are encouraged to greet their students at the door and engage them before ever entering the classroom. After school, we monitor the exit of students and pay particular attention to the bus loading zone. During passing periods, teachers and administration monitor halls and passing areas and bathrooms. Both sites live by the motto, "If you something, say something," in order to keep our campuses safe and productive.

A continuous review of our safety plan is conducted by the District Safety Team. We are in frequent contact with law enforcement agencies, which willingly provide assistance when needed. They have digital keys, providing full access to our main facilities. Our staff works hard at making it a priority to be alert and observant in order to keep our students safe. Our maintenance crews and monthly maintenance inspections make certain that our facilities are clean, attractive, well-maintained and safe. Staff is trained in ALICE, which provides options to keep students safe, in the event of an intruder. Each school staff member is equipped with a radio and carries it on them at all times. The district has established a Safety Team that reviews its plan and makes recommendations to the superintendent.

Both sites have monthly safety drills with debrief sessions upon completion in order to ensure staff and students are well versed in safety protocols and procedures. In 2022, we installed an intercom system that allows us to communicate to all students and staff anywhere on campus at anytime.

Warner High School's staff and administration monitors school grounds before school, during breaks, and during lunch. A School Resource Officer greets students at the beginning of each session and is actively involved in providing a safe environment and in the development of positive relationships with law enforcement agencies. After school we monitor the exit of students and pay particular attention to the bus stop. A continuous review of our safety plan is conducted by the District Safety Team. We are in frequent contact with law enforcement agencies, which willingly provide assistance when needed. Our staff works hard at making it a priority to be alert and observant in order to keep our students safe. Our maintenance crews and monthly maintenance inspections make certain that our facilities are clean, attractive, well-maintained and safe. Staff is trained in ALICE, which provides options to keep students safe, in the event of an intruder. All staff is equipped with radios and doors are kept locked and shut during school hours.

At MHS, students and visitors must be "buzzed" into the the main buildings via door bell. Office staff are equipped with door bell desk top camera monitors to ensure that only authorized people can enter our buildings. Unfamiliar visitors are greeted at the door by office staff or site administrators and are asked to sign-in and wear a visitor's badge. At WCHS, classroom doors are kept locked and secured at all times and students must knock to gain entry. WCHS parents are required to check-in at the MHS site before gaining entry to their student's classroom.

We also consult with the Modoc County Office of Education Communication and Safety Specialist.

2022-23 Secondary Average Class Size and Class Size Distribution

This table displays the 2022-23 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	13	15	1	0
Mathematics	18	7	3	0
Science	23	1	3	0
Social Science	19	7	1	0

2023-24 Secondary Average Class Size and Class Size Distribution

This table displays the 2023-24 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	18	12	1	
Mathematics	15	11	2	
Science	21	3	2	
Social Science	19	7	2	

2024-25 Secondary Average Class Size and Class Size Distribution

This table displays the 2024-25 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	18	10	3	
Mathematics	17	9	3	
Science	20	3		
Social Science	20	5	3	

2024-25 Ratio of Pupils to Academic Counselor

This table displays the ratio of pupils to Academic Counselor. One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Title	Ratio
Pupils to Academic Counselor	237

2024-25 Student Support Services Staff

This table displays the number of FTE support staff assigned to this school. One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. The "Other" category is for all other student support services staff positions not listed.

Title	Number of FTE Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	1
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	
Social Worker	
Nurse	
Speech/Language/Hearing Specialist	
Resource Specialist (non-teaching)	
Other	

Fiscal Year 2023-24 Expenditures Per Pupil and School Site Teacher Salaries

This table displays the 2023-24 expenditures per pupil and average teacher salary for this school. Cells with N/A values do not require data.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	12,692	2,937	7,364	65,480
District	N/A	N/A	11,529	\$67,742
Percent Difference - School Site and District	N/A	N/A	-44.1	4.3
State	N/A	N/A	\$11,146	\$86,335
Percent Difference - School Site and State	N/A	N/A	-37.6	-18.3

Fiscal Year 2024-25 Types of Services Funded

Specialized Resource Staff: Modoc Joint Unified School District and Modoc County Office of Education and other Modoc County agencies to provide social workers, speech and hearing specialists, school psychologists, nurses and technology specialists. These specialists work on an as-needed basis at our school and most work at more than one school in our district. We are concentrating on improving students' achievement through a variety of programs, including CTE, college and elective courses, teacher support providers, and small class sizes. These programs are offered as elective courses during the school day before and after school and during lunch. Teachers meet with students in the teacher support providers through observations and follow-up meetings. Our staff welcomes parent input and communicates with parents regularly via the phone, email, and social media, meetings and conferences.

Academic Guidance Counselors: An academic counselor is housed at MHS, but serves both campuses. Classroom teachers may counsel students. A school site, district, or county counselor is also available, and school administration may serve as a counselor. We also partner with Strong Family Health Services, the Pit River Tribe and MCBH (Modoc County Behavioral Health) in order to service the mental health needs of our students.

Fiscal Year 2024-25 Types of Services Funded

Special Education Program: Education Specialists and instructional aides are available daily for special needs and tier 2 students. Students with Individualized Education Plans (IEPs) receive accommodations in the classroom according to their needs. The Modoc County Office of Education provides psychological and speech services as needed.

English Learner Program: All our teachers are certified to teach English learners. Staff members use appropriate strategies in all classes to ensure the English learners have full access to the curriculum and strategies to strengthen their English language skills.

Upward Bound Advisor and Educational Talent Search Advisor: MHS has partnered with each of these organizations in an effort to assist our students in their career and college paths. Our Upward Bound advisor provides not only tutoring services for students to assist in any high school or concurrent courses but also helps students develop a road map for their lives after high school. Educational Talent Search is a beneficial program for all high schooler students. Although the main focus of ETS is low income and first generation students, the advisor strives to assist everyone get their post high school plan dialed in prior to graduation. Between community college, universities, military, workforce and trade school, our goal is to make the students dreams more achievable. These staff members assist students with academic and life path goal setting, plan academic field trips, and build positive relationships with our students. Our goal is to help students experience life outside Modoc; the hope being to grow, train and then retain our own student population.

We have a Career Navigator who assists our counseling department in schedule development and with academic support in selecting their A-G classes. This person also helps our students choose their CTE pathways and connects them with resources outside of school. Our Career Navigator also supervises our dual enrollment classes and provides any additional assistance necessary for financial aide, enrollment, materials, academic supports.

Fiscal Year 2023-24 Teacher and Administrative Salaries

This table displays the 2023-24 Teacher and Administrative salaries. For detailed information on salaries, see the CDE Certification Salaries & Benefits web page at <http://www.cde.ca.gov/ds/fd/cs/>.

Category	District Amount	State Average for Districts in Same Category
Beginning Teacher Salary	\$50,999	\$54,773
Mid-Range Teacher Salary	\$69,146	\$78,981
Highest Teacher Salary	\$100,509	\$117,337
Average Principal Salary (Elementary)	\$108,707	\$128,425
Average Principal Salary (Middle)	\$97,482	\$137,947
Average Principal Salary (High)	\$116,590	\$138,809
Superintendent Salary	\$164,700	\$176,162
Percent of Budget for Teacher Salaries	21.05%	24.71%
Percent of Budget for Administrative Salaries	3.33%	5.91%

2024-25 Advanced Placement (AP) Courses

This table displays the percent of student in AP courses at this school.

Percent of Students in AP Courses

7.4

This table displays the number of AP courses offered at this school where there are student course enrollments of at least one student.

Subject	Number of AP Courses Offered
Computer Science	0
English	0
Fine and Performing Arts	1
Foreign Language	0
Mathematics	1
Science	0
Social Science	0
Total AP Courses Offered	3

Where there are student course enrollments of at least one student.

Professional Development

MJUSD evaluates its focus items on an annual basis. MJUSD has established weekly Professional Learning Community (PLC) meetings at each site. A Professional Learning Committee has been implemented district-wide, with each school working in tandem to articulate goals and practices. The focus is on student data every Wednesday; as academics, behavior, mental health, attendance and school culture is analyzed and discussed. On PLC days, students are released early to provide extra time for staff to unpack data and brainstorm without interruption. In these meetings, teachers analyze data, examine and assess student work and plan goals and assessments. We also offer professional development during some of these PLCs in order to learn strategies that benefit classroom instruction and school culture. We will continue with our AVID walkthroughs and use the information to determine additional PD needs.

MJUSD offers and pays 100% for AVID Summer Institute training to all certificated staff members. Working with MCOE coaches and other resources, MJUSD offers regular professional development at PLCs. The need for and direction of PD is determined through a collaboration with administration and teachers. Teachers, instructional aides and athletic coaches are encouraged to attend off-site PD as it relates to their subject matter and classroom environment.

This table displays the number of school days dedicated to staff development and continuous improvement.

Subject	2023-24	2024-25	2025-26
Number of school days dedicated to Staff Development and Continuous Improvement	27	24	26

Monitoring Goals, Actions, and Resources for the 2025-26 Local Control and Accountability Plan (LCAP)

This template is intended for internal monitoring purposes only. The 2025-26 LCAP template and instructions should be consulted when completing required documents.

(6) (A) The superintendent of the school district shall present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents on or before February 28 of each year at a regularly scheduled meeting of the governing board of the school district. (B) The report shall include both of the following: (i) All available midyear outcome data related to metrics identified in the current year's local control and accountability plan. (ii) All available midyear expenditure and implementation data on all actions identified in the current year's local control and accountability plan.

