

# **Burnt Ranch Elementary School District**

## **Board of Trustees Regular Meeting**

Burnt Ranch Elementary School  
251 Burnt Ranch School Road  
Burnt Ranch, California

**Tuesday, October 10, 2023**  
**4:00pm Regular Meeting**

### **AGENDA**

#### **1.0 Formal Opening**

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Additions or Changes to Agenda

- 2.0 Public Communication:** Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to three minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

#### **3.0 Accept Open Session Agenda**

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

- 4.0 Consent Agenda:** The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.

- 4.1 Minutes – Sep 12, 2023
- 4.2 Warrants - September 7, 2023 to October 6, 2023

#### **5.0 Correspondence**

- 5.1 LCAP and 23/24 Budget Approval from TCOE

## **6.0    Reports**

- 6.1    Staff
- 6.2    Superintendent
- 6.3    Principal
- 6.4    Business
- 6.5    Enrollment and attendance
- 6.6    Building Projects

## **7.0    General Business**

- 7.1    Review/Approve Local School Wellness Policy **Triennial Assessment Report**
- 7.2    Review/Approve California School Boards Association Membership/Policy Development Workshop
- 7.3    Review/Approve Certificated Teacher Resignation
- 7.4    Review/Approve CSBA Board Policy Updates
  - BP 1113: District and School Websites
  - Exhibit 1113-E(1)- District and School Websites
  - BP 4112.2: Certification
  - Exhibit 4112.9E(1): Employee Notifications
  - BP 4140 Bargaining Units
  - BP 5141.5 Mental Health

## **8.0    Future Business**

Next board meeting:

Regular Board Meeting – **Tuesday, November 14, 2023, 4:00pm**

## **9.0    Adjourn**

# Burnt Ranch Elementary School District

## Board of Trustees Regular Meeting

Burnt Ranch Elementary School  
251 Burnt Ranch School Road  
Burnt Ranch, California

**Tuesday, September 12, 2023**  
**4:00pm Regular Meeting**

### Minutes

#### 1.0 Formal Opening

- 1.1 Call to Order: **4:02PM**
- 1.2 Roll Call: **James King, Josh Mcknight, Sarah Brown, Cyn VanFleet, Amanda Platt, Katie Strouse, Shelley Ammon, Krisit Kilgore, Libby Harris-Pinto, Tamera West, Elizabeth Wilde, Cindy Blanchard(zoom)**
- 1.3 Additions or Changes to Agenda

#### 2.0 Public Communication: Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to three minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

#### 3.0 Accept Open Session Agenda

**Move 8.8 to before 7.0**

Motion\_\_\_James King\_\_\_\_\_Second\_\_\_Sarah Brown\_\_\_\_\_Vote\_\_\_4-0\_\_\_\_\_

#### 4.0 Consent Agenda: The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.

- 4.1 Minutes – August 8, 2023
- 4.2 Warrants – August 4, 2023 to September 6, 2023

#### 5.0 Correspondence None

#### 6.0 Public Hearing

**Sufficiency of Instructional Materials**

4.1  
Open: 4:09 PM Close: 4:12 PM

## 7.0 Reports

### 7.1 Student Achievement Data

Shelly Ammon presented 2021-2023 student achievement data from the CAASPP as well as 2022-2023 Benchmark Assessment Data (EasyCBM).

### 7.2 Building Projects :

Solar- We are close to completion! Thursday 9/7 the inspector will give final approval to DSA, then PG&E will be notified for their inspection, once PG&E gives approval the system will be operational.

Sports Court – Measurements were finalized. A bid package will go out soon for the project, site prep, concrete and installation.

### 7.3 Superintendent

Facilities:

A crack was found in the fire suppression system pipe – Foothill has been contacted for repair.

A leak was discovered in the refrigerant line to the freezer after a system failure – Temporarily fixed by refilling the system, waiting on quotes from Ray-Mac and Mac's and will proceed with repairs.

The grease pit was pumped and adjustments made to the system for proper flow.

Food Services:

Local Food for Schools – Funds received are being used to purchase and process beef and pork from the Junior Livestock Auction and Redwood Meats. Guy Fieri generously donated more than half the cow and a pig! More details at the meeting.

KIT Funds – Once we know the cost of the freezer repair, I will submit a plan for the remaining funds including the purchase of an All-wheel drive van.

COVID Funds – The sheet is included in the packet with current balances. We will be updating this with encumbrances for the remainder of the year, the majority being spent on a sports court, intervention tutoring/instruction and paraprofessional services.

### 7.4 Business

Cindy Blanchard reported on the unaudited actuals

Katie Strouse gave a report on the GASB 75 Actuarial report

### 7.5 Principal

### 7.6 Enrollment

### 7.7 Staff:

## 8.0 General Business

### 8.1 Review/Approve 2022-23 Unaudited Actuals

**Sarah Brown moves to approve the 2022-23 Unaudited Actuals. Cyn VanFleet seconds.**

**Motion carried 4-0**

### 8.2 Review/Approve Resolution 2023/24- 05 Sufficiency of Instructional Materials

**Cyn VanFleet moves to approve the resolution 2023/24-05. James King seconds.**

**Motion carried 4-0**

### 8.3 Review/ Approve Resolution 2023/24-06 Gann Limit

**Josh McKnight moves to approve the Gann Limit, James King seconds. Motion carried**

**4-0**

### 8.4 Review/Approve Memorandum of Understanding between Sonoma County

Superintendent of Schools as the Local Educational Agency for the North Coast School

4.1

of Education Programs, Participating County Offices of Education, and Participating School Districts and Employing Agencies (Teacher Induction Program)

**Sarah Brown moves to approve the MOU with Sonoma County Superintendent of Schools. James King Seconds Motion carried 4-0**

8.5 Review/Approve Memorandum of Understanding by and between WestEd, American Institutes for Research, and Burnt Ranch Elementary School District (Citizen Math Impact Study)

**Josh McKnight Moves to approve the MOU with West Ed. Sarah Brown seconds. Motion carried 4-0**

8.6 Review 2023-2024 Trinity Alps USD Contract for Vehicle Servicing Agreement

8.7 Review Goals for Superintendent

**Amanda Platt discussed her goals for the upcoming year.**

8.8 Review/Approve Certificated Teacher Job Description

**Tamera West spoke to the fact that she feels supported by Admin. She is interested in hearing about the teacher job description and would like to have Flex time considered for teachers.**

**Libby Harris Pinto also would like flex time to be considered.**

**Amanda is not in favor due to tracking requirements. Cyn pointed out that flex time is outside of the board reviewing and approving the job description.**

**Cyn VanFleet moves to approve the teacher job description. Josh McKnight seconds. Motion carried 4-0**

8.9 Review/Ratify One-Time Off Salary Schedule ESSER/IPI/Learning Loss Stipends

**Sarah Brown moves to ratify the one time off salary schedule stipend for all staff using one time Esser/IPI/Learning loss funding. Cyn VanFleet Seconds. Motion Carried 4-0**

8.10 Review/Approve 8<sup>th</sup> Grade Trip to Washington D.C in June 2024

**Cyn VanFleet moves to approve the 8<sup>th</sup> grade field trip to DC. Josh McKnight seconds. Motion carried 4-0**

8.11 Review/Approve Resolution 2023/24-07 Surplus/Obsolete Equipment for Sale and/or Disposal per Education Code Sections 17545 and 17546 (Ipads-Gen1/2)

**Cyn VanFleet moves to approve resolution 2023-24-07. James King Seconds. Motion Carried. 4-0**

8.12 Review/Approve 2023-2024 Declaration of Need for Fully Qualified Educators

**Cyn VanFleet Moves to approve the 2023-2024 Declaration of Need. Josh McKnight Seconds. Motion carried 4-0**

## **9.0 Future Business**

Next board meetings:

Tuesday, October 10, 2023 at 4:00pm

## **10.0 Adjourn: 6:26 PM**

*Respectfully Submitted*  
*Lee Platt*



Checks Dated 09/07/2023 through 10/06/2023				Board Meeting Date 10/10/2023	
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5244051	09/13/2023	Sarah Brown	13-4700		167.37
5244052	09/13/2023	Ambrosini, Monique A	13-4700		1,047.96
5244053	09/13/2023	California Safety Company	01-5800		40.00
5244054	09/13/2023	Dazey's Inc	01-4300		30.13
5244055	09/13/2023	Enterprise Auto Parts	01-4300		106.26
5244056	09/13/2023	Gopher	01-4300		444.07
5244057	09/13/2023	Mac's Refrigeration Service	01-5800		1,346.16
5244058	09/13/2023	Neukom Farm	13-4700		83.80
5244059	09/13/2023	Savvas Learning Company LLC	01-4100		134.44
5244060	09/13/2023	Shasta Tr Schools Ins Dental	01-9580		1,041.43
5244061	09/13/2023	Shasta Tr Schools Ins Medical	01-9580		10,837.00
5244062	09/13/2023	Shasta Tr Schools Ins Vision	01-9580		257.40
5244063	09/13/2023	The Week Junior	01-4300		309.60
5244064	09/13/2023	Tom's Trash	01-5550		294.22
5244065	09/13/2023	Trinity Co Office Of Education	01-5800		625.91
5244066	09/13/2023	Willow Creek Ace Hardware	01-4300		12.91
5244203	09/20/2023	Kilgore, Kristi F	01-4300		76.48
5244204	09/20/2023	Harding, Michael L	01-4300		509.89
5244205	09/20/2023	Ambrosini, Monique A	13-4700		1,324.68
5244206	09/20/2023	Szabo, Malia	01-4300		23.86
5244207	09/20/2023	A-Z Parts Sales	01-4300		1,747.90
5244208	09/20/2023	Curriculum Associates	01-4100		13,054.20
5244209	09/20/2023	Hess Ranch	13-4700		120.00
5244210	09/20/2023	Johnston Trucking	01-5800		577.50
5244211	09/20/2023	Oregon Shakespeare Festival	01-5800		845.00
5244212	09/20/2023	Pacific Gas & Electric	01-5510		3,525.83
5244213	09/20/2023	Shasta Tr Schools Ins Dental	01-9580		1,561.40
5244214	09/20/2023	Shasta Tr Schools Ins Medical	01-9580		16,501.00
5244215	09/20/2023	Shasta Tr Schools Ins Vision	01-9580		396.00
5244216	09/20/2023	Wes Green Landscape Materials	01-4300		2,262.75
5244384	09/27/2023	Ambrosini, Monique A	13-4700		1,010.31
5244385	09/27/2023	Szabo, Malia	01-4300		15.66
5244386	09/27/2023	Blendmagic Products LLC	01-4300		378.99
5244387	09/27/2023	Creative Mathematics	01-5200		3,000.00
5244388	09/27/2023	Frontier	01-5920		434.28
5244389	09/27/2023	North Coast Unified Air Qual.	01-5800		547.62
5244390	09/27/2023	Redwood Meat Co Inc	01-5800		1,020.40
5244391	09/27/2023	Scholastic Inc.	01-4200		224.14
5244392	09/27/2023	Staples	01-4300		1,190.36
5244393	09/27/2023	Whitson Inc.	01-5800		1,137.00
5244394	09/27/2023	Willow Creek Farms	13-4700		220.00
5244547	10/04/2023	Kilgore, Kristi F	01-4300		200.44
5244548	10/04/2023	CDW Government Inc	01-4400	677.19	
			01-5800	980.82	1,658.01
5244549	10/04/2023	Coast Central Credit Union	01-4200	140.50	
			01-4300	2,810.51	