261

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Modoc Joint Unified School District	Rebecca Lewis Superintendent	blewis@modoc.k12.ca.us 530.233.7201 Ext. 101

Goal 1

Goal Description
Prepare all students for career and/or college

Expected Annual Measurable Objectives

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
1.1	Measure of Academic Progress ELA	Grade 1: 21.4% Grade 2: 32.0% Grade 3: 45.3% Grade 4: 34.5% Grade 5: 47.0% Grade 6: 33.8% Grade 7: 47.8% Grade 8: 45.2% Grade 9: 50.0% Grade 10: 48.1% Grade 11: 25.0%	Grade 1: 24.0% Grade 2: 30.6% Grade 3: 48.9% Grade 4: 46.4% Grade 5: 33.9% Grade 6: 59.0% Grade 7: 38.7% Grade 8: 44.7% Grade 9: 32.0% Grade 10: 37.7% Grade 11: 55.1%		Grade 1: 24.0% Grade 2: 30.6% Grade 3: 48.9% Grade 4: 46.4% Grade 5: 33.9% Grade 6: 59.0% Grade 7: 38.7% Grade 8: 44.7% Grade 9: 32.0% Grade 10: 37.7% Grade 11: 55.1% 24/25 data will be used to be consistent with all reporting	The percentage of students performing at or above grade level in ELA will increase by 10 or more percentage points as measured at the spring MAP administration or be at or above 85%
1.2	Measure of Academic Progress Math	Grade 1: 23.2% Grade 2: 48.0% Grade 3: 29.7% Grade 4: 39.7% Grade 5: 49.0% Grade 6: 30.2% Grade 7: 27.9% Grade 8: 33.9% Grade 9: 48.8% Grade 10: 56.1% Grade 11: 40.0%	Grade 1: 29.4% Grade 2: 34.7% Grade 3: 57.4% Grade 4: 46.4% Grade 5: 60.7% Grade 6: 36.6% Grade 7: 32.8% Grade 8: 32.0% Grade 9: 45.8% Grade 10: 49.0% Grade 11: 50.0%		Grade 1: 29.4% Grade 2: 34.7% Grade 3: 57.4% Grade 4: 46.4% Grade 5: 60.7% Grade 6: 36.6% Grade 7: 32.8% Grade 8: 32.0% Grade 9: 45.8% Grade 10: 49.0% Grade 11: 50.0% 24/25 data will be used to be consistent with all reporting	The percentage of students performing at or above grade level in math will increase by 10 or more percentage points as measured at the spring MAP administration or be at or above 85%
1.3	% of seniors completing capstone CTE course	40%	27%		24%	70%
1.4	College units earned	473	359		Information not available at this time	Maintain over 400

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
1.5	% of students completing UC/CSU A-G	23.0%	38.5%		26.1%	30%
1.6	EL Reclassification Rate	18%	8%		4.5%	Maintain at least 15%
1.7	College Persistence Rate	75%	64%		38%	100%
1.8	EAP Scores	39.65% for ELA and 14.03% for math	38.77% for ELA and 13.04% for math Revised to match data pulled from same source to be consistent with all reporting		41.38% for ELA and 20.69% for math	50% or higher for ELA and 50% or higher for math.
1.9	College and Career Indicator	Low 19.5% prepared	Green 37.3% prepared		Green 46.2% prepared	Want to be above the state average which is currently 43.9% prepared
1.10	CAASPP Math	55.9 points below standard	83.8 points below standard		74.9 points below standard	Equal to or better than the state points below standard, which is 13.6%
1.11	CAASPP ELA	83.4 points below standard	48.4 points below standard		34.4 points below standard	Equal to or better than the state points below standard, which is 49.1%
1.12	CAST	15.88% did not meet standard	69.3% did not meet standard		47.2% did not meet standard	Decrease Standard Not Met by 10% each year
1.13	AP Courses Taken	Offer 1 AP course	Offered 1 AP course		Offered 1 AP course	Offer 1 AP Course

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.1	AVID AVID yearly membership offers a school-wide AVID program and offers staff AVID professional development opportunities so they can better serve our students, with a focus on ELA for students with disabilities,	Yes	Fully Implemented	AVID membership maintained, AVID courses offered at MMS, and staff at all		\$91,031.00	\$98,296.00

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	socio-economically disadvantaged students, a focus on Math for students with disabilities, socio-economically disadvantaged students, and white students.			school sites attended Summer Institute			
1.2	MAP - LREBG The District will utilize MAP to monitor student achievement in ELA and Math so we can better focus on ELA for students with disabilities, socio-economically disadvantaged students, and focus on Math for students with disabilities, socio-economically disadvantaged students, and white students.	No	Fully Implemented	We continue to utilize MAP to provide assessment data for ELA and Math		\$12,000.00	\$12,338.00
1.3	Counselor The District will employ a college guidance counselor to better assist students in achieving their educational and career objectives.	Yes	Partially Implemented	A teacher on special assignment working on earning their PPS credential is filling this position		\$98,970.00	\$48,245.00
1.4	Career Technical Education (CTE) MJUSD will support career exploration and career technical education pathways across industry sectors in Health Occupations, Education, Digital Media, Ag/Natural Resources, Computer Science/Information Communication Technologies, Culinary, Wood and Metal Technologies with human and financial resources to align and coordinate with the Siskiyou County Strong Workforce consortium plan.	Yes	Fully Implemented	CTE courses are being provided		\$851,910.00	\$245,769.00

Goal 2

Goal Description

Continuous improvement in school culture and climate to maximize impact on student learning

Expected Annual Measurable Objectives

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
2.1	Teachers: Fully Credentialed & Appropriately Assigned	100%	100%		63.4% Teachers with preliminary or clear credentials. This data is now being provided through the dashboard. Interns are not included.	100%
2.2	Standards-aligned Instructional Materials for every student	Survey respondents are unsure of District curriculum implementation. Specifically, for ELA 37.5% were unsure, for Mathematics 37.5%, for Science, 52.5% for History/Social Science 50%, for Health 60%, for CTE 80%, for PE 52.5%, and for World Language 80%.	Survey respondents are unsure of District curriculum implementation. Specifically, for ELA 37.5% were unsure, for Mathematics 37.5%, for Science, 52.5% for History/Social Science 50%, for Health 60%, for CTE 80%, for PE 52.5%, and for World Language 80%.		Social Science was adopted for grades K-12 in 24/25 and was implemented at the beginning of the 25/26 school year. Science curriculum was adopted for grades K-8 in 24/25 and was implemented at the beginning of 25/26. Science for grades 9-12 is being reviewed during the 25/26 school year. Math for grades K-12 is being reviewed during the 25/26 school year.	A greater percent of respondents have knowledge of curriculum implementation. Specifically, for ELA 20% are unsure, for Mathematics 20%, for Science, 20% for History/Social Science 20%, for Health 20%, for CTE 20%, for PE 20%, and for World Language 20%.
2.3	CA State standards are implemented, including access for ELs	CA State standards are implemented, including access for ELs	CA State standards are implemented, including access for ELs		CA State standards are implemented, including access for ELs	CA State standards are implemented, including access for ELs
2.4	School Facilities in "Good Repair" per CDE's Facility Inspection Tool (FIT)	All facilities in good repair	All facilities in good repair		All facilities in good repair	All facilities in good repair
2.5	Students will have access to and are enrolled in a broad course of study (Social Science, Health, PE, VAPA, World Language) including	Students have access to and are enrolled in a broad course of study (Social Science, Health, PE, VAPA,	Students have access to and are enrolled in a broad course of study (Social Science, Health, PE, VAPA,		Students have access to and are enrolled in a broad course of study (Social Science, Health, PE, VAPA,	Students have access to and are enrolled in a broad course of study (Social Science, Health, PE, VAPA,

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
	unduplicated pupils and students with exceptional needs	World Language) including pupil and students with exceptional needs	World Language) including pupil and students with exceptional needs		World Language) including pupil and students with exceptional needs	World Language) including pupil and students with exceptional needs
2.6	Attendance rates	92.1%	92.81%		92.82%	95%
2.7	Chronic absenteeism (CA) rates	24.3%	14.9%		12.5%	Below state average of 24.3%
2.8	% of ELs who progress in English Proficiency (ELPAC)	56.3% making progress	26.7% making progress		47.6%	Maintain or improve our current rate of 56.3% making progress
2.9	High school graduation rates	86.2%	82.4%		92.5%	Above state average of 86.4%
2.10	Suspension rates	13.7%	12.9%		2.9%	Equal to or below state average of 3.5%
2.11	Expulsion rates	0.1%	0.1%		0%	Maintain better than or equal to state average of 0.1%
2.12	Parent Input in Decision Making	20% of responses per the local performance indicator survey relating to parent input in decision making, score a level 5 - full implementation and sustainability	20% of responses per the local performance indicator survey relating to parent input in decision making, score a level 5 - full implementation and sustainability		15% of responses per the local performance indicator survey relating to parent input in decision making, score a level 5 - full implementation and sustainability	50% or higher of responses per the local performance indicator survey relating to parent input in decision making, score a level 5 - full implementation and sustainability
2.13	Middle School Dropout Rate	No dropouts	No dropouts		No dropouts	Maintain no dropouts
2.14	Search Institute Survey	For elementary aged students, 36% of our surveyed students fall into the level of Adequate or Thriving in the Constructive Use of Time Category.	For elementary aged students, 55% of our surveyed students fall into the level of Adequate or Thriving in the Constructive Use of Time Category.		For elementary aged students, 55% of our surveyed students fall into the level of Adequate or Thriving in the Constructive Use of Time Category.	For elementary aged students, by the next survey period, at least 75% of our surveyed students will fall into the level of Adequate or Thriving in the Constructive Use of Time Category.
		26% of our students reported that MMS provides "a caring, encouraging environment."	22% of our students reported that MMS provides "a caring, encouraging environment."		22% of our students reported that MMS provides "a caring, encouraging environment."	Middle School aged students will increase the percentage of students who reported

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
		27% of our students reported that MHS provides "a caring, encouraging environment."	26% of our students reported that MHS provides "a caring, encouraging environment."		26% of our students reported that MHS provides "a caring, encouraging environment."	"a caring, encouraging environment" to 75% High School aged students will increase the percentage of students who reported "a caring, encouraging environment" to 75%
2.15	High School Dropout Rate	12.28% Revised to total district rate	11.94% Revised to total district rate		1.92%	Equal to or below state average of 9.3%
2.16	Promote parent participation for all students including unduplicated pupils and those with exceptional needs.	20% of responses per the local performance indicator survey relating to parent participation for all students including unduplicated pupils and those with exception needs, score a level 5 - full implementation and sustainability	20% of responses per the local performance indicator survey relating to parent participation for all students including unduplicated pupils and those with exception needs, score a level 5 - full implementation and sustainability		22.5% of responses per the local performance indicator survey relating to parent participation for all students including unduplicated pupils and those with exception needs, score a level 5 - full implementation and sustainability	50% of responses per the local performance indicator survey relating to parent participation for all students including unduplicated pupils and those with exception needs, score a level 5 - full implementation and sustainability

267

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.1	Administrator The District will provide a middle school administrator who will build relationships with all students. By building relationships, we should see a reduction in suspension rates for foster youth, Hispanic, homeless, two or more races, socio-economically disadvantaged, students with disabilities, and white students.	Yes	Fully Implemented	We continue to employ a middle school administrator		\$145,578.00	\$76,345.00

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.2	Technology Technology upgrades and enhancements; upgrade computer labs, replace computers and peripheral devices	No	Fully Implemented	Our technology is all current		\$50,000.00	\$23,857.00
2.3	Extracurricular and club activities The District will provide extra-curricular and club activities so students become invested in the school and in their education. By doing this, we should see a reduction in suspension rates for foster youth, Hispanic, homeless, two or more races, socio-economically disadvantaged, students with disabilities, and white students.	Yes	Fully Implemented	Extracurricular and club activities are being provided		\$263,237.00	\$147,896.00
2.4	Social Worker Continue to provide a person dedicated to link students and families to support services.	No	Fully Implemented	We continue to employ a social worker		\$125,268.00	\$66,821.00
2.5	Provide teachers for intervention/small class sizes/students with special needs/unduplicated pupils This action will allow teachers to better develop relationships with students so they can better identify student academic and emotional needs, with a focus on suspension rates for foster youth, Hispanic, homeless, two or more races, socio-economically disadvantaged, students with disabilities, and white students.	Yes	Fully Implemented	We are providing teachers for intervention/sm all class sizes/students with special needs/unduplicated pupils		\$529,813.00	\$198,485.00

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.6	Intervention - LREBG Provide a teacher, 2.58 FTE paraprofessionals, and software programs to support students that are struggling with academics.	No	Partially Implemented	We employed paraprofessionals and purchased software programs, but do not currently have an intervention teacher		\$252,762.00	\$85,541.00
2.7	STEM program Offer a course in science, technology, engineering, and mathematics (STEM) at Alturas Elementary School.	Yes	Partially Implemented	Currently we have a Teaching Associate provide STEM		\$58,127.00	\$29,083.00
2.8	Professional development Provide staff professional development	No	Fully Implemented	MJUSD continues to implement a comprehensive teacher professional development program to support effective standards aligned instruction with a focus on literacy, SEL strategies, and UDL and research based instructional practices for all of our students including those at risk and those with		\$72,500.00	\$9,333.00

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.9	Summer School Provide the opportunity of additional interventions for students, both academic and emotional.	No	Fully Implemented	We continue to offer summer school enrichment		\$224,135.00	\$121,899.00
2.10	Physical & Mental Health services - LREBG Services provided by Student and Family Support Specialist and contracted services	No	Fully Implemented	We continue to employ a Student and Family Support Specialist		\$136,340.00	\$64,838.00
2.11	Provide Community Day School Provide an alternative learning environment for students who do not fit in the traditional education system	Yes	Fully Implemented	We continue to employ a teacher for Community Day School		\$81,318.00	\$38,104.00
2.12	Provide Continuation High School Provide an alternative learning environment for students who do not fit in the traditional education system	Yes	Fully Implemented	We continue to employ a teacher for Continuation High School		\$83,579.00	\$36,155.00
2.13	Provide paraprofessionals The hiring of paraprofessionals will give the District the opportunity to better address student academic needs on a more individual basis, with focus on suspension rates for foster youth, Hispanic, homeless, two or more races, socio-economically disadvantaged, students with disabilities, and white students.	Yes	Fully Implemented	We continue to employ paraprofessionals and teaching associates		\$310,353.00	\$153,257.00

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.14	Provide bilingual paraprofessionals The hiring of bi-lingual paraprofessionals will give the District the opportunity to better address student academic needs on a more individual basis, with focus on suspension rates for Hispanic students	Yes	Fully Implemented	We continue to employ bilingual paraprofessionals		\$69,524.00	\$35,682.00
2.15	English Learners Provide 0.5 FTE teacher for English Learner instruction	Yes	Partially Implemented	We have a teacher that time cards to provide EL instruction		\$60,358.00	\$26,121.00
2.16	Transportation encroachments to provide services to low income students Provide transportation to students	Yes	Fully Implemented	We continue to offer transportation services to students		\$138,007.00	\$64,846.00
2.17	Provide qualified staff for students with exceptional needs Meet the needs of those with specific learning disabilities	No	Partially Implemented	We continue to meet the needs of those with specific learning disabilities, despite the lack of qualified applicants		\$1,466,920.00	\$596,872.00
2.18	Behavior support services The District will provide applied behavior analysis (ABA) therapy and other services for students with high needs, which should lower the suspension rate for these students, specifically foster youth, Hispanic, homeless, two or more races, socio-economically disadvantaged, students with disabilities, and white students.	Yes	Planned	We have yet to have a need to provide these services at this point of the school year		\$30,000.00	\$0.00

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures

Goal 3

Goal Description	
Increase academic performance and reduce behavior incidents for students in schools that receive Equity Multiplier funds	

Expected Annual Measurable Objectives

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
3.1	Total number of suspension referrals for alternate education settings	40	43		5	20
3.2	Total number of dropouts for alternate education settings	0	3		1	0

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.1	Provide paraprofessionals, supplemental materials and services Allow for student academic and emotional needs to be addressed on a more individual basis, with a focus on foster youth, Hispanic, homeless, two or more races, socio-economically disadvantaged, students with disabilities, and white students.	No	Fully Implemented	We continue to employ paraprofessionals		\$103,394.00	\$38,282.00

Impact to the Budget Overview for Parents

Item	As adopted in Budget Overview for Parents	Mid-Year Update
Total LCFF Funds	11,534,800	11,569,874
LCFF Supplemental/Concentration Grants	1,891,276	1,866,103

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 6th, 2026
Subject: Request for Board Approval – Senior Trip

Please submit to the Board for their approval a Field Trip Request for the Class of 2026 Senior Trip. Please see the attached itineraries of different planned trip options. One of the trips would be out of state and all trips are overnight. These trips would be in the 2025-2026 school year.

Option A - MJUSD students will be taking a Senior Trip on June 7-9, 2026. Travel to Reno and the Lake Tahoe area. They will be staying in hotels not attached to casinos.

Option B - MJUSD students will be taking a Senior Trip on June 8-9, 2026. Travel to Redding and the surrounding area. They will also be staying in hotels.

We would be using the MJUSD transportation (Vans/SUVs) depending on how many students sign up and are eligible to attend. We would be paying for this trip through the ASB Class of 2026 Funds.

Please find attached:

- Detailed trip itineraries (links available digitally)
- Breakdown of trip numbers
- Draft permission forms/expectations
- Draft seniors finals schedules
- Draft senior last week of school schedule
- Draft Class of 2026 fundraiser plans for spring

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

CLASS OF 2026 SENIOR TRIP					
DAY					
Sun, June 7th, 2026	Depart MHS	8:00 AM	175 miles		\$980.00
	Stop at Honey Lake Rest Stop	9:45 AM	15 minutes		
	Arrive at Wild Island Water Park Reno	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		\$16.80
	Arrive at Best Western Plus Hotel	4:45 AM		\$149/rm	\$2,831.00
	Room assignments, settle, change		1 hour, 15 mins		
	Depart Hotel to Legend Outlets	6:00 PM	2 miles		\$11.20
	Dinner + Shopping		1.5 hours	\$28/dinner	\$1,904.00
	Depart Legend Outlets	7:30 PM	1 mile		\$5.60
	Arrive at Coconut Bowl	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		\$16.80
	Arrive at Hotel	10:05 PM	55 mins		
	Lights out, Bed checks	11:00 PM			
Mon, June 8th, 2026	Wake up Call	9:00 AM	2 hours		
	Breakfast at hotel (included), get ready, pack				
	Depart Hotel to Lake Tahoe	11:00 AM	40 miles		\$224.00
	Arrive at Kings Beach	12:00 PM	1 hour	\$10 parking	\$80.00
	Swim, Lunch (Whitecaps Pizza)		3 hours	\$19/lunch	\$1,292.00
	Depart to Hotel	3:00 PM	30 miles		\$168.00
	Arrive at Hotel Becket	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		\$56.00
	Arrive at Scusa Italian Rest.	5:25 PM	2 hours	\$28/dinner	\$1,904.00
	Depart Scusa	7:30 PM	4 miles		\$22.40
	Arrive at Heavenly Village Shops	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		\$5.60
	Arrive at Hotel Becket	9:35 PM	5 mins		
	Lights out, Bed checks	10:30 PM	55 mins		
Tues, June 9th, 2026	Wake up Call	8:00 AM			
	Breakfast at hotel (included)		2 hours		
	Depart hotel	10:00 AM	60 miles		\$336.00
	Arrive at Wild River Grille	11:10 AM	1 hour, 10 mins		
	Lunch		2 hours	\$30/person	\$2,040.00
	Depart Reno	1:00 PM	80 miles		\$448.00
	Stop at Honey Lake Rest Stop	2:15 PM	15 mins		
	Arrive at MHS	4:00 PM	100 miles		\$560.00
	Clean vehicles				\$23,660.95