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.

ESCAPE ONLINE

Page 1 of 2

Checks Dated 09/07/2023 through 10/06/2023				Board Meeting Date 10/10/2023	
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5244549	10/04/2023	Coast Central Credit Union	01-5800	683.97	
			01-5920	35.38	3,670.36
5244550	10/04/2023	Coast Central Credit Union	01-4300	1,149.21	
			01-5800	175.00	
			13-4700	3,972.00	5,296.21
5244551	10/04/2023	Foothill Fire Protection, Inc.	01-5800		935.00
5244552	10/04/2023	North Coast Laboratories Inc	01-5560		120.00
5244553	10/04/2023	Staples	01-4300		301.46
5244554	10/04/2023	Trinity Co Dept of Trans	01-4300		265.19
5244555	10/04/2023	Valley Pacific Petroleum Services, Inc	01-4300		2,192.44
5244556	10/04/2023	Velocity Communications, Inc	01-5900		620.00
Total Number of Checks			51		83,743.02

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	44	75,796.90
13	Cafeteria Special Reserve	8	7,946.12
Total Number of Checks		51	83,743.02
Less Unpaid Tax Liability			.00
Net (Check Amount)			83,743.02





## Trinity County Office of Education

**Fabio Robles, Ed. D.**  
Trinity County  
Superintendent of Schools

P.O. Box 1256 • 201 Memorial Drive, Weaverville, CA 96093-1256  
(530) 623-2861 • FAX (530) 623-4489  
<https://www.tcoek12.org>

September 15, 2023

Superintendent and Board of Trustees  
Burnt Ranch Elementary School District

RE: 2023-24 Budget/LCAP Approval

The Trinity County Office of Education has received and completed our review of the District's Local Control and Accountability Plan (LCAP) and Adopted Budget for fiscal year 2023-24.

### **LCAP Approval**

Pursuant to Education Code (EC) Section 52070(d), the three criteria for LCAP approval include:

1. Adherence to the State Board of Education (SBE) Template
2. Sufficient Expenditures in Budget to implement LCAP, and;
3. Adherence to SBE Expenditure Regulations

Through the review and oversight process, it has been determined that your District's LCAP meets all three criteria, and has been approved.

### **Budget Approval**

With regard to the district's adopted budget, the Education Code requires the county superintendent to approve, conditionally approve, or disapprove the adopted budget for each school district after a review that includes the following:

1. Determine whether the adopted budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.
2. Examine the adopted budget to determine whether it complies with the standards and criteria established pursuant to Section 33127, and identify any technical corrections needed to bring the budget in line with those standards and criteria, and;

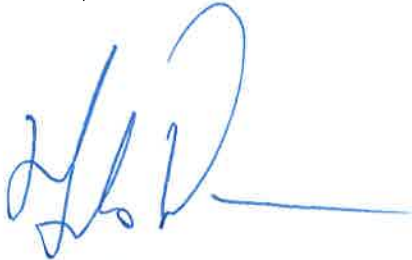
3. Determine whether the adopted budget will allow the district to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multi year financial commitments.

Our review of the district's 2023-24 adopted budget and multiyear projection has determined that the district is in compliance with the above criteria.

We want to acknowledge and express our appreciation to the district's staff, the governing board, and the community for their continued diligence and hard work.

If our office can be of further assistance, please contact Tim Nordstrom, Assistant Superintendent of Educational Services at 530-623-2861 ext. 260 for LCAP needs or Cindy Blanchard, Chief Business Official at 530-623-2861 ext. 229 for budget needs.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Fabio Robles', with a long horizontal stroke extending to the right.

Fabio Robles, Ed.D.

Trinity County Superintendent of Schools

7.1

# BURNT RANCH ELEMENTARY SCHOOL DISTRICT



PO Box 39  
251 Burnt Ranch School Road  
Burnt Ranch, CA 95527

Amanda Platt, Superintendent  
Kristi Holland, Principal

Phone: 530.629.2543  
[www.bresd.org](http://www.bresd.org)

Katie Strouse  
Business/Administrative Asst.

## **Burnt Ranch Elementary School District LSWP Triennial Assessment Report September 2023**

### **General Information**

Date Policy Revised: **TBD**

Date Assessment Completed: 9/20/2023

Schools included in assessment: Burnt Ranch Elementary School

Date of last Local Wellness Policy revision: 8/11/19

Website address for the wellness policy: <https://bresd.org>

Resources Used: The California School Board Association (CSBA) Sample Board Policy; *The Triennial Assessment Template for Local Educational Agencies*, California Local School Wellness Policy Collaborative

Assessments Used: Action for Healthy Kids School Health Index; and LSWP Assessment Score Card

Local Education Agencies (LEAs) are required to complete a comprehensive assessment of the Local School Wellness Policy (LSWP) a minimum of once every three years, beginning no later than June 30, 2021. LEAs received a two-year waiver due to Covid 19, extending the assessment to five years. Each LEA is to establish a LSWP committee to conduct the assessment. The committee should include broad representation of the school district, families, and community. The assessment requires a four-step process including:

1. How the LSWP compares to a model policy;
2. The school district's progress towards attaining LSWP goals;
3. Measuring each school site compliance with the LSWP;
4. The results of the assessment must be made available to the public.

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## **1. Burnt Ranch SD School Wellness Policy comparison to Model Policy:**

Since the return to full in-person instruction, the district LSWP committee has been inactive. The Superintendent convened the Parent Advisory Council, Nutrition Department and school business officials to serve as the LSWP committee. The California School Board Association (CSBA) Sample Board Policy was used as a model policy and the Action for Healthy Kids School Health Index was used for the comparison.

Overall, the policy needs some updating on specific language to be in compliance. We found the LSWP to be out of compliance or in partial compliance with the following Standards:

- Recommend adding language pertaining to Nutrition Education, addressing agriculture and the food system.
- Add language addressing student access to free, safe, unflavored drinking water where meals are being served.
- Add language about the Spark PE curriculum.
- Add language about Staff Wellness

It is recommended that revisions be made to the LSWP to include the appropriate language outlined above. The last page of this document contains the completed score card.

## **2. Monitoring Progress with Meeting the LSWP Goals, and Extent of compliance for ALL schools with the LSWP**

The Action for Healthy Kids Health Index tool was used to monitor progress towards meeting the LSWP goal. As well as the Local School Wellness Policy Assessment Score Card.

A brief summary of successes and areas of opportunity follows. It is recommended that an action plan be created to address the areas of opportunity.

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Successes	Opportunities
<ul style="list-style-type: none"> <li>District provides healthy scratch – made breakfast and lunch meals to students that meet federal and state requirements.</li> <li>Nutrition education provided in the expanded school day with Garden Club and Cooking Club.</li> <li>Local meat, dairy, fruits and vegetables are incorporated into school menus.</li> <li>District implemented California Universal Meals and Provision 2 Eligibility all students eat free of charge.</li> <li>Partnership underway with the North coast Grower's Association for procurement via the Food Hub.</li> <li>School facilities are made available to the community for physical activity.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to build momentum and partnerships to revitalize the school garden.</li> <li>Provide drink dispenser for water during meals.</li> <li>Continue to incorporate more locally produced foods into school meals including fruits, vegetables, grains and local meat and dairy.</li> <li>Provide support for food service staff to obtain training on school meal program operations, menu planning and scratch-based cooking.</li> <li>Strengthen the LSWP committee by conducting outreach and recruitment to include teachers, afterschool, health professionals, parents, and students.</li> <li>Spark Curriculum for PE.</li> </ul>

## 4. Triennial Assessment Report to Public

This report will be made available to the public on the district website at <https://bresd.org/>

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Katie Strouse  
Business/Administrative Asst.