CLASS OF 2026 SENIOR TRIP					
DAY					
Sun, June 7th, 2026	Depart MHS	8:00 AM	141 miles		\$789.60
	Stop at Grocery Outlet Burney	9:45 AM	15 minutes		
	Arrive at Water Works Park	11:00 AM	52 miles	\$30.95/ticket	\$2,104.60
	Lunch, rides, swimming		6 hours	\$19/lunch	\$1,282.00
	Depart Water Works Park	5:00 PM	4 miles		\$22.40
	Arrive at Oxford Suites	5:10 PM		\$180/Rm	\$3,420.00
	Room assignments, settle, change		1 hour, 20 mins		
	Depart Hotel	6:30 PM	3 miles		\$16.80
	Arrive at Kobe's Steakhouse	6:40 PM			
	Dinner			\$100/meal	\$6,800.00
	Depart Kobe's Steakhouse	8:00 PM			
	Arrive at Turtle Bay - Glowing Wild Light Exhibit	8:10 PM	1 mile		\$5.60
	Exhibit		1 hour	\$20/ticket	\$1,360.00
	Depart Turtle Bay	9:30 PM	2 miles		\$11.20
	Arrive at Hotel	9:40 PM	1 hour		
	Lights out, Bed checks	10:45 PM			
Tues, June 9th, 2026	Wake-up Call	8:00 AM			
	Breakfast at hotel (included), get ready, pack				
	Depart Hotel	10:00 AM	7 miles		\$39.20
	Arrive at Oasis Fun Center	10:15 AM			
	Mini Golf, Laser Tag, Arcade, etc		2 hrs		\$1,500.00
	Depart Oasis Fun Center	12:15 PM			
	Arrive at Raising Canes	12:30 PM	7 miles		\$39.20
	Lunch		1.5 hours		
	Depart Raising Canes	2:00 PM	1 mile		\$5.60
	Arrive at Cinemark Theatre Redding	2:05 PM			
	Movie- TBD (PG 13)		3 hours	\$10/ticket	\$680.00
	Concessions: Sm Popcorn, Med Ftn Drink, Candy			\$20/person	\$1,360.00
	Depart Movie Theatre	5:00 PM	53 miles		\$296.80
	Stop at Grocery Outlet Burney	6:00 PM	15 minutes		
	Arrive at MHS	7:40 PM	91 miles		\$509.60
	Clean vehicles				\$20,252.80

CLASS OF 2026 SENIOR TRIP						*LINKS UNDERLINED AVAILABLE DIGITALLY
DAY						
Sun, June 7th, 2026	Depart MHS	8:00 AM	141 miles		\$789.60	
	Stop at Grocery Outlet Burney	9:45 AM	15 minutes			
	Arrive at Water Works Park	11:00 AM	52 miles	\$30.95/ticket	\$2,104.60	
	Lunch, rides, swimming		6 hours	\$19/lunch	\$1,292.00	
	Depart Water Works Park	5:00 PM	4 miles		\$22.40	
	Arrive at Oxford Suites	5:10 PM		\$180/Rm	\$3,420.00	
	Room assignments, settle, change		1 hour, 20 mins			
	Depart Hotel	6:30 PM	3 miles		\$16.80	
	Arrive at Kobe's Steakhouse	6:40 PM				
	Dinner			\$100/meal	\$6,800.00	
	Depart Kobe's Steakhouse	8:00 PM				
	Arrive at the Sundial Bridge	8:10 PM	1 mile		\$5.60	
	Walk, photos, lawn games		1 hour			
	Depart Turtle Bay	9:30 PM	2 miles		\$11.20	
Tues, June 9th, 2026	Arrive at Hotel	9:40 PM	1 hour			
	Lights out, Bed checks	10:45 PM				
	Wake-up Call	8:00 AM				
	Breakfast at hotel (included), get ready, pack					
	Depart Hotel	10:00 AM	7 miles		\$39.20	
	Arrive at Oasis Fun Center	10:15 AM				
	Mini Golf		2 hrs	\$10/person	\$680.00	
	Depart Oasis Fun Center	12:15 PM				
	Arrive at Raising Canes	12:30 PM	7 miles		\$39.20	
	Lunch		1.5 hours			
	Depart Raising Canes	2:00 PM	1 mile		\$5.60	
	Arrive at Cinemark Theatre Redding	2:05 PM				
	Movie- TBD (PG 13)		3 hours	\$10/ticket	\$680.00	
	Concessions: Sm Popcorn, Med Ftn Drink, Candy			\$20/person	\$1,360.00	
	Depart Movie Theatre	5:00 PM	53 miles		\$296.80	
	Stop at Grocery Outlet Burney	6:00 PM	15 minutes			
	Arrive at MHS	7:40 PM	91 miles		\$509.60	
	Clean vehicles				\$18,072.60	

Breakdown

BREAKDOWN					
NUMBERS	63 Seniors			Current ASB Senior Class Account	\$11,051.45
	-3 SPED Grads			Current Sign-ups	26
	8 Chaperones/Drivers				
	TOTAL	68 People	*ineligible will not attend, students who choose not to attend		
ROOMS	31 Female	8 rooms			
	29 Male	7 rooms			
	8 Chaperones/Drivers	4 rooms			
	TOTAL	19 rooms			
VEHICLES	4 Vans	36 passengers			
	2 Yukons	14 passengers			
	2 Suburbans	14 passengers			
	TOTAL	64 passengers			
CHAPERONES	Budmark	Chantz			
	DeMoss	Jill			
	Swanson	Sandage			
	Eddy	Raf			
MEALS	Breakfast	\$16/meal			
	Lunch	\$19/meal			
	Dinner	\$28/meal			
SWIMMING	Lifegaurds				
	Wild Island	40 Lifeguards on duty at all times			
	Water Works Park	*Waiting on replies/call backs			
	Kings Beach	*Waiting on replies/call backs			

PERMISSIONS				
Permission Slip Trip Specific - Reno				
Permission Slip District - Reno (If needed)				
Permission Slip Trip Specific - Redding				
Permission Slip District - Redding (If needed)				
Rooming Assignments - work in progress				
Vehicle Assignments - work in progress				
*ALL MHS school rules apply while on this trip. If a student is caught doing something against MHS policies, they will be subject to disciplinary action that could include the parents having to pick-up the child from the trip immediately, forfeiture of participation in the MHS Graduation ceremony, and/or action pursued by law enforcement.				
SENIOR SECOND SEMESTER GRADUATION EXPECTATIONS				
Seniors who wish to participate in the graduation ceremony SHALL complete the following requirements.				
ALL fines/bills/expenses paid in full				
ALL discipline served				
Satisfy the 90% Attendance Requirement in order to earn a passing grade and receive credit for each class. This includes Credit/Non-Credit classes such as Teacher's Assistant; Dual-Enrollment; Concurrent Education; Credit Recovery, etc. Success will be measured based on attendance, if the class is not graded.				
No "U"s				
Meet Academic & extra-curricular activity eligibility by maintaining a 2.0 GPA and not receive more than (1) "F" and/or (1) "U"				

Senior Finals Schedule

OPTION A: Senior Finals Week									
Monday	June 1st	Prep 5 & 6 & 7	Ex. Attend all periods, content for the 5-7 is prep		FINALS from 12:35-2:05 PM, 2:15-3:15 PM, Break 2:05-2:15. Proctored in Library				
Tuesday	June 2nd	Prep 1 & 2, 5 & 6 Final	Ex: Attend 1-2 content is prep, attend 3, 4 normal, Final 5 & 6, no 7th		Prep during actual class period, go to classes as normal during that period. Only miss same time frame for finals every day.				
Wednesday	June 3rd	Prep 3 & 4, 1 & 2 Final	Ex: Attend 1-2 normal, attend 3-4 content is prep, No 5-7 Final for 1 & 2						
Thursday	June 4th	Final 3 & 4	Ex: Attend 1-4 normal, no 5-7, Final for 3 & 4						
Friday	June 5th	Final 7 & Make-ups	Ex: Attend 1-4 normal, no 5-7, Final 7 and make-ups						
OPTION B: Senior Finals Week									
Monday	June 1st	Prep time all periods			FINALS all during normal class period, shortened in length (50 minutes)				
Tuesday	June 2nd	Final 6 & 7			Can take additional days to finish if needed, but indicated day is when you start				
Wednesday	June 3rd	Final 1 & 2							
Thursday	June 4th	Final 3 & 4							
Friday	June 5th	Final 5 & Make-ups							

Last Week Senior Schedule

LAST WEEK OF SCHOOL SCHEDULE - W/ TRIP		
Monday	June 8th	Senior Trip
Tuesday	June 9th	Senior Trip
Wednesday	June 10th	Volunteer AES Play Day (?), Grad Walk
Thursday	June 11th	Pool/BBQ, Grad practice after school
LAST WEEK OF SCHOOL SCHEDULE - W/O TRIP		
Monday	June 8th	Attend period as normal, serve as TA, office help, community service project
Tuesday	June 9th	Attend period as normal, serve as TA, office help, community service project
Wednesday	June 10th	Volunteer AES Play Day (?), Grad Walk
Thursday	June 11th	Pool/BBQ, Grad practice after school

Class of 2026 Fundraising Plan		
EVENT	DESCRIPTION	EST. PROFIT
	\$5/soda like the booth at homecoming, at various softball/baseball games	
Dirty Soda Sales		\$1,000.00
Golf Tournament	\$50/person	\$1,000.00
Purple Potty	Various amounts to move the Purple Potty	\$4,000.00
Spring Bazaar	Bake Sale & Dirty Sodas	\$1,000.00
Spaghetti Dinner	Dine in and To-go, \$15/plate	\$1,000.00
Bake Sale	Random Saturdays	\$500.00
Various Donations & Sponsorships	Business/Sponsors	\$1,500.00
		\$10,000.00

Class of 2026 Senior Trip

Redding, CA

June 8-9th, 2026

SPECIFICS

When: Monday, June 8th -Tuesday, June 9th, 2026

Where: Redding, CA

HOTEL: Oxford Suites | 1967 Hilltop Dr, Redding, CA 96002 | (530) 221-0100

Specifics: We will be leaving MHS @ 8:00 AM on Monday, June 8th. Please meet at the van in the staff parking lot no later than 7:45 AM. We will leave Redding at approximately 5:00 PM on Tuesday, June 9th. We should arrive back at MHS by approximately 8 PM that evening.