## BURNT RANCH LSWP ACTION PLAN

Activity	Start Date	End Date	Person(s) Responsible	Resources Required	Volunteers Needed?	Activities/Resources	Measures of Success
<b>Priority #1 School Health Environment</b>							
School Health Action Plan	11/23	Ongoing	Amanda Platt	Assessment Data	No	n/a	Improved score
<b>Priority #2 School Health Service</b>							
Counseling Services	11/23	6/24	Amanda Platt	County Support	No	More time	School Climate survey
Nurse Services	11/23	6/24	Amanda Platt	County Support	No	More Time	Improved Score
<b>Priority #3 Staff Wellness</b>							
Programs for staff members on physical fitness, healthy eating, and low-cost stress management	11/23	6/24	Amanda Platt	Funding	Possibly	Classes/stipends for activities/challenges	Staff Survey/Improved Scale

7.1

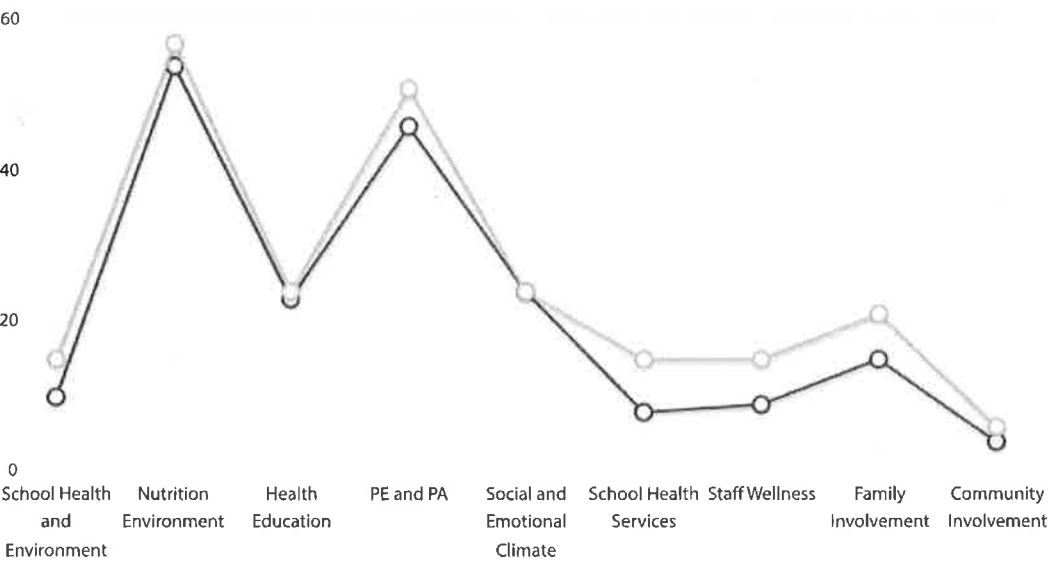
## Burnt Ranch Elementary School

Thank you for completing Action for Healthy Kids' School Health Index. This report summarizes your responses and identifies opportunities for growth. Review this report with your school health team and use the information to prioritize your school's health and wellbeing.

### Looking to improve your school's SHI score?

Check out [AFHK's Resource Library \(https://www.actionforhealthykids.org/game-on-activity-library/\)](https://www.actionforhealthykids.org/game-on-activity-library/) for ideas, strategies, and activities to create a healthier school environment today!

Burnt Ranch Elementary School SHI RESULTS



MyScore: Dark Blue | Total Score: Light Blue | State Average Score: Orange | District Average Score: Green



You scored 84.65 %

### OPPORTUNITIES FOR GROWTH

Your school scored 84.65 % on the School Health Index. This score was determined based on your responses to specific School Health Index questions that measure best practices related to the Whole

7.1 Child. Questions where your school scored a 0 or 1 are identified below. Focus your school health efforts on these areas to ensure your school provides a school environment where students are healthy in body and mind.

Category Score with Opportunity for Growth	Score
<i>Nutrition Environment</i>	54/57
<i>School Health and Environment</i>	10/15
4. School health action plan	0 = Not in Place
<i>Health Education</i>	23/24
<i>Social and Emotional Climate</i>	24/24
<i>PE and PA</i>	46/51
42. Prohibit withholding recess as punishment	1 = Under Development
<i>Community Involvement</i>	4/6
<i>Family Involvement</i>	15/21
<i>School Health Services</i>	8/15
59. Health services provided by a full-time school nurse	0 = Not in Place
61. Counseling, psychological, and social services provided by a full-time counselor, social worker, and psychologist	0 = Not in Place
<i>Staff Wellness</i>	9/15
63. Programs for staff members on physical activity/fitness	1 = Under Development
64. Programs for staff members on healthy eating/weight management	1 = Under Development
67. Free or low-cost stress management programs	1 = Under Development



7.1

## Local School Wellness Policy Assessment Score Card

**School District:** Burnt Ranch School District

*This tool was used to compare SHUSD current LSWP with the California School Board Association (CSBA) model policy.*

### Instructions:

1. Please make a copy of this Score Card with your name in the title and share with LSWP committee members.
2. Put an X in the box for the most appropriate score for each item.

### Nutrition Education

Yes No Partial

Includes goals for nutrition education that are designed to promote student wellness	X		
Nutrition Education is integrated into other subjects beyond health education	X		
Nutrition Education addresses agriculture and the food system		X	

### Standards for USDA CNPs and School Meals

Assures compliance with USDA nutrition standards for reimbursable school meals.	X		
Addresses access to the USDA School Breakfast Program	X		
District takes steps to protect the privacy of students who qualify for free and reduced priced meals	X		
Free drinking water is available during meals			X
Ensures annual training for food and nutrition services staff in accordance with USDA Professional Standards.	X		
Addresses purchasing local foods for the school meal program	X		

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water  
dispenser

### Nutrition Standards for competitive and Other Foods and Beverages

Addresses compliance with USDA nutrition standards (Smart Snacks) for all food and beverages sold to students during the school day.	X		
Regulates food and beverages sold in a la carte, vending machines, school stores	X		
Addresses fundraising with food to be consumed during the school day.	X		
Regulates food and beverages served at class parties and other school celebrations in elementary schools	X		

### Physical Education Physical Activity

Yes No Partial

7.1

There is a written physical education curriculum for grades K-12. <i>SPARK not listed.</i>			X
Addresses family and community engagement in physical activity opportunities at all schools.	X		
Addresses before and after school physical activity for all students including clubs, intramural, interscholastic opportunities.	X		
Addresses physical activity breaks during school.	X		
Addresses time per week of physical education instruction for all elementary and middle schools students.	X		

### Wellness Promotion and Marketing

Addresses strategies to support employee wellness.		X	
Restricts marketing on the school campus during the school day to only those foods and beverages that meet Smart Snacks standards	X		
Specifically addresses marketing on school property, equipment, educational materials, where food is purchased, in school publications, media, fundraisers and corporate-incentive programs.	X		

### Implementation, Evaluation, and Communication

Addresses how relevant stakeholders will participate in the development, implementation, and periodic review and update of the local wellness policy.	X		
Identifies the officials responsible for the implementation and compliance of the local wellness policy.	X		
Addresses making the wellness policy available to the public.	X		
Addresses the assessment of the district implementation of the local wellness policy at least once every three years.	X		
Triennial assessment results will be made available to the public and will include: <ol style="list-style-type: none"> <li>1. The extent to which schools under the jurisdiction of the LEA are in compliance with the local school wellness policy;</li> <li>2. The extent to which the LEA's local school wellness policy compares to model local school wellness policies;</li> <li>3. Description of the progress made in attaining the goals of the local school wellness policy.</li> </ol>	X		
Addresses a plan for updating policy based on results of the triennial assessment.	X		
Column Totals- Yes=2, Partial=1, No=0	4	6	2
Total Score= <b>total points/58</b>	48	58	

83%

7.2



September 13, 2023

The California School Boards Association (CSBA) is pleased to provide the Burnt Ranch Elementary School District of Trinity County the following quote for CSBA membership, and GAMUT and policy services.

#### **CSBA Membership**

**\$1,676 (2023-24)**

CSBA provides a wide range of policy services, leadership development, timely information, advocacy and other support services for local educational agencies. CSBA membership entitles your full board and all district staff access to CSBA's suite of membership benefits. A membership in CSBA is requisite to access all CSBA membership services, including GAMUT services. Membership dues will vary annually; if your district does opt to move forward with membership/GAMUT services in 2023-24, your membership dues for the current year will be prorated accordingly.

#### **GAMUT Meetings**

**\$500/year**

GAMUT Meetings is an online agenda and meeting management system that gives you an easy and efficient way to create and manage meetings online. GAMUT's paperless board meeting management application helps streamline meeting preparation and provides easy and secure access to meeting materials. Features include: multiple meeting types that allow you to manage all your meeting types in one convenient location; advanced search so you can quickly sort by meeting type, date, and more; private, secure personal notes on individual agenda items; customizable roles and permissions for users, meetings, and items; meeting minutes and voting; custom printing that allows you to integrate attachments and exhibits with your agenda; and advanced safety and security. Packed with time-saving features, GAMUT's paperless board meeting management software automates and simplifies routine tasks associated with meeting development and delivery.

#### **GAMUT Policy**

**\$1,010/year**

CSBA's GAMUT Policy is an online policy information service that offers quick access to 650-plus sample board policies, regulations, bylaws, and their legal references, including the entire Education Code, Title 5 regulations and other referenced state and federal code sections. GAMUT Policy also features advanced search features, built in translations, and the ability to download sample policies and regulations to word processing programs for editing. The CSBA sample policies on GAMUT are updated regularly and GAMUT Policy users will receive email notifications to alert them when the CSBA sample policy manual has been revised.

#### **GAMUT Policy Plus (*available to GAMUT Policy subscribers*)**

**\$2,230/year**

CSBA updates approximately 100 policies every year just to stay up to date with changes in the law. Policy Plus is designed to help you stay on top of your policies and keep them current with the help of CSBA policy staff. With GAMUT Policy Plus you receive your own dedicated GAMUT webpage that integrates into your district website. The website allows you to manage and update policies directly on GAMUT. With Policy Plus you can post, edit and update your policies directly on GAMUT. Subscribers can take advantage of the track changes editor, advanced global search features, and the ability to integrate policies with your agendas. Policy Plus also includes ongoing policy consulting and gives you the option to submit your policies to CSBA for review before you adopt them. If you were not a previous Manual Maintenance or GAMUT Policy Plus subscriber, you will also need to go through a Policy Development Workshop (see below) to prepare your policy manual for the GAMUT website.