What to Bring: Casual clothing (please check the weather conditions prior), PJs, swimsuit, overnight toiletries, phone charger, water & snacks, money for souvenirs or extra snacks. All clothing MUST BE SCHOOL APPROPRIATE and follow the MHS Dress Code.

Hotel: Room arrangements will be decided by Staff. Curfew is indicated on the itinerary. After the final bed check, doors are not to open again until the wake-up call time indicated. **At no time may boys and girls be in each other's rooms during our stay.** Please note there is absolutely NO door dashing or non-MJUSD personnel allowed in your rooms.

Vehicles: We will be taking a variety of vehicles including a mix of school vans & SUVs. Staff will also determine the passenger arrangements to keep things fair.

Schedule: Please see the provided itinerary schedule for more details of the trip. Our brief individual schedule will be as follows:

Mon 6/8: Depart MHS and travel to Redding. Water Works Park, Hibachi Grill Dinner, Light exhibit at Turtle Bay

Tues 6/9: Oasis Fun Center (mini golf, laser tag, etc), Movie at Cinemark, travel home

Meals: Included in the trip. If you want to bring additional funds for souvenirs, snacks, or other meals, please feel free to do so.

School Work: This trip will occur after senior finals, so no gathering of school work is necessary unless otherwise determined by MHS teachers.

***ALL MHS school rules apply while on this trip. If a student is caught doing something against MHS policies, they will be subject to disciplinary action that could include the parents having to pick-up the child from the trip immediately, forfeiture of participation in the MHS Graduation ceremony, and/or action pursued by law enforcement.**

If you have any questions please email me: ddemoss@modoc.k12.ca.us
For any questions during the trip you can call/text me or any of the following chaperones.

cell: **(530) 524-6305 (DEMOSS)**
[insert other chaperones]

We look forward to a great trip!

Class of 2026 Senior Trip

Reno/Tahoe

June 7th-9th, 2026

SPECIFICS

When: Sunday, June 7th -Tuesday, June 9th, 2026

Where: Day/Night 1 - Reno, NV. Day/Night 2 -Lake Tahoe, CA

HOTEL RENO: Best Western Plus Sparks-Reno Hotel | 55 E Nugget Avenue, Sparks, Nevada 89431
| (775) 358-6900

HOTEL LAKE TAHOE: Hotel Becket | 4003 Lake Tahoe Boulevard, South Lake Tahoe, CA
96150 | (530) 544-6000

Specifics: We will be leaving MHS @ 8:00 AM on Sunday, June 7th. Please meet at the van in the staff parking lot no later than 7:45 AM. We will leave Lake Tahoe at approximately 10:00 AM on Tuesday, June 9th. We should arrive back at MHS by approximately 4 PM that evening.

What to Bring: Casual clothing (please check the weather conditions prior), PJs, swimsuit, overnight toiletries, phone charger, water & snacks, money for souvenirs or extra snacks. All clothing **MUST BE SCHOOL APPROPRIATE** and follow the MHS Dress Code.

Hotel: Room arrangements will be decided by Staff. Curfew is indicated on the itinerary. After the final bed check, doors are not to open again until the wake-up call time indicated. **At no time may boys and girls be in each other's rooms during our stay.** Please note there is absolutely NO door dashing or non-MJUSD personnel allowed in your rooms.

Vehicles: We will be taking a variety of vehicles including a mix of school vans & SUVs. Staff will also determine the passenger arrangements to keep things fair.

Schedule: Please see the provided itinerary schedule for more details of the trip. Our brief individual schedule will be as follows:

Sun 6/7: Depart MHS traveling to Reno, NV. Go to Water Park and Coconut Bowl.

Mon 6/8: Depart Reno and travel to Lake Tahoe. Recreational time at lake, dinner, shops, mini golf

Tues 6/9: Depart Lake Tahoe, lunch together, arrive back at MHS

Meals: Included in the trip. If you want to bring additional funds for souvenirs, snacks, or other meals, please feel free to do so.

School Work: This trip will occur after senior finals, so no gathering of school work is necessary unless otherwise determined by MHS teachers.

***ALL MHS school rules apply while on this trip. If a student is caught doing something against MHS policies, they will be subject to disciplinary action that could include the parents having to pick-up the child from the trip immediately, forfeiture of participation in the MHS Graduation ceremony, and/or action pursued by law enforcement.**

If you have any questions please email me: ddemoss@modoc.k12.ca.us
For any questions during the trip you can call/text me or any of the following chaperones.

cell: **(530) 524-6305 (DEMOSS)**
[insert other chaperones]

We look forward to a great trip!

MODOC JOINT UNIFIED SCHOOL DISTRICT

VOLUNTARY EXCURSION/FIELD TRIP NOTICE AND MEDICAL
AUTHORIZATION - MINOR

Dear Parent/Guardian:

_____ (student name) has my permission to participate in the following
voluntary activity _____

Destination: _____

Departure Date & Time: _____ Return Date & Time: _____

In the event of illness or injury, I do hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

As stated in California Education Code Section 35330, I understand that I waive all claims against Modoc Joint Unified School District, its officers, agents and employees for any injury, accident, illness, or death occurring during or by reason of this field trip or excursion, including acts of negligence by Modoc Joint Unified School District, its officers, agents or employees.

I fully understand activities pose a potential risk of serious injury/illness to individuals and that participants are to abide by all rules and regulations governing conduct during the trip. Any violation of these rules and regulations may result in that individual being sent home at the expense of his/her parent/guardian.

Parent/Guardian Signature: _____ Date: _____

Address: _____ Phone: _____

Student Signature: _____ Date of Birth: _____

Medical Insurance Carrier _____

Policy No. _____

Address: _____

A special note to Parent/Guardian:

1. All drugs must be registered on this form and have medical note attached from prescribing medical professional.
2. All drugs, excepting those which must be kept on the student's person for emergency use, must be kept and distributed by the staff.
3. ____ Check here if there are special problems that the staff should be aware of and no drugs are required on the trip.
4. If any medication or drugs are to be taken by student, list them here: (Name of drug and reason) _____. If your son or daughter has a special medical problem, kindly attach a description of that problem to this sheet.

© Keenan & Associates 2010
Modified by NCSIG for its Members 1/2011

According to the U.S. Department of Agriculture (USDA), Local Educational Agencies (LEAs) must conduct a comprehensive assessment of the Local School Wellness Policy (LSWP) a minimum of once every three years and make the results of the assessment available to the public.

MJUSD Triennial Assessment of Local School Wellness Policy (LSWP)

Criteria	Not in Place	Developing Plan/ Partially in Place	Meets Standard	Exceeds Criteria	Score
Points	0	1	2	3	
Wellness Policy					
1. A wellness policy meets federal requirements in place.	The district does not have a wellness policy.	A district wellness policy is in development.	The district has a policy meeting all federal and state requirements, including a plan for monitoring.	The school site uses innovative strategies and model practices in implementation of the school wellness policy.	2
2. A wellness policy coordinator is designated.	No school staff are assigned to coordinate the district wellness policy.	District administrators are developing a plan for coordination of the wellness policy.	A district wellness policy coordinator is designated and is coordinating policy implementation.	The district wellness policy is implemented by a coordinator.	2
3. A wellness policy advisory committee is in place.	No wellness policy committee is in place.	Planning for a wellness policy committee is in place.	A district wellness policy committee is in place.	Key school, parent, and community members are represented on a wellness committee that meets at least quarterly.	2
4. A process evaluation system for the implementation of the wellness policy is in place.	No wellness plan monitoring or evaluation process is in place.	Planning is underway for monitoring and/or evaluating the implementation of the wellness policy.	A process evaluation system to track success in the implementation of the wellness policy is in place at the district level.	Process evaluation and/or monitoring occur at the school site to provide feedback on wellness policy implementation procedures.	2

MJUSD Triennial Assessment of Local School Wellness Policy (LSWP)

Criteria	Not in Place	Developing Plan/ Partially in Place	Meets Standard	Exceeds Criteria	Score
Points	0	1	2	3	
5. Priority/target student nutrition-related health needs/issues are identified.	No student nutrition-health needs/issues are targeted in the wellness policy.	Designated school staff are planning to identify targeted nutrition-related student health and outcome measures.	Designated school staff have identified priority student nutrition-related health needs and plan for addressing these needs.	Staff have used appropriate data, such as California Healthy Kids Index, to identify priorities and measure progress in achieving student nutrition-related outcomes.	2
Wellness Policy Score					10
School Environment					
6. A nutritious school breakfast is available daily.	No breakfast is served at the school site.	Planning is underway to begin/improve the lunch program.	Breakfast is available to students daily and meets menu planning option requirements.	Model breakfast program is evident; e.g. innovative service or high quality, nutritious offerings.	3
7. A nutritious lunch is available daily.	No lunch is served at the school site.	Planning underway to begin/improve the lunch program.	Lunch available to daily; meets menu option requirements.	Model lunch program is evident; e.g. innovative service, selections, direct purchase of foods from local farmers.	3
8. A salad bar offering a variety of fruit/vegetable choices is available in the meal program.	No salad bar is available.	Plans underway to begin salad bar program.	Salad bar in place, a variety of fruits and vegetables.	Model salad bar program is evident; e.g. farm to school program; a variety of local, seasonal produce served.	3

MJUSD Triennial Assessment of Local School Wellness Policy (LSWP)

Criteria	Points			Developing Plan/ Partially in Place		Meets Standard	Exceeds Criteria	Score
	Not in Place	0	1	2	3			
9. A safe and inviting location for students to consume meals, with sufficient time, provided.	No dining area is provided	A dining area is provided but students have less than 15 minutes to consume meals after obtaining the meal.	Plans are underway or staff/others are the use of school gardens.	Students are provided a safe and inviting location for dining, with sufficient time to consume meals after obtaining the meal.	Innovative strategies are used to create a dining space that is pleasant and inviting.			3
10. A school garden is available on the school site.	No school garden is available.			A school garden is available for garden-enhanced education.	Exemplary school garden programs are evident; e.g. community involvement, integration with food and nutrition education lessons.			2
11. If foods are offered outside of the school meal program, foods available model healthy food choices.	Foods available on the school premises do not meet state/federal requirements.	School staff are procedures/policies to ensure compliance of state and federal nutrition standards.	All foods meet state and federal laws/regulations; or removed all foods than meal program offerings.		The school is exemplary meal program practices that model food choices.			2
12. All beverages on the school premises model nutritious beverage selections.	Highly sweetened beverages are available on the school campus.	A process is in place to monitor beverage selections and increase selection of healthy beverages, including water.	Water is available to students; all beverages available on the school premises meet state and federal requirements.	No highly-sweetened beverages are available on the school premises; milk (at proper temperature) and water are available for students.				3
13. Marketing and media message on the school premises reinforce food and nutrition education.	Advertisements for commercial food products are allowed on the school premises.	Marketing messages in process of evaluation with goal of reinforcing nutrition education curriculum.	Standards for media and marketing messages for food and beverage products are in place.	Healthy food choices are available on the school premises and are marketed using innovative methods.				2

MJUSD Triennial Assessment of Local School Wellness Policy (LSWP)

Criteria	Points			Developing Plan/ Partially in Place 1	Meets Standard 2	Exceeds Criteria 3	Score
	Not in Place 0						
14. A place for students engage in physical activity is available on the school	No locations are available for students to engage in physical activity.	School staff is planning to improve opportunities for student's physical activity in the school environment.	Locations for students to engage in physical activity available on the school site.	School environment encourages physical activity; innovative programs available, e.g. training equipment.		3	3
School Environment Score							24
Student Education Programs							
15. Nutrition education included in instruction.	No plan or standard is in place for nutrition-related instruction.	Planning is in place to provide nutrition-related instruction in the classroom at specified grade levels.	Students receive at least 50 hours of nutrition-related instruction at specified grade levels.	Innovative nutrition education programs in place offering more than 50 hours of instruction at specified grade level.			1
16. Nutrition education curriculum is used in the classroom.	No planned nutrition education curriculum is available.	Plans are underway to develop/adopt a theory-based nutrition education curriculum.	Theory-based nutrition education curriculum is in use.	School plans theory-based curriculum so that students receive at least 50 hours of sequential instruction.			1
17. Nutrition education based on health education standards and nutrition competencies.	Nutrition education competencies or health education standards are not used to guide student instruction.	Plans are underway to incorporate nutrition education competencies/health education	Nutrition education is based on nutrition education competencies/health education standards.	Nutrition education competencies and health education standards are used to plan scope and sequence of nutrition instruction at all grade levels.			2

MJUSD Triennial Assessment of Local School Wellness Policy (LSWP)

Criteria	Not in Place 0	Developing Plan/ Partially in Place 1	Meets Standard 2	Exceeds Criteria 3	Score
18. Nutrition education integrated with and reinforced through the foods available the school premises.	No coordination between teachers and the nutrition program is in place.	Teaching and nutrition staff are working together to plan nutrition education and/or the food service area promotes nutritious food choices.	Nutrition education is integrated with and reinforced through the foods available on the school premises and food service area promotes nutritious food choices.	Innovative strategies are used to reinforce nutrition education curriculum; e.g. school menus integrate with classroom themes; a nutrition education specialist is available for assistance.	2
19. Garden-enhanced instruction is in the curriculum.	No school staff use garden-enhanced education.	Plans are underway or the use of the garden in instruction is being developed.	School staff are using garden-enhanced education curricula.	Innovative use of garden is evident; e.g. food education is integrated with core subject area content standards.	2
20. Students participate in the school breakfast program.	Less than 10 percent of students participate in the school breakfast program daily.	Less than 20 percent of students participate in the school breakfast program daily.	A minimum of 30 percent of students participate in the school breakfast program daily.	More than 30 percent of students participate in the school breakfast program daily.	3
21. Students participate in the school lunch program.	Less than 30 percent of students participate in the school lunch program daily.	Less than 40 percent of students participate in the school lunch program daily.	A minimum of 60 percent of students participate in the school breakfast program daily.	More than 60 percent of students participate in the school breakfast program daily.	3
22. Physical education is based on state physical education standards.	No physical education program is in place at the school site.	Physical education programs meet state requirements.	Physical education programs meet state requirements and use the state physical education standards as a guide.	Physical education programs go beyond minimum standards, and use innovative practices, e.g. integrated with nutrition instruction.	2
Student Education Programs Score					16

MJUSD Triennial Assessment of Local School Wellness Policy (LSWP)

Criteria	Not in Place	Developing Plan/ Partially in Place	Meets Standard	Exceeds Criteria	Score
Points	0	1	2	3	
Professional Development Programs					
23. Teachers are trained in nutrition science and use of nutrition education curricula.	No nutrition education or training programs are provided for school staff.	School staff participate in independent nutrition-related training opportunities.	Teachers have received at least one hour of nutrition-related training.	School staff participate in more than one hour of a variety of nutrition education and training programs.	1
24. Food service staff trained in federal state requirements, menu planning options, and science.	No training has been provided to food service staff.	One hour or less of has been provided to food service staff; a minimum of 3 hours of training is required for new staff.	A district food service training program is in place; and/or employees are supported in participating in off-site training opportunities.	A comprehensive professional development program is in place; certification in professional organizations is encouraged.	2
25. The garden coordinator is in garden-enhanced nutrition education.	A garden coordinator is not available, or is available but has not been trained in nutrition.	The garden coordinator has received at least one hour of training on garden-enhanced nutrition education.	The garden coordinator has participated in at least two hours of training relating to gardens and nutrition education.	The garden coordinator provides on-site training for other staff as a result of training opportunities; and/or garden/nutrition curriculum is used.	1
26. The school site has access to a nutrition education specialist for consultation regarding nutrition-related programs.	A nutrition education specialist is not available.	A nutrition education specialist is used to provide staff and/or student nutrition-related training/education.	A nutrition education specialist is available for consultation regarding nutrition-related	A nutrition education specialist participates in planning and implementing comprehensive staff and/or student nutrition-related training/education programs.	1
Professional Development Programs Score					5

MJUSD Triennial Assessment of Local School Wellness Policy (LSWP)

Criteria	Not in Place	Developing Plan/ Partially in Place	Meets Standard	Exceeds Criteria	Score
Points	0	1	2	3	
Parent Involvement					
27. Nutrition education programs provide parent education materials reinforcing student instruction.	No parent take-homes or other materials are used.	Instructional materials for parents are in development.	Nutrition education programs provide parent education materials reinforcing student instruction.	A parent link to nutrition education curriculum is consistently provided; innovative strategies are used to involve parents.	2
28. Parents have opportunities for involvement in nutrition education.	Parents are not involved in food and nutrition programs.	Strategies to involve parents are in development; parent participation is	Parents are participating in food and nutrition education programs.	Parents are involved in diverse ways, e.g. gardening activities, cooking demonstrations.	2
29. Parent nutrition education/training programs are provided.	No parent education/training is available through the school.	A plan to involve parents at the school site is in development.	Parents receive about school food and nutrition education programs at planned school events, e.g. school open houses.	Parent food and nutrition education training/events are provided by the school.	1
				Parent Involvement Score	5
Community Partnerships					
30. The school site participates in food and health/nutrition-related community programs, e.g. information regarding services is provided.	The school site does not participate in food and health/nutrition-related community programs.	Planning is underway to inventory and select community partners, or to improve participation in community food and nutrition programs.	The school site is using and/or promoting community food and nutrition programs, e.g. cooperative extension nutrition education programs, county health programs, food stamp programs, summer feeding programs.	The school site is using innovative practices in participating or promoting community food and health/nutrition-related services; e.g. a school health clinic provides nutrition counseling for teens.	2

MJUSD Triennial Assessment of Local School Wellness Policy (LSWP)