702

### **GAMUT Documents**

**\$250/year**

CSBA's GAMUT Documents provides a central repository for Subscribers to store important documents on their GAMUT sites and to set permissions to allow specified users to access exactly what they need while keeping sensitive data secure. Users can create folders to classify and manage documents; upload multiple file types, including Word, Excel, PowerPoint, PDF or graphic files; set folder and file permissions for either public or private access; and create folder or file level alerts to be notified when new files are added.

### **GAMUT Communication**

**\$250/year**

GAMUT Communications adds news, calendar, and resource features to Subscriber's GAMUT website. The News tab allows subscribers to create news types for public or private sharing of information to GAMUT users based on their permission settings. The Calendar tab allows for posting of important dates including meetings, board activities or other events. Calendars can be Public or Private and can be linked to meeting agendas in GAMUT Meetings. Resource links may be used to allow direct, easy access to external sites that are frequently referenced or relevant to the Subscriber's organization.



### **Policy Development Workshop (PDW)**

**\$8,200**

GAMUT Policy subscribers can participate in comprehensive Policy Development Workshop (PDW) to develop a new policy manual or have comprehensive updates to their existing policy manual to help address key issues and achieve compliance with state and federal mandates. The 2-3 day on-site workshop pairs the knowledge and experience of district administrators and board members with the expertise of a CSBA consultant to generate a clear, user-friendly policy manual that complies with state and federal law and meets local needs. Discounted fees are available for districts with less than 1,000 ADA that participate in a consortium workshop (costs split between participating districts):

- |                                      |   |
|--------------------------------------|---|
| • Three-district consortium workshop | <b>\$5,420/district</b>  |
| • Four-district consortium workshop  | <b>\$5,330/district</b>   |
| • Five-district consortium workshop  | <b>\$5,275/district</b>  |

### **Policy Manual Review**

**\$1,250**

CSBA's Policy Manual Review service includes an analysis of the district's current policy manual to determine whether the district is up to date with state and federal mandated board policies. A report of findings will be generated to indicate if the district's mandated policies and administrative regulations reflect current law, identify priority areas for policy updating, and summarize the overall status of the district's policy manual.

For additional information, please contact Adrian Torres at 916.669.3377 or email [atorres@csba.org](mailto:atorres@csba.org)

<sup>1</sup> A \$250 site set up fee applies to new GAMUT sites

<sup>2</sup> This quote is valid for six months from the date issued

**Policy 1113: District And School Websites**

**Status: Adopted**

**Original Adopted Date:** 07/01/2007 | **Last Revised Date:** 06/01/2023 | **Last Reviewed Date:** 10/10/23

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the Superintendent or designee to develop and maintain district and school websites. The use of district and school websites shall support the district's vision and goals and shall 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 BP 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.

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 BP/AR 5125.1 - Release of Directory Information.

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 or telephone number 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)

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**Policy Reference Disclaimer:**

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

<b>State</b>	<b>Description</b>
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>
Civ. Code 1798.99.31	California Age-Appropriate Design Code Act
Ed. Code 32096	COVID-19 testing in schools
Ed. Code 32526	COVID Emergency Appropriations for Education
Ed. Code 35182.5	Contracts for advertising
Ed. Code 35258	Internet access to school accountability report cards
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 49061	Definitions; directory information
Ed. Code 49073	Release of directory information
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**

16 CFR 312.1-312.13	<b>Description</b> 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
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
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 12101-12213	Americans with Disabilities Act

## **Management Resources**

CA Civil Rights Department Publication	<b>Description</b> Sexual Harassment
CA Civil Rights Department Publication	Family Care and Medical Leave and Pregnancy Disability Leave
CA Civil Rights Department Publication	California Law Prohibits Workplace Discrimination and Harassment
CA Civil Rights Department Publication	Transgender Rights in the Workplace
CA Civil Rights Department Publication	Your Rights and Obligations as a Pregnant Employee
Court Decision	Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112
Court Decision	City of San Jose v. Superior Court, (2017) 2 Cal.5th 608
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016
U.S. Department of Justice Publication	Accessibility of State and Local Government Websites to People with Disabilities, June 2003
U.S. DOE Office for Civil Rights Publication	Joint Dear Colleague Letter: Electronic Book Readers, June 29, 2010
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter, May 26, 2011
Website	CSBA District and County Office of Education Legal Services

Website	<a href="#">Governor's Office of Planning and Research, The California Environmental Quality Act</a>
Website	<a href="#">California Department of Education, Web Accessibility Standards</a>
Website	<a href="#">California School Public Relations Association</a>
Website	<a href="#">U.S. Department of Justice, Civil Rights Division, Disability Rights Section</a>
Website	<a href="#">World Wide Web Consortium, Web Accessibility Initiative</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">U.S. Department of Education, Office for Civil Rights</a>
Website	<a href="#">California Civil Rights Department</a>
World Wide Web Consortium Publication	Web Content Accessibility Guidelines, December 2008

### **Cross References**

<b>Code</b>	<b>Description</b>
0000	Vision
0410	Nondiscrimination In District Programs And Activities
0440	District Technology Plan
0440	District Technology Plan
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
0510	School Accountability Report Card
1100	Communication With The Public
1112	Media Relations
1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1325	Advertising And Promotion



1340	Access To District Records
1340	Access To District Records
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3515	Campus Security
3515	Campus Security
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.7	Firearms On School Grounds
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.5	Emergency Schedules
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3552	Summer Meal Program
3552	Summer Meal Program
3580	District Records
3580	District Records
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040	Employee Use Of Technology
4119.21	Professional Standards
4119.21	Professional Standards
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4132	Publication Or Creation Of Materials
4161.8	Family Care And Medical Leave
4219.21	Professional Standards
4219.21	Professional Standards

4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
4232	Publication Or Creation Of Materials
4261.8	Family Care And Medical Leave
4319.21	Professional Standards
4319.21	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
4331	Staff Development
4332	Publication Or Creation Of Materials
4361.8	Family Care And Medical Leave
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5131.2	Bullying
5131.2	Bullying
6020	Parent Involvement
6020	Parent Involvement
6145.2	Athletic Competition
6145.2	Athletic Competition
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.4	Student Use Of Technology
6163.4	Student Use Of Technology
6173	Education For Homeless Children
6173	Education For Homeless Children
6173	Education For Homeless Children
6173	Education For Homeless Children

6190	Evaluation Of The Instructional Program
7150	Site Selection And Development
7150	Site Selection And Development
7214	General Obligation Bonds
7214	General Obligation Bonds
9010	Public Statements
9012	Board Member Electronic Communications
9310	Board Policies
9320	Meetings And Notices
9322	Agenda/Meeting Materials



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

Status:  
ADOPTED

Original Adopted Date: 10/01/2020 | Last Revised Date: 06/01/2023 | Last Reviewed Date: 10/10/2023

**MATERIALS REQUIRED TO BE POSTED ON DISTRICT WEBSITE**

**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. 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). See AR 0460 - Local Control and Accountability Plan.
2. 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). Post at least 72 hours before a regular board meeting or 24 hours before a special meeting. See BB 9320 - Meetings and Notices and BB 9322 Agenda/Meeting Materials.
3. The district's policy on student suicide prevention including, for grades K-6, the age appropriateness of the policy (Education Code 234.6). See BP 5141.52 - Suicide Prevention.
4. 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). See AR 5131.2 - Bullying and AR 5145.3 - Nondiscrimination/Harassment.
5. The district's policy on preventing and responding to hate violence, if the district has adopted such a policy (Education Code 234.6). See BP 5145.9 - Hate-Motivated Behavior.
6. 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). See AR 5145.3 Nondiscrimination/Harassment.
7. Information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including 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 the U.S. Department of Education's Office for Civil Rights, 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 the California Department of Education's (CDE) website (Education Code 221.6, 221.61, 234.6; 34 CFR 106.8). See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment.
8. A link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5, 234.6). See AR 5145.3 - Nondiscrimination/Harassment.

9. 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). See AR 4030 - Nondiscrimination in Employment and AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.
10. 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. See BP 7212 - Mello-Roos Districts.

### **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.

1. 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). See AR 0430 - Comprehensive Local Plan for Special Education.
2. The district's nondiscrimination policy and regulation, including the complaint procedure and the compliance coordinator's contact information (34 CFR 100.6, 106.8). See BP 0410 - Nondiscrimination in District Programs and Activities and AR 4030 - Nondiscrimination in Employment.
3. Training materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person(s) who facilitates an informal resolution process in response to a Title IX sexual harassment complaint (34 CFR 106.45). See AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. 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). See AR 6173 - Education for Homeless Children.
5. 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. See AR 6145.2 - Athletic Competition.
6. 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). See AR 5117 - Interdistrict Transfer.
7. 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). See AR 5117 - Interdistrict Transfer.

8. For districts that offer grade 9, the district's policy and protocols related to student placement in mathematics courses (Education Code 51224.7). See AR 6152.1 - Placement in Mathematics Courses.
  9. The section(s) of the district's employee code of conduct addressing interactions with students. 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) See BP 4119.21/4219.21/4319.21 - Professional Standards and BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.
  10. The district's meal payment collection policy and procedures (U.S. Department of Agriculture (USDA) Memorandum SP 46-2016). See BP/AR 3551 - Food Services Operations/Cafeteria Fund.
  11. If the district includes information about the free and reduced-priced meal program on its website, a 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 (USDA FNS Instruction 113-1). For the required wording of the statement, see E(1) 3555 - Nutrition Program Compliance.
  12. 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 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) See AR 3514.2 Integrated Pest Management.
  13. 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).
  14. 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). See AR 7214 - General Obligation Bonds.
  15. Copy of each school's school accountability report card, on or before February 1 of each year (Education Code 35258). See BP 0510 - School Accountability Report Card.
  16. 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. (This notification could be made in writing to parents/guardians instead of or in addition to posting the results on the district's website.) In addition, 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). See BP 6190 Evaluation of the Instructional Program.
  17. The district's COVID-19 testing plan (Education Code 32096).
  18. Using the template developed by CDE, the use of Learning Recovery Emergency Funds, with interim reports posted by December 1, 2024 and December 1, 2027, and a final report by December 1, 2029. (Education Code 32526)
  19. 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)
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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### State References

Bus. and Prof. Code 22580-22582

Bus. and Prof. Code 22584-22585

Bus. and Prof. Code 22586-22587

Civ. Code 1798.99.31

Ed. Code 32096

Ed. Code 32526

Ed. Code 35182.5

Ed. Code 35258

Ed. Code 48852.6

Ed. Code 48907

Ed. Code 48950

Ed. Code 49061

Ed. Code 49073

Ed. Code 60048

Gov. Code 11135

Gov. Code 12950

Gov. Code 3307.5

Gov. Code 7920.000-7930.215

Pen. Code 14029.5

Pub. Res. Code 21082.1

#### Federal References

16 CFR 312.1-312.13

17 USC 101-122

17 USC 504

20 USC 1232g

29 USC 705

29 USC 794

34 CFR 104.1-104.61

34 CFR 99.1-99.67

42 USC 12101-12213

#### Management Resources References

CA Civil Rights Department Publication

CA Civil Rights Department Publication

CA Civil Rights Department Publication

CA Civil Rights Department Publication

CA Civil Rights Department Publication

#### Description

Privacy rights for California minors in the digital world -

<https://simbli.eboardsolutions.com/SU/XpZUgtS77ETvzOJMtcapFA==>

Student Online Personal Information Protection Act -

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

Early Learning Personal Information Protection Act -

<https://simbli.eboardsolutions.com/SU/HVBisqFqyGv3GFCOYAFARQ==>

California Age-Appropriate Design Code Act

COVID-19 testing in schools

COVID Emergency Appropriations for Education

Contracts for advertising

Internet access to school accountability report cards

Information regarding homelessness

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

Speech and other communication

Definitions; directory information

Release of directory information

Commercial brand names, contracts or logos

Prohibition of discrimination -

<https://simbli.eboardsolutions.com/SU/PcUFWeMcCJnzBrKAL0EtFQ==>

California Civil Rights Department posters

Publishing identity of public safety officers

California Public Records Act

Prohibition against publishing personal information of person in witness protection program

California Environmental Quality Act environmental review documents

#### Description

Children's Online Privacy Protection Act

Subject matter and scope of copyright

Penalties for copyright infringement

Family Educational Rights and Privacy Act (FERPA) of 1974

Definitions; Vocational Rehabilitation Act

Rehabilitation Act of 1973; Section 504

Nondiscrimination on the basis of disability

Family Educational Rights and Privacy

Americans with Disabilities Act

#### Description

Sexual Harassment

Family Care and Medical Leave and Pregnancy Disability Leave

California Law Prohibits Workplace Discrimination and Harassment

Transgender Rights in the Workplace

Your Rights and Obligations as a Pregnant Employee



Court Decision	Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112
Court Decision	City of San Jose v. Superior Court, (2017) 2 Cal.5th 608
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016
U.S. Department of Justice Publication	Accessibility of State and Local Government Websites to People with Disabilities, June 2003
U.S. DOE Office for Civil Rights Publication	Joint Dear Colleague Letter: Electronic Book Readers, June 29, 2010
U.S. DOE, Office for Civil Rights Publication	Dear Colleague Letter, May 26, 2011
Website	CSBA District and County Office of Education Legal Services <a href="https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==">https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==</a>
Website	Governor's Office of Planning and Research, The California Environmental Quality Act - <a href="https://simbli.eboardsolutions.com/SU/n5xh7yqpDOayP5DToPda0A==">https://simbli.eboardsolutions.com/SU/n5xh7yqpDOayP5DToPda0A==</a>
Website	California Department of Education, Web Accessibility Standards <a href="https://simbli.eboardsolutions.com/SU/ZXERSvILs5Tm5Y5TnRi4NA==">https://simbli.eboardsolutions.com/SU/ZXERSvILs5Tm5Y5TnRi4NA==</a>
Website	California School Public Relations Association - <a href="https://simbli.eboardsolutions.com/SU/csB0m6f7E6wVaFPfZWZFcw==">https://simbli.eboardsolutions.com/SU/csB0m6f7E6wVaFPfZWZFcw==</a>
Website	U.S. Department of Justice, Civil Rights Division, Disability Rights Section - <a href="https://simbli.eboardsolutions.com/SU/9sZBK5qxS65pFY07h6ktA==">https://simbli.eboardsolutions.com/SU/9sZBK5qxS65pFY07h6ktA==</a>
Website	World Wide Web Consortium, Web Accessibility Initiative - <a href="https://simbli.eboardsolutions.com/SU/bidXfpUplusS7mVvEQmsT1yhA==">https://simbli.eboardsolutions.com/SU/bidXfpUplusS7mVvEQmsT1yhA==</a>
Website	CSBA - <a href="https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==">https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==</a>
Website	U.S. Department of Education, Office for Civil Rights - <a href="https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==">https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==</a>
Website	California Civil Rights Department - <a href="https://simbli.eboardsolutions.com/SU/RRvNseNogmlnMLyl8K40jw==">https://simbli.eboardsolutions.com/SU/RRvNseNogmlnMLyl8K40jw==</a>
Publication	World Wide Web Consortium Web Content Accessibility Guidelines, December 2008

## Cross References

	Description
0000	Vision
0410	Nondiscrimination In District Programs And Activities
0440	District Technology Plan
0440	District Technology Plan
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
0510	School Accountability Report Card
1100	Communication With The Public
1112	Media Relations

1114	District-Sponsored Social Media
1114	District-Sponsored Social Media
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1325	Advertising And Promotion
1340	Access To District Records
1340	Access To District Records
3290	Gifts, Grants And Bequests
3311	Bids
3311	Bids
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3515	Campus Security
3515	Campus Security
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.7	Firearms On School Grounds
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.5	Emergency Schedules
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3552	Summer Meal Program
3552	Summer Meal Program
3580	District Records
3580	District Records
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4119.23	Unauthorized Release Of Confidential/Privileged Information
4131	Staff Development
4132	Publication Or Creation Of Materials
4161.8	Family Care And Medical Leave
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4231	Staff Development
4232	Publication Or Creation Of Materials

4261.8	Family Care And Medical Leave
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
4331	Staff Development
4332	Publication or Creation of Materials
4361.8	Family Care And Medical Leave
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5131.2	Bullying
5131.2	Bullying
6020	Parent Involvement
6020	Parent Involvement
6145.2	Athletic Competition
6145.2	Athletic Competition
6152.1	Placement In Mathematics Courses
6152.1	Placement In Mathematics Courses
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6190	Evaluation Of The Instructional Program
7150	Site Selection And Development
7150	Site Selection And Development
7214	General Obligation Bonds
7214	General Obligation Bonds
9010	Public Statements
9012	Board Member Electronic Communications
9310	Board Policies
9320	Meetings And Notices
9322	Agenda/Meeting Materials

**Policy 4112.2: Certification**

Status: ADOPTED

Original Adopted Date: 11/01/2008 | Last Revised Date: 06/01/2023 | Last Reviewed Date: 10/10/23

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and competency in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

**Priorities for Hiring Based on Unavailability of Credentialed Teacher**

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher who is authorized in the subject or setting for each assignment or, when necessary, a fully prepared teacher serving on a local assignment option. Whenever a teacher with a clear or preliminary credential is not available, and the Board adopts a resolution that it has made reasonable efforts to recruit a fully prepared teacher for the assignment, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who enrolls in an approved internship program in the region of the district and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is granted a provisional internship permit (PIP) or short-term staff permit issued by CTC

The Board shall take action to approve, at an open Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. An individual who has been granted a credential waiver by CTC

Annually, the Board shall, prior to requesting that CTC issue an emergency permit or limited assignment permit, approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled open Board meeting, with the entire Declaration of Need being included in the Board agenda (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in Items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits and limited assigned permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. It shall also specify each subject to be listed on the General Education Limited Assignment Single Subject Teaching Permits and the target language on Emergency Bilingual Permits. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

**National Board for Professional Teaching Standards Certification**

The Superintendent or designee shall promote a career continuum that includes participation of district teachers in professional learning that supports their completion of advanced certification awarded by the National Board for Professional Teaching Standards (NBPTS). The Superintendent or designee may coordinate a cohort of teachers through school or district programs or other available networks.

With Board approval and funding, and consistent with the collective bargaining agreement and applicable law, the Superintendent may provide an incentive program for teacher participation in NBPTS certification, which may include:

- 1. Defraying, subsidizing, or reimbursing the registration, certification, or maintenance fees for NBPTS certification
- 2. Providing bonuses, step increases, or differential pay for teachers who maintain their certification and continue to teach in the district, with priority given to teachers at Title I schools and schools serving a majority of lowincome students
- 3. Providing substitute teachers to provide release time for participating teachers
- 4. Providing stipends for teacher participation that match other professional development stipends
- 5. Compensating mentor teachers who support other teachers' professional learning aligned to NBPTS standards

**Parental Notifications**

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

- 1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- 2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
- 3. Is teaching in the field of discipline of the teacher's certification

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

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

**State References**

5 CCR 80001-80674.6

5 CCR 80001-80694

Ed. Code 32340-32341

Ed. Code 35186

Ed. Code 44066

**Description**

Commission on Teacher Credentialing

Commission on Teacher Credentialing

Unlawful issuance of a credential

Complaints regarding teacher vacancy or misassignment

Limitations on certification requirements

Ed. Code 44200-44418	Teacher credentialing
Ed. Code 44250-44277	Credentials and assignment of teachers
Ed. Code 44300-44302	Emergency permit
Ed. Code 44325-44328	District interns
Ed. Code 44330-44355	Certificates and credentials
	National Board for Professional Teaching Standards Certification Incentive Program
Ed. Code 44395	Revocation and suspension of credentials
Ed. Code 44420-44440	University internship program
Ed. Code 44450-44468	Employment of certificated persons; requirement of proficiency in basic skills
Ed. Code 44830-44929	Substitute teachers in special education
Ed. Code 56060-56063	Child development program; personnel qualifications
Ed. Code 8295-8305	