Criteria	Points			Exceeds Criteria	Score
	Not in Place	Developing Plan/ Partially in Place	Meets Standard		
	0	1	2	3	
31. The school site involves local agriculture partners in food and nutrition education programs.	The school has no involvement with the local agricultural community.	Coordination with the local agricultural community is in the planning process.	The school involves the local agricultural community in food and nutrition education programs, e.g. food systems education farm to school programs.	Innovative strategies are used to involve local agriculture partners in food and nutrition education programs, e.g. farm visits, food and cooking demonstrations, and/or farmers visiting the classroom.	3
32. Outside-of-school-hours programs (e.g. after school, summer feeding) reinforce healthy food choices and provide nutrition and health instruction.	Outside-of-school hours programs do not include nutrition/health-related activities or instruction; foods available do not promote healthy food choices.	Planning/seeking funds to provide nutrition/health instruction and/or provide nutritious food/meals in outside-of-school-hours programs.	Outside-of-school-hours programs reinforce healthy food choices and provide nutrition and health instruction.	Innovative, model nutrition and health programs are provided in outside-of-school-hour programs, e.g. a summer school nutrition class coordinated with a summer feeding program offering appealing food choices.	2
Community Partnerships Score					7
SCORE TOTAL					67

Not in Place (Score 0-31) * Developing Plan/Partially in Place (Score 32-63) * **Meets Standards** (Score 64-95) * Exceeds Criteria (Score 96)

MJUSD Triennial Assessment of Local School Wellness Policy (LSWP)

Summary of Triennial Assessment

The MJUSD Wellness Committee held meetings during the fall of 2025 to review the LSWP and recommend updates. All required components of the California School Board Association (CSBA) Board Policy 5030 were incorporated. All schools are implementing the LSWP as written. The District will continue to promote public involvement and communication of the goals of the LSWP with all stakeholders. The Triennial Assessment results were presented to the School Board at the January 2026 meeting and shared with the public on the District website and social media.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

297

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.



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

January 8, 2026

MEMORANDUM

To: Beckie Lewis, Superintendent
From: Elizabeth Nikki Guzman, Business Manager
Subject: E-Rate Category II Proposal

Our contracted technology support provider has recommended that the District apply for E-Rate Category II funding for the 2026-27 cycle for a wireless system upgrade. This recommendation is based on the fact that our current access point models will reach end of life in December 2027, and the current existing controller will be out of support as of August this year.

The estimated total cost of the project is \$72,275.76. If funding is approved, E-Rate would cover 80% of the expense, with the District responsible for the remaining 20%, or approximately \$14,455. This would represent a one-time capital expenditure in 2026-27, contingent upon approval of E-Rate Category II funding.

I am seeking guidance from the Board on whether to proceed with pursuing this funding at this time, as the E-Rate application deadline is within a few months.

A handwritten signature in dark ink, located in the bottom right corner of the page. The signature is stylized and appears to be the initials "ELG".

Superintendent
Beckie Lewis

Jacee Knighton, FNP-C
School Nurse



906 West 4th Street, Alturas, CA 96101
Phone: (530) 233-7201 ext. 251 Fax: (530) 233-7607
Web: www.modoc.k12.ca.us

Board Members
Fernand Larranaga
Ruth Ann Criner
Monica Widby
Shaun Wood
Jodie Veverka

Memo

To: Modoc Joint Unified School District Superintendent and School Board
From: Jacee Knighton, FNP-C
Date: 12/9/25
Subject: Clarification on Medical Attendance Notes and P.E./Athletic Restrictions

Purpose -This addenda item provides clarification regarding the district's procedures for accepting medical documentation related to student attendance and physical education/athletic participation restrictions. Recent inconsistencies in documentation have created the need for clearer expectations for families, staff, and healthcare providers.

Background

Schools routinely receive medical notes excusing absences or limiting physical activity for students. However, documentation has varied significantly in format, detail, and duration of restrictions, leading to:

- Challenges in verifying excused absences
- Unclear guidance for P.E. teachers and coaches
- Difficulty tracking short-term versus long-term activity restrictions
- Miscommunication between families and school personnel

To ensure consistent implementation of attendance and health policies, additional clarification is required. These attached forms will provide clear information for expectations from the medical provider and school staff.

--Thank you

Jacee Knighton, FNP-C, NBCSN
District School Nurse
jknighton@modoc.k12.ca.us
(530)233-7201 ext 251

Superintendent
Beckie Lewis

Jacee Knighton, FNP-C
School Nurse



906 West 4th Street, Alturas, CA 96101
Phone: (530) 233-7201 ext. 251 Fax: (530) 233-7607
Web: www.modoc.k12.ca.us

Board Members
Fernand Larranaga
Ruth Ann Criner
Monica Widby
Shaun Wood
Jodie Veverka

Physical Education (P.E.)/Athletic Restriction Form

Student Name: _____ **Date of Birth:** _____ **Grade** _____

Reason for P.E. Restriction

- ☐ Illness ☐ Injury ☐ Chronic Condition ☐ Post-Surgery
☐ Other (please specify): _____

Brief Description of Condition:

Activity Restrictions-Check all that apply:

- ☐ No physical activity of any kind
☐ No running or strenuous activity
☐ No contact sports
☐ No lifting or carrying heavy objects
☐ May participate in modified activities
☐ Other (please specify): _____

Duration of Restriction

Start Date: _____ **End Date:** _____

- ☐ Indefinite (requires updated physician note every 30 days)

Physician's Recommendation (To be completed by a licensed healthcare provider)

Physician Name: _____ **Physician Signature:** _____
Phone Number: _____ **Medical Facility:** _____

Parent/Guardian Authorization- I acknowledge the information provided above is accurate and I give permission for the school to follow the outlined restrictions. I understand that updated documentation may be required to extend or lift these restrictions.

Parent/Guardian Signature: _____ **Date:** _____



Superintendent

Beckie Lewis

Jacee Knighton, FNP-C

School Nurse



906 West 4th Street, Alturas, CA 96101
Phone: (530) 233-7201 ext. 251 Fax: (530) 233-7607
Web: www.modoc.k12.ca.us

Board Members

Fernand Larranaga
Ruth Ann Criner
Monica Widby
Shaun Wood
Jodie Veverka

Medical appointment verification

This is confirmation that _____ (student name) was present for their medical appointment with _____ (doctor/office name) on _____ (date).

Appointment Details:

- **Start Time:** _____
- **End Time:** _____

_____ Student is able to return to school after appointment.

_____ Student should return to school on _____ (date)

If there are restrictions for physical education (PE) or sports/athletics please fill out the PE/athletic restriction form.

If classroom accommodations are needed please fill out details of accommodations below

Staff Name _____

Staff Signature _____

Staff contact number _____

(If school staff has questions, they may contact the provider's office)



**CERTIFICATES OF PARTICIPATION FINANCIAL UPDATE
KITCHEN/GYM PROJECT
QUARTERLY REPORT - December 2025**

The District is constructing a multi-purpose facility that consists of a kitchen and gymnasium. To finance this project, Certificates of Participation (COPs) were sold in September 2023. Lease payments began April 2024 and will be made for 20 years until October 2043.

COPs Project Fund Account		
Total COPs	6,473,090.56	<i>includes interest earned</i>
- 23/24 Spent	-455,737.24	
- 24/25 Spent	-1,775,142.09	
- 25/26 Spent to Date	-3,593,348.30	
COPs Balance Available	648,862.93	

COPs Lease Payments for 20 Years		
Lease	9,220,773.99	
- Payments Made	-921,342.57	
Total Still Due	8,299,431.42	

TOTAL KITCHEN/GYM PROJECT COSTS

Total Project Costs Spent by Year		
22/23 Paid by District	6,165.50	
23/24 Paid by COPs	455,737.24	
24/25 Paid by COPs	1,775,142.09	
24/25 Paid by District	34,578.24	
25/26 Paid by COPs to date	3,593,348.30	
25/26 Paid by District to date	9,912.00	
Total Spent to Date	5,874,883.37	

Original cost estimate was \$9,500,000. Board approved additional \$900,000 on 3/17/25. Estimated total cost is currently \$10,400,000.



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

ASSOCIATED STUDENT BODY (ASB) REPORT

PERIOD ENDING:

November 30, 2025

To: Beckie Lewis, Superintendent
From: Elizabeth Nikki Guzman, Business Manager
Date: December 17, 2025

A financial summary report for each school's ASB account is provided below

School Site	Beginning Balance	Deposits	Withdrawals	Ending Balance
Modoc Middle School	\$6,513.98	+\$1,974.85	-\$329.81	\$8,159.02
Modoc High School	\$189,729.34	+\$29,437.86	-\$34,645.73	\$184,521.47

ASSOCIATED STUDENT BODY (ASB) SUMMARY
PERIOD ENDING: November 30, 2025

A balance summary report for each school's ASB account is provided below. These totals include uncleared deposits and expenditures.

Modoc High School ASB

2026 Class	11,051.45
2027 Class	7,582.87
2028 Class	3,674.51
2029 Class	1,458.48
Art	3,889.33
Athletics	21,508.51
Baseball	197.49
Boys Basketball	2,211.82
Cheerleading	748.31
CNC	1,529.23
Cross Country	799.90
CSF	102.88
Drama	1,982.55
FFA	11,570.69
FFA-Allen Clark Scholarship	6,918.68
FFA - Greenhouse	5,240.33
FFA - Shop	5,721.51
FFA Floral	4,441.92
FFA National Convention	11,242.38
Football	2,871.54
Girls Basketball	10,282.98
Golf	1,292.17
Interact Club	500.00
Music	3,180.83
Scholarship	23,750.58
SCL	0.10
Shooting Sports Team	850.60
Soccer	1,366.60
Softball	269.14
Student Council	4,525.01
Testing	1,089.50
Track	610.47
Volleyball	2,851.14
Warner High School	504.06
Woodshop	3,839.22
Wrestling	3,029.24
Yearbook	8,065.03
Total MHS ASB	\$170,751.05

Modoc Middle School ASB

Yearbook	3,210.54
Book Club	101.74
MMS ASB	4,752.36
Total MMS ASB	\$8,064.64

QUARTERLY FOOD SERVICE REPORT FOR BOARD

Our schools are part of the Community Eligibility Provision (CEP), which means that our Federal meal reimbursements are based on a formula determined by our identified student percentage (ISP) instead of being reported by free, reduced, and paid.