#### Federal References

20 USC 6312  
34 CFR 200.61

#### Management Resources References

Commission on Teacher Credentialing Publication  
  
Commission on Teacher Credentialing Publication  
  
Commission on Teacher Credentialing Publication  
  
Commission on Teacher Credentialing Publication  
Commission on Teacher Credentialing Publication  
Commission on Teacher Credentialing Publication  
Commission on Teacher Credentialing Publication  
Commission on Teacher Credentialing Publication  
Commission on Teacher Credentialing Publication  
Commission on Teacher Credentialing Publication  
Commission on Teacher Credentialing Publication  
Commission on Teacher Credentialing Publication  
Commission on Teacher Credentialing Publication  
Court Decision

#### Description

Title I local educational agency plans; notifications regarding teacher qualifications  
Parent notification regarding teacher qualifications

#### Description

Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competency, Coded Correspondence 22-06, October 21, 2022  
Proposed Amendments and Additions to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competence, Coded Correspondence 21-06, September 20, 2021  
Assembly Bill 320: Regional Accreditation for Coursework and Degrees Used for Certification Purposes, Credential Information Alert 22-02, March 1, 2022  
  
Waiver Requests Guidebook, 2015  
  
Subject Matter Authorization Guideline Book, December 2019  
  
Supplementary Authorization Guideline Book, December 2019  
Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013  
Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, Aug 23, 2016  
California Standards for the Teaching Profession (CSTP), October 2009  
  
CL-667 Basic Skills Requirement  
  
CL-856 Provisional Internship Permit  
  
CL-858 Short-Term Staff Permit  
  
Association of Mexican-American Educators (AMAE) et al. v. State of

	California and the Commission on Teacher Credentialing (2000) 231 F.3d 572
Nat'l Board for Prof. Teaching Stds. Publication	Using Federal Funds for National Board Activities: An Action-Planning Guide
Nat'l Board for Prof. Teaching Stds. Publication	Considerations for Using Federal Funds to Support National Board Certification
Website	Office of Administrative Law - <a href="https://simbli.eboardsolutions.com/SU/RnyBM7nM4Vf4qxsIshOTuQSbg==">https://simbli.eboardsolutions.com/SU/RnyBM7nM4Vf4qxsIshOTuQSbg==</a>
Website	CSBA District and County Office of Education Legal Services - <a href="https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==">https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==</a>
Website	California Department of Education, CA NBPTS Certification Incentive Program 2021-26 - <a href="https://simbli.eboardsolutions.com/SU/uKmxE8VYIFbmXZaxGIRRVQ==">https://simbli.eboardsolutions.com/SU/uKmxE8VYIFbmXZaxGIRRVQ==</a>
Website	National Board Resource Center - <a href="https://simbli.eboardsolutions.com/SU/flPYtz2IVUmhqlpluswJCdmag==">https://simbli.eboardsolutions.com/SU/flPYtz2IVUmhqlpluswJCdmag==</a>
Website	National Board for Professional Teaching Standards - <a href="https://simbli.eboardsolutions.com/SU/W4hc1FgK0ics8tTmuq7qslshw==">https://simbli.eboardsolutions.com/SU/W4hc1FgK0ics8tTmuq7qslshw==</a>
Website	Commission on Teacher Credentialing - <a href="https://simbli.eboardsolutions.com/SU/cxWNiqRUulsag7efc7aH4Q==">https://simbli.eboardsolutions.com/SU/cxWNiqRUulsag7efc7aH4Q==</a>
Website	Commission on Teacher Credentialing, Credential Information Guide (for employers' use only) - <a href="https://simbli.eboardsolutions.com/SU/B9uurcEnh6RjWX7bEk1slshew==">https://simbli.eboardsolutions.com/SU/B9uurcEnh6RjWX7bEk1slshew==</a>
Website	CSBA - <a href="https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==">https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==</a>
Website	U.S. Department of Education - <a href="https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==">https://simbli.eboardsolutions.com/SU/XcSsJimoslsh3XhJKy4tplus7wplusA==</a>

## Cross References

## Description

0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
3580	District Records
3580	District Records
4111	Recruitment And Selection
4112	Appointment And Conditions Of Employment
4112.21	Interns
4112.21	Interns
4112.22	Staff Teaching English Learners
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4113	Assignment
4113	Assignment

4114	Transfers
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4131	Staff Development
4131.1	Teacher Support And Guidance
4131.1	Teacher Support And Guidance
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.3	Professional Leaves
4161.8	Family Care And Medical Leave
4211	Recruitment And Selection
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4261.11	Industrial Accident/Illness Leave
4261.8	Family Care And Medical Leave
4311	Recruitment And Selection
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4317.14	Postretirement Employment
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.8	Family Care And Medical Leave
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5148	Child Care And Development
5148	Child Care And Development
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6146.1	High School Graduation Requirements
6146.2	Certificate Of Proficiency/High School Equivalency



6146.2	Certificate Of Proficiency/High School Equivalency
6146.2-E(1)	Certificate Of Proficiency/High School Equivalency
6158	Independent Study
6158	Independent Study
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6163.1	Library Media Centers
6164.2	Guidance/Counseling Services
6170.1	Transitional Kindergarten
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6183	Home And Hospital Instruction
6200	Adult Education
6200	Adult Education

**Exhibit 4112.9-E(1): Employee Notifications**

Status: ADOPTED

Original Adopted Date: 05/01/2016 | Last Revised Date: 06/01/2023 | Last Reviewed Date: 10/10/23

**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  
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, migrant students, 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 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 #: To be included in 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 and other employees upon request, in districts with 25 or more employees

Education or Other Legal Code: Labor Code 230.1

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

Subject: Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse

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: 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: Within one day of receiving notice of potential exposure to COVID-19, and remain posted for not less than 15 calendar days, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable

Where: Prominently display in all places where notices to employees concerning workplace rules or regulations are customarily posted

Education or Other Legal Code: Labor Code 6409.6

Board Policy/Administrative Regulation #: AR 4157/4257/4357

Subject: Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan

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: 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: 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 classified employee is subject to disciplinary action for cause, in 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: 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: When document identifying employee who is victim of domestic violence is disclosed

Education or Other Legal Code: Labor Code 230

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

Subject: Accommodations and leave for victims of domestic violence

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 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

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

#### State References

#### Description

13 CCR 1234	Reports regarding school buses and bus drivers - <a href="https://simbli.eboardsolutions.com/SU/SQau3DbO6CrkhKYsUmPVoA==">https://simbli.eboardsolutions.com/SU/SQau3DbO6CrkhKYsUmPVoA==</a>
13 CCR 2480	Vehicle idling; limitations - <a href="https://simbli.eboardsolutions.com/SU/fsf0ysaXD9tFEJN0131FOW==">https://simbli.eboardsolutions.com/SU/fsf0ysaXD9tFEJN0131FOW==</a>
2 CCR 11023	Harassment and discrimination prevention and correction - <a href="https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q==">https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbslsh34hY5zslsh5Q==</a>

2 CCR 11035-11051	Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions - <a href="https://simbli.eboardsolutions.com/SU/GplusgYNhBplus6hlimWMyAuhwJw==">https://simbli.eboardsolutions.com/SU/GplusgYNhBplus6hlimWMyAuhwJw==</a>
2 CCR 11087-11098	California Family Rights Act - <a href="https://simbli.eboardsolutions.com/SU/abM0slshHCKrMbGboplusCdDilag==">https://simbli.eboardsolutions.com/SU/abM0slshHCKrMbGboplusCdDilag==</a>
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 - <a href="https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w==">https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w==</a>
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 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 37616	Consultation regarding year-round schedule - <a href="https://simbli.eboardsolutions.com/SU/b8srVmtxJ9ILspkF1JrplusGQ==">https://simbli.eboardsolutions.com/SU/b8srVmtxJ9ILspkF1JrplusGQ==</a>
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
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss
Ed. Code 44948.3-44948.5	Dismissal of probationary employees
Ed. Code 44948.5	Nonreelection procedures; districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed. Code 44951	Continuation in position unless notified; administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
Ed. Code 44955.5	Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance
Ed. Code 45113	Notification of charges; classified employees
Ed. Code 45117	Notice of layoff; classified employees
Ed. Code 45169	Employee salary data; classified employees
Ed. Code 45192	Industrial accident and illness leave for classified employees
Ed. Code 45195	Additional leave

Ed. Code 46162	Alternative schedule for junior high and high school; public hearing with notice
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48851.3	Education of students in foster care and students who are homeless
Ed. Code 49013	Complaints regarding student fees
Notification to teacher, student who has engaged in acts re: grounds	
Ed. Code 49079	
suspension or expulsion	
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees; right to open session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification
H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B
H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators; notification of use and locations
Lab. Code 230	Accommodations and leave for victims of domestic violence
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications re: workers' compensation benefits
Lab. Code 5401	Workers' compensation; claim form and notice of potential eligibility
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act; notification requirement
Pen. Code 11166.5	Employment; statement of knowledge of duty to report child abuse or neglect
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits
W&I Code 827	Limited exception to juvenile court record
<b>Federal References</b>	<b>Description</b>
20 USC 2354	Local application for career and technical education programs
29 CFR 825.300	Family and Medical Leave Act; notice requirement
34 CFR 100	Nondiscrimination under programs receiving federal assistance
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Severability
34 CFR 84.205-84.210	Drug-free workplace statement

Uniformed Services Employment and Reemployment Rights Act; notice

38 USC 4334

requirement

40 CFR 763.84

Asbestos inspections, response actions and post-response actions

40 CFR 763.93

Asbestos management plans

41 USC 8101-8106

Drug-Free Workplace Act

42 USC 11431-11435

McKinney-Vento Homeless Assistance Act

49 CFR 382.113

Controlled substance and alcohol use and testing notifications

49 CFR 382.303

Post-accident information, procedures, and instructions

49 CFR 382.601

Controlled substance and alcohol use and testing notification

### Management Resources References

### Description

Website

CSBA District and County Office of Education Legal Services

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

### Cross References

### Description

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**Policy 4140: Bargaining Units**

Status: ADOPTED

Original Adopted Date: 11/01/2011 | Last Revised Date: 06/01/2023 | Last Reviewed Date: 10/10/23

The Governing Board recognizes the right of district employees to form a bargaining unit and to select an employee organization as the exclusive representative to represent the employees in the employees' employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

**Formation of Bargaining Units**

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

A bargaining unit of supervisory employees may be recognized if the bargaining unit includes all supervisory employees and is not represented by an employee organization that represents district employees who are supervised by the supervisory employees. (Government Code 3545)

For this purpose, supervisory employee means any employee, regardless of job description, having authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to, direct, or adjust grievance of other employees, or effectively recommend that action, when the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. In the employment relationship with the district, such employees may represent themselves or be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. An employee organization representing management or confidential employees shall not be permitted to meet and negotiate with the district on behalf of the employees. (Government Code 3543.4)

*Management employee* means an employee in a position having significant responsibilities for formulating district policies or administering district programs. Management positions shall be designated by the Board which may be subject to review by the Public Employment Relations Board. (Government Code 3540.1)

*Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. (Government Code 3540.1) **Membership**

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550, 3551.5)

The Superintendent or designee may communicate with district employees regarding their rights to join and/or support an officially recognized employee organization or to refrain from joining or supporting an officially recognized employee organization. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' rights under the law, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication, provided that at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

### **Access to New Employee Orientations**

The district shall permit employee organizations access to new employee orientation or onboarding process where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation, except that a shorter notice may be provided if an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice. (Government Code 3555.5, 3556)

Following a request to negotiate by either party, the structure, time, and manner of access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative. If the district and exclusive representative fail to reach an agreement, matters related to access to the new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. The arbitrator selection process shall commence within 14 days of a party's demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be issued within 10 days and shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of a new employee orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation.

(Government Code 3556)

Until June 30, 2025, in addition to above provisions regarding new employee orientations, the district shall ensure the following: (Government Code 3556)

1. When an inperson new employee orientation has not been conducted within 30 days of hiring any new employee who is working in person, the Superintendent or designee shall permit the exclusive representative to schedule an inperson meeting which newly hired employees shall have an opportunity to attend, at the employee's worksite and during employment hours. Each newly hired employee within the bargaining unit shall be provided at least 30 minutes of paid time to attend the meeting, during which the exclusive representative shall be permitted to communicate directly with the newly hired employees.

Within seven days of an exclusive representative's request to schedule such an inperson meeting, the Superintendent or designee shall provide an appropriate on-site meeting space.

2. When, by reason of a state or local public health order limiting the size of gatherings, the district is prohibited from organizing a new employee orientation, an exclusive representative may schedule multiple meetings to ensure that newly hired employees have an opportunity to attend without

exceeding the maximum allowable number of people. If such an order prohibits all gatherings, the exclusive representative may schedule a meeting(s) once the order is lifted or modified to permit gatherings.

Alternative access to these meetings shall be determined through mutual agreement between the district and the exclusive representative.

### **Access to Employee Contact Information**

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee within 30 days of hire or by the first pay period of the month following hire, unless the exclusive representative has agreed to a different interval for the provision of the information. In addition, the Superintendent or designee shall provide the exclusive representative the same information in regard to all employees in the bargaining unit at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 7928.300)

However, the Superintendent or designee shall not disclose: (Government Code 3558, 6207, 6215, 6215.2, 7928.300)

1. The home address and any phone numbers on file for employees performing law enforcement-related functions
2. The home address, home telephone or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207
3. The employee's home address, home telephone and personal cell phone numbers, and personal email address of an employee not performing law enforcement related functions if the employee has submitted a written request to keep such information private. In such instances, the Superintendent or designee shall also remove the employee's home address, and home telephone and personal cell phone numbers from any mailing list maintained by the district unless the list is only used by the district to contact the employee.

Within 20 calendar days after an exclusive representative notifies the Superintendent or designee that a list of employees provided by the district is inaccurate or incomplete, the Superintendent or designee shall take steps to correct the list and provide a new list of employees to the exclusive representative. (Government Code 3558)

To provide accurate information, the Superintendent or designee shall review the list of contact information for district employees at the beginning of each school year, or more often as appropriate.

### **Communications with Employees**

Employee organizations may have access at reasonable times to areas in which employees work and may use district facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees. (Government Code 3543.1)

Access to district means of communication shall be limited in cases where such access would be disruptive to district operations.

### **Membership Dues or Other Payments to an Employee Organization**

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service,

program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

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

**State References**

State References	Description
8 CCR 33015-33490	Recognition of exclusive representative; proceedings
8 CCR 33700-33710	Severance of established unit
Ed. Code 45060-45061.5	Deduction of fees from salary or wage payment; certificated employees
Ed. Code 45100.5	Senior classified management positions
Ed. Code 45104.5	Abolishment of senior classified management positions
Ed. Code 45108.5	Definition of senior classified management employees
Ed. Code 45108.7	Waiver of provisions of 45108.5
Ed. Code 45168	Deduction of fees from salary or wage payment; classified employees
Ed. Code 45220-45320	Merit system; classified employees
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3540.1	Public employment; definitions
Gov. Code 3543.4	Management and confidential positions; representation
Gov. Code 3545	Appropriateness of unit; basis
Gov. Code 3550-3552	Prohibition on public employers deterring or discouraging union membership
Gov. Code 3555-3559	Public employee communication, information and orientation
Gov. Code 53260-53264	Employment contracts
Gov. Code 6205-6210	Confidentiality of addresses for victims of domestic violence, sexual assault, or stalking

Gov. Code 6215-6216	Address confidentiality for individuals who face threats or violence because of work for a public entity
Gov. Code 6503.5	Joint powers agencies; agreement
Gov. Code 7920.000-7930.215	California Public Records Act
Gov. Code 7928.300	Personal information of agency employee

#### Management Resources References

#### Description

Court Decision	County of Los Angeles v. Los Angeles County Employee Relations Commission (2013) 56 Cal. 4th 905
Court Decision	Friedrichs v. California Teachers Association, et al. (2016) 136 S.Ct. 1083
Court Decision	Janus v. American Federation of State, County and Municipal Employees, Council 31 (2018) 138 S.Ct. 2448
Public Employment Relations Board Ruling	East Whittier School District (2004) PERB Dec. No. 1727
Public Employment Relations Board Ruling	City of Sacramento, (2019) PERB Dec. No. 2702m
Website	CSBA District and County Office of Education Legal Services - <a href="https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==">https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==</a>
Website	California Federation of Teachers - <a href="https://simbli.eboardsolutions.com/SU/6TJInbikoQhGwsWiH4ztXQ==">https://simbli.eboardsolutions.com/SU/6TJInbikoQhGwsWiH4ztXQ==</a>
Website	California Public Employment Relations Board - <a href="https://simbli.eboardsolutions.com/SU/7Fndg3k626KwCb511Tslsh2ew==">https://simbli.eboardsolutions.com/SU/7Fndg3k626KwCb511Tslsh2ew==</a>
Website	California School Employees Association - <a href="https://simbli.eboardsolutions.com/SU/NOB1plusNOcLNRMHnggHE1slshjg==">https://simbli.eboardsolutions.com/SU/NOB1plusNOcLNRMHnggHE1slshjg==</a>
Website	California Teachers Association - <a href="https://simbli.eboardsolutions.com/SU/w58tUBBtGnaF0rMUPlwN0g==">https://simbli.eboardsolutions.com/SU/w58tUBBtGnaF0rMUPlwN0g==</a>
Website	Association of California School Administrators - <a href="https://simbli.eboardsolutions.com/SU/DMWjqGR6N1ooUHxYbDPXeA==">https://simbli.eboardsolutions.com/SU/DMWjqGR6N1ooUHxYbDPXeA==</a>
Website	CSBA - <a href="https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==">https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==</a>

#### Cross References

#### Description

0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1340	Access To District Records
1340	Access To District Records
1431	Waivers
4113	Assignment
4113	Assignment
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4119.1	Civil And Legal Rights

4119.25	Political Activities Of Employees
4119.25	Political Activities Of Employees
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4141	Collective Bargaining Agreement
4143	Negotiations/Consultation
4151	Employee Compensation
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4161.2	Personal Leaves
4219.1	Civil And Legal Rights
4219.25	Political Activities Of Employees
4219.25	Political Activities Of Employees
4241	Collective Bargaining Agreement
4243	Negotiations/Consultation
4251	Employee Compensation
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4261.2	Personal Leaves
4300	Administrative And Supervisory Personnel
4300	Administrative And Supervisory Personnel
4301	Administrative Staff Organization
4312.1	Contracts
4315	Evaluation/Supervision
4319.1	Civil And Legal Rights
4319.25	Political Activities Of Employees
4319.25	Political Activities Of Employees
4351	Employee Compensation
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4361.2	Personal Leaves
9000	Role Of The Board
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

**Policy 5141.5: Mental Health**

Status: ADOPTED

Original Adopted Date: 05/01/2020 | Last Revised Date: 06/01/2023 | Last Reviewed Date: 10/10/23

The Governing Board recognizes that students' emotional well-being and mental health are critical to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services to reduce the stigma associated with mental illness, facilitate access to mental health services, and help students build resiliency skills, including digital resilience, increase social connections, and cope with life challenges.

The Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

To the extent possible, the district shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The district shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and district policy.

The district shall provide instruction to students that promotes their healthy mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors, developing coping skills, and identifying resources that may provide assistance.

**Information and Training**

The Superintendent or designee shall provide school staff with information and training to recognize the early signs and symptoms of an emerging mental health condition or behavioral health disorder, including common psychiatric conditions and substance use disorders such as opioid and alcohol abuse, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, safely deescalate crisis situations involving students with a behavioral health disorder, and link students with effective services, referrals, and supports. Such training shall also provide instruction on how to maintain student privacy and confidentiality. Behavioral health information and training may also be provided to parents/guardians, students, and families. (Education Code 49428.15)

The Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The Superintendent or designee may establish districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.