OCTOBER 2025	SCHOOL	ENROLLED	BREAKFAST		LUNCH	
			TOTAL	% SERVED	TOTAL	% SERVED
	AES	320	3,431	49%	5,543	79%
	MHS	253	2,191	39%	669	12%
	MMS	177	2,182	56%	2,533	65%
	Other	9	153	77%	44	22%
	TOTALS	759	7,957	47.65%	8,789	52.64%

Days Served: 22 Total Meals Served: 16,746

AFTER SCHOOL PROGRAM

SCHOOL	ENROLLED	SNACKS
TOTALS	76	1,307

ADULT MEALS SERVED

BREAKFAST		LUNCH	TOTAL
TOTALS	1	27	28

NOVEMBER 2025	SCHOOL	ENROLLED	BREAKFAST		LUNCH	
			TOTAL	% SERVED	TOTAL	% SERVED
	AES	320	2,133	48%	3,547	79%
	MHS	250	1,457	42%	458	13%
	MMS	176	1,329	54%	1,624	66%
	Other	9	82	65%	27	21%
	TOTALS	755	5,001	47.31%	5,656	53.51%

Days Served: 14 Total Meals Served: 10,657

AFTER SCHOOL PROGRAM

SCHOOL	ENROLLED	SNACKS
TOTALS	76	841

ADULT MEALS SERVED

BREAKFAST		LUNCH	TOTAL
TOTALS	0	13	13

DECEMBER 2025	SCHOOL	ENROLLED	BREAKFAST		LUNCH	
			TOTAL	% SERVED	TOTAL	% SERVED
	AES	319	2,376	50%	3,914	82%
	MHS	249	1,509	40%	419	11%
	MMS	178	1,331	50%	1,716	64%
	Other	8	106	88%	56	47%
	TOTALS	754	5,322	47.06%	6,105	53.98%

Days Served: 15 Total Meals Served: 11,427

AFTER SCHOOL PROGRAM

SCHOOL	ENROLLED	SNACKS
TOTALS	76	934

ADULT MEALS SERVED

BREAKFAST		LUNCH	TOTAL
TOTALS	0	23	23

2025-26 MJUSD GENERAL FUND BUDGET

As of January 7, 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	38,000	721,976	759,976
Other State Revenues	8300-8599	173,320	2,267,112	2,440,432
Other Local Revenues	8600-8799	294,102	507,561	801,663
TOTAL REVENUES		12,075,296	3,496,649	15,571,945
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	633,413	696,404	1,329,817
Services, Other Operating	5000-5999	1,441,097	1,465,502	2,906,599
Capital Outlay	6000-6999	7,000	330,507	337,507
Other Outgo	7100-7299	177,203	105,319	282,522
Direct/Indirect	7300-7399	-223,288	223,288	0
TOTAL EXPENDITURES		10,093,704	6,344,116	16,437,820
EXCESS (DEFICIENCY)		1,981,592	-2,847,467	-865,875
OTHER FINANCING:				
Transfers In	8900-8929	0	0	0
Transfers Out	7600-7629	-208,234	-244,447	-452,681
Other Sources	8930-8979	0	0	0
Contributions to Rest.	8980-8999	-1,868,184	1,868,184	0
TOTAL OTHER FINANCING		-2,076,418	1,623,737	-452,681
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	4,556,023		4,556,023
Economic Uncertainties: 17% Minimum Reserve	2,871,385		2,871,385
Ending Fund Balance	7,429,908	1,278,715	8,708,623

Board Approved 12/16/25: Increase Title I by \$10,802.

Other Changes: Increase Ag Incentive by \$3,598 and Title IV by \$1,282.

**Modoc Joint Unified School District
2025-26 CASH FLOW PROJECTION: GENERAL FUND**

	Beginning Cash	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Adjustments	TOTAL
RECEIPTS																
LCFF	6,488,679.56	6,147,825.71	5,784,754.28	6,853,623.66	7,143,635.63	6,234,265.36	8,325,181.04	7,537,997.88	6,801,248.48	6,721,880.84	6,925,688.44	6,008,867.58				
State Aid	875,305.00	875,308.00	875,306.00	872,007.00	0.00	0.00	350,123.00	331,807.00	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 Act	0.00	0.00	595,697.00	0.00	0.00	595,698.00	0.00	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	2,400,000.00	0.00	70,000.00	0.00	0.00	1,120,000.00	0.00	51,537.69	0.00	0.00	3,660,000.00
Federal Rev.	0.00	0.00	66,921.79	5,163.52	0.00	239,236.00	5,200.00	14,089.00	106,810.76	31,326.00	0.00	0.00	152,292.93	138,936.00	0.00	759,976.00
State Rev.	135,209.00	135,206.00	573,382.15	302,136.00	93,500.00	52,353.90	69,580.09	104,077.00	196,216.00	80,573.00	80,573.00	80,573.00	418,912.94	198,712.92	0.00	2,440,432.00
Local Rev.	34,182.97	10,370.44	25,191.20	106,011.52	19,707.34	11,452.85	37,798.70	7,101.60	5,101.60	30,101.60	10,799.14	227,219.20	276,824.84	0.00	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	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	0.00
TOTAL RECEIPTS	1,046,662.39	1,057,381.33	2,136,500.14	1,285,318.04	113,207.34	3,298,740.75	482,701.79	527,074.60	1,235,632.36	1,593,807.60	423,179.14	1,445,659.76	946,079.76	0.00	0.00	15,571,945.00
DISBURSEMENTS																
Certificated Salaries	53,473.15	429,894.92	391,466.92	395,588.30	394,203.51	446,573.72	410,000.00	410,000.00	410,000.00	410,000.00	410,000.00	410,000.00	550,647.48	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	210,000.00	210,000.00	210,000.00	210,000.00	210,000.00	280,000.00	315,033.92	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	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	828,573.73	0.00	0.00	4,088,463.00
Subtotal Salaries & Benefits	248,934.03	993,064.40	903,598.95	892,216.35	906,261.87	1,038,044.27	940,000.00	940,000.00	940,000.00	940,000.00	940,000.00	1,010,000.00	1,694,255.13	60,000.00	0.00	11,581,375.00
Supplies	12,801.66	90,460.65	87,983.76	93,758.97	39,350.25	44,258.24	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	151,203.47	300,000.00	0.00	1,329,417.00
Books & Services	331,895.28	130,184.21	160,102.23	80,531.58	83,115.50	125,539.71	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	230,000.00	365,230.49	600,000.00	0.00	2,906,599.00
Capital Outlay	31,408.63	0.00	0.00	0.00	0.00	0.00	6,572.04	15,000.00	0.00	0.00	140,000.00	0.00	137,526.33	7,000.00	0.00	337,507.00
Other Outgo	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	0.00	0.00	282,522.00
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	452,681.00	0.00	0.00	452,681.00
All Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	1,246,572.04	1,255,000.00	1,255,000.00	1,315,000.00	1,380,000.00	1,340,000.00	3,093,418.42	967,000.00	0.00	16,890,501.00
BALANCE SHEET ITEMS																
Investments/Cash not in Treasury	-18,435.33	0.00	0.00	-47,743.67	0.00	0.00	-15,000.00	0.00	0.00	0.00	-10,000.00	0.00	-5,000.00	96,176.22	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	16,486.01	9,400.00	0.00	0.00	0.00	0.00	240,283.07	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	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	0.00	22,247.46
Subtotal Assets	179,812.43	12,397.84	560,303.48	67,659.83	6,150.01	0.00	1,486.01	9,400.00	0.00	0.00	-10,000.00	0.00	235,283.07	96,176.22	0.00	1,158,668.89
Use Tax	0.00	27.37	415.18	3,541.00	0.00	17.15	-4,000.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Payable	-952,289.07	-219,141.34	-476,249.30	3,541.00	0.00	0.00	-798.22	-18,224.00	0.00	0.00	0.00	0.00	-108,212.26	0.00	0.00	-1,297,235.41
Unearned Revenues	0.00	0.00	-478,121.33	0.00	0.00	0.00	0.00	0.00	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	0.00	-798.22	-18,224.00	0.00	0.00	0.00	0.00	-108,212.26	0.00	0.00	-1,297,235.41
TOTAL BALANCE SHEET ITEMS	-772,476.64	-206,743.50	84,054.18	71,200.83	6,150.01	17.15	-3,312.91	-8,824.00	0.00	0.00	-10,000.00	0.00	127,070.81	96,176.22	4,145,187.29	4,145,187.29
Net Increase/Decrease	-350,853.85	-363,071.43	1,068,869.38	290,011.97	-909,370.27	2,090,915.68	-787,183.16	-736,749.40	-79,367.64	203,807.60	-916,820.86	-1,520,687.85	-1,520,687.85	75,255.98	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	8,325,181.04	7,537,997.88	6,801,248.48	6,721,880.84	6,925,688.44	6,008,867.58	4,488,179.73				8,708,623.00
Ending Cash, Plus Accruals																
Ending Fund Balance																

REPORT: Projections based on historical, budgeted and estimated revenue allocations and expenditures.