At least twice per school year, the Superintendent or designee shall ensure that each school provides notice regarding how to initiate access to student mental health services on campus and/or in the community. The notification shall be in at least two of the following methods: (Education Code 49428)

1. Distributing the information, electronically or in hardcopy, in a letter to parents/guardians, and in a school publication or other document to students
2. Including the information, at the beginning of the school year, in the parent handbook for parents/guardians and in student orientation materials or a student handbook
3. Posting the information on the school's website or social media

Parents/guardians and students shall each receive two notices on how to initiate access to student mental health services, which may be delivered by different methods. (Education Code 494280)



Each school site that serves students in any of grades 6-12 shall create an age appropriate and culturally relevant poster that identifies approaches and shares resources about student mental health, and that includes the following information: (Education Code 49428.5)

1. Identification of common behaviors of those struggling with mental health or who are in a mental health crisis, including, but not limited to, anxiety, depression, eating disorders, emotional dysregulation, bipolar episodes, and schizophrenic episodes
2. A list of, and contact information for, school site-specific resources, including, but not limited to, counselors, wellness centers, and peer counselors
3. A list of, and contact information for, community resources, including, but not limited to, suicide prevention, substance abuse, child crisis, nonpolice mental health hotlines, public behavioral health services, and community mental health centers
4. A list of positive coping strategies to use when dealing with mental health, including, but not limited to, meditation, mindfulness, yoga, breathing exercises, grounding skills, journaling, acceptance, and seeking therapy
5. A list of negative coping strategies to avoid, including, but not limited to, substance abuse or self-medication, violence and abuse, self-harm, compulsivity, dissociation, catastrophizing, and isolating

The poster shall be displayed in English and any primary language spoken by 15 percent or more of the students at the school site and be no smaller than 8.5 by 11 inches and at least 12-point font. The poster shall be prominently and conspicuously displayed in public areas that are accessible to, and commonly frequented by, students at each school site such as bathrooms, locker rooms, classrooms, classroom hallways, gymnasiums, auditoriums, cafeterias, wellness centers, and offices. Additionally, at the beginning of each school year the poster shall be distributed online to students through social media, websites, portals, and learning platforms. (Education Code 49428.5)

### **Mental Health Counseling and Referrals**

A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential. As needed, students and their parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near district schools.

Mental health and behavioral health services for students on campus may be provided by way of telehealth technology. (Education Code 49429)

If a student has an emotional or mental illness that limits a major life activity, has a record of such impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable. (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)

### **Funding Resources**

The Superintendent or designee shall explore potential funding sources for district programs and services that support student's mental health. In accordance with local plans and priorities, the district may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

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

State	Description
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**References**

Ed. Code 215- Student suicide prevention

216

Ed. Code Bullying and harassment prevention information

234.6

Ed. Code School safety plans

32280-

32289.5

Ed. Code Student records

49060-49079

Ed. Code Student mental health referral protocols

49428.1

Ed. Code Identification of evidence-based and evidence-informed training programs  
49428.15 for schools to address youth behavioral health

Ed. Code Student mental health poster

49428.5

Ed. Code Responsibilities of school counselors

49600

Ed. Code Counseling and confidentiality of student information

49602

Ed. Code Suicide prevention training for school counselors

49604

Ed. Code Mandatory mental health education

51925-51929

Ed. Code Duty to identify and assess children in private schools who need special  
56171 education services

Ed. Code Identification and referral; assessment, instructional planning

56300-56385

W&I Code Emotionally disturbed youth; legislative intent

5698

W&I Code Prevention and early intervention programs

5840-5840.8

W&I Code Mental Health Services Act

5850-5883

Federal	Description
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**References**

20 USC 1400- Individuals with Disabilities Education Act

1482

28 CFR Americans with Disabilities Act

35.101-

35.190

29 USC 794 Rehabilitation Act of 1973; Section 504

34 CFR Individuals with Disabilities Education Act

300.1-

300.818

**ManagementDescription**

**Resources**

**References**

California Department of Education Publication	Youth Behavioral Health Training Programs - <a href="https://simbli.eboardsolutions.com/SU/Mmo0lxM4BS7jFpsRNmVD9Q==">https://simbli.eboardsolutions.com/SU/Mmo0lxM4BS7jFpsRNmVD9Q==</a>
California Department of Education Publication	Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve
California Department of Education Publication	Health Education Framework for California Public Schools, Kindergarten Through Grade Twelve, May 2019
CDC and Prevention Publication	School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009
Nat. Child Traumatic Stress Network Publication	Child Trauma Toolkit for Educators, 2008
US Department of Education Publication	Bipartisan Safer Communities Act Stronger Connections Grant Program, Frequently Asked Questions, April 2023 - <a href="https://simbli.eboardsolutions.com/SU/42jwT4yzCRVoPsQkv4No2A==">https://simbli.eboardsolutions.com/SU/42jwT4yzCRVoPsQkv4No2A==</a>
US Department of Health and Human Services	Social Media and Youth Mental Health: The U.S. Surgeon General's Advisory, 2023 - <a href="https://simbli.eboardsolutions.com/SU/XnFdge1FCG9plusplusyquygm9FA==">https://simbli.eboardsolutions.com/SU/XnFdge1FCG9plusplusyquygm9FA==</a>
US Dept of Health and Human Services Publication	Our Epidemic of Loneliness and Isolation: The U.S. Surgeon General's Advisory on the Health Effects of Social Connection and the Community, 2023 - <a href="https://simbli.eboardsolutions.com/SU/oplusluJA7TI2d5TmvHSbXHxQ==">https://simbli.eboardsolutions.com/SU/oplusluJA7TI2d5TmvHSbXHxQ==</a>
Website	CSBA District and County Office of Education Legal Services - <a href="https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==">https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==</a>
Website	National Child Traumatic Stress Network - <a href="https://simbli.eboardsolutions.com/SU/fsMXOe6GO4nOQplus2T5QtsUQ==">https://simbli.eboardsolutions.com/SU/fsMXOe6GO4nOQplus2T5QtsUQ==</a>
Website	National Council for Behavioral Health, Mental Health First Aid <a href="https://simbli.eboardsolutions.com/SU/TTslsh52Vi7bNIplus44j8iLDgXA==">https://simbli.eboardsolutions.com/SU/TTslsh52Vi7bNIplus44j8iLDgXA==</a>
Website	Suicide Prevention Lifeline - <a href="https://simbli.eboardsolutions.com/SU/afV0kpluspY6dedsMutWePi1w==">https://simbli.eboardsolutions.com/SU/afV0kpluspY6dedsMutWePi1w==</a>
Website	Suicide Prevention Resource Center - <a href="https://simbli.eboardsolutions.com/SU/2cfjFY4ju3lrj8NMBvPa0g==">https://simbli.eboardsolutions.com/SU/2cfjFY4ju3lrj8NMBvPa0g==</a>
Website	Substance Abuse and Mental Health Services Administration <a href="https://simbli.eboardsolutions.com/SU/fqslshmylnfegyQnF2VZzOI5g==">https://simbli.eboardsolutions.com/SU/fqslshmylnfegyQnF2VZzOI5g==</a>
Website	American Association of Suicidology - <a href="https://simbli.eboardsolutions.com/SU/2epimFF2un2Frplus9gZent5w==">https://simbli.eboardsolutions.com/SU/2epimFF2un2Frplus9gZent5w==</a>
Website	American Foundation for Suicide Prevention
Website	American Psychological Association - <a href="https://simbli.eboardsolutions.com/SU/whnZxkEv3ftXlZAgg4Eknw==">https://simbli.eboardsolutions.com/SU/whnZxkEv3ftXlZAgg4Eknw==</a>

Website	California Department of Health Care Services, Mental Health Services <a href="https://simbli.eboardsolutions.com/SU/wnGyBmpMMLbLHbpkjAmLDg==">https://simbli.eboardsolutions.com/SU/wnGyBmpMMLbLHbpkjAmLDg==</a>
Website	Centers for Disease Control and Prevention, Mental Health - <a href="https://simbli.eboardsolutions.com/SU/zljgm8LIDIJLplusGWxslshSbPEQ==">https://simbli.eboardsolutions.com/SU/zljgm8LIDIJLplusGWxslshSbPEQ==</a>
Website	National Association of School Psychologists - <a href="https://simbli.eboardsolutions.com/SU/2Pbs2elslshfyVi8hrLAnCislshQ==">https://simbli.eboardsolutions.com/SU/2Pbs2elslshfyVi8hrLAnCislshQ==</a>
Website	National Institute for Mental Health - <a href="https://simbli.eboardsolutions.com/SU/IYEsleokeWiWcCFo92HqaA==">https://simbli.eboardsolutions.com/SU/IYEsleokeWiWcCFo92HqaA==</a>
Website	California Department of Education, Mental Health - <a href="https://simbli.eboardsolutions.com/SU/U8ybLhoblsIshezvvd8YxPBKw==">https://simbli.eboardsolutions.com/SU/U8ybLhoblsIshezvvd8YxPBKw==</a>
Website	American School Counselor Association - <a href="https://simbli.eboardsolutions.com/SU/R1ggYp24tGNHpluszwmaMrEvg==">https://simbli.eboardsolutions.com/SU/R1ggYp24tGNHpluszwmaMrEvg==</a>
Website	Office of the Surgeon General - <a href="https://simbli.eboardsolutions.com/SU/YTHSm6tRH0EXtN5VNUdIplusg==">https://simbli.eboardsolutions.com/SU/YTHSm6tRH0EXtN5VNUdIplusg==</a>

#### **Cross References**

	<b>Description</b>
0470	COVID-19 Mitigation Plan
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.31	School Resource Officers
4131	Staff Development
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5141.6	School Health Services
5141.6	School Health Services
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6164.5	Student Success Teams
6164.5	Student Success Teams
6173.4	Education for American Indian Students