

# **Tipton Elementary School District**

## **AGENDA**

### **REGULAR BOARD MEETING**

Tuesday, August 5, 2025  
7:00 p.m. District Board Room

1. **Call to order- Flag Salute**

In compliance with the Americans with Disabilities Act and the Brown Act, if you need special assistance to participate in the meeting, including the receipt of the agenda and documents in the agenda package in an alternate format, please contact the Tipton Elementary School District office at (559) 752-4213. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting (28CFR35.102-35, 104 ADA Title II), and allow for the preparation of documents in appropriate alternate format

2. **Public Input:**

*In order to ensure that Members of the public are provided a meaningful opportunity to address the board on agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public input portion of the agenda, or at the time the matter is taken up by the Board. **Board presentations are limited to 3 minutes per person and 15 minutes per topic.***

2.1 Community Relations/Citizen Comments

2.2 Reports by Employee Units CTA/CSEA

3. **CONSENT CALENDAR: Action items:**

3.1 Minutes of Regular Board Meeting – June 10, 2025

3.2 Minutes of Regular Board Meeting – June 12, 2025

3.3 Conference, Field Trip, Fund Raiser and Facilities Request

3.4 Agreement with TCOE for RN School Health Programs for 2025-2026

3.5 Agreement with TCOE for LVN School Health Programs for 2025-2026

3.6 Agreement with TCOE for Scicon 5<sup>th</sup> Grade Day Trip and 6<sup>th</sup> Grade Week Trip for 2025-2026

3.7 Agreement with TCOE for Small Schools Collaborative for Mathematics for 2025-2026

3.8 Agreement with Infinity Communications and Compliance, INC.

3.9 Agreement with TCOE for Special Services Theatre Company for 2024-2025

4. **ADMINISTRATIVE: Action items:**

4.1 Set date for Public Hearing Regarding Sufficiency of Instructional Material for the 2025-2026 School Year

4.2 Updated Student Handbook

5. **FINANCE: Action items:**

5.1 Vendor Payments

6. **INFORMATION: (Verbal Reports & Presentations)**

6.1 MOT--FOOD SERVICE—PROJECTS

6.2 June Board Policy Review

6.3 Quarterly Uniform Complaint Summary for Quarter 2 (April – June)

7. **Adjourn to Closed Session:** The Board will consider and may act upon any of the following items in closed session. Any action taken will be reported publicly at the end of closed session as required by law.

7.1 Education Code section 35146

Student transfers, inter District request, etc

7.2 Employee Organization:

Government Code Section 54957.6

Conference with labor negotiators

Agency designated representatives: Superintendent

Employee Organization: CTA

7.3 Employee Organization:

Government Code Section 54957.6

Conference with labor negotiators

Agency designated representatives: Superintendent

Employee Organization: California School Employees Association and its Chapter 765

8. **Reconvene to open session**

9. **Report out from Closed Session**

10. **Adjournment**

The Board upon discussion and a vote of agreement, the Board may make any item an action item.

**Notice:** If documents are distributed to Board Members concerning an agenda item within 72 hours of a regular board meeting, at the same time the documents will be made available for public inspection at the District Office located at 370 N. Evans Road, Tipton CA. 93272, telephone 752-4213.

**Agenda posted August 1, 2025**

# **Distrito Escolar Primario de Tipton**

## **ORDEN DEL DÍA**

### **REUNIÓN ORDINARIA DE LA JUNTA DIRECTIVA**

**Martes, 5 de agosto de 2025**

**19:00 h, Sala de Juntas del Distrito**

#### **1. Llamada al orden - Saludo a la bandera**

**En cumplimiento con la Ley de Estadounidenses con Discapacidades (ADA) y la Ley Brown, si necesita asistencia especial para participar en la reunión, incluyendo la entrega de la agenda y los documentos del paquete de agenda en un formato alternativo, por favor, comuníquese con la oficina del Distrito Escolar Primario de Tipton al (559) 752-4213.**

**Notificar con 48 horas de antelación a la reunión permitirá al distrito tomar las medidas razonables para garantizar la accesibilidad a la misma (28CFR35.102-35, 104 ADA Título II) y facilitar la preparación de documentos en un formato alternativo adecuado.**

#### **2. Aportaciones del público:**

*Para garantizar que los miembros del público tengan una oportunidad significativa de dirigirse a la junta sobre los puntos del orden del día que son competencia de la Junta, los puntos del orden del día podrán abordarse en la sección dedicada a las aportaciones del público o en el momento en que la Junta aborde el asunto. Las presentaciones ante la junta tienen una duración máxima de 3 minutos por persona y 15 minutos por tema.*

2.1 Relaciones Comunitarias/Comentarios Ciudadanos

2.2 Informes de las Unidades de Empleados CTA/CSEA

#### **3. CALENDARIO DE CONSENTIMIENTO: Acciones a tomar:**

3.1 Acta de la Reunión Ordinaria de la Junta Directiva – 10 de junio de 2025

3.2 Acta de la Reunión Ordinaria de la Junta Directiva – 12 de junio de 2025

3.3 Conferencia, Excursión, Recaudación de Fondos y Solicitud de Instalaciones

3.4 Acuerdo con TCOE para los Programas de Salud Escolar para Enfermeras Registradas (RN) para el ciclo lectivo 2025-2026

3.5 Acuerdo con TCOE para los Programas de Salud Escolar para Enfermeras Registradas (LVN) para el ciclo lectivo 2025-2026

3.6 Acuerdo con TCOE para la Excursión Diurna de 5.º Grado y la Excursión Semanal de 6.º Grado a Scicon para el ciclo lectivo 2025-2026

3.7 Acuerdo con TCOE para la Colaboración de Escuelas Pequeñas para Matemáticas para el ciclo lectivo 2025-2026

3.8 Acuerdo con Infinity Communications and Compliance, INC. 3.9 Acuerdo con TCOE para la Compañía de Teatro de Servicios Especiales para el ciclo escolar 2024-2025

#### **4. ADMINISTRATIVO: Acciones a tomar:**

4.1 Fijar fecha para la Audiencia Pública sobre la Suficiencia del Material Didáctico

para el ciclo escolar 2025-2026  
4.2 Manual del Estudiante Actualizado

## **5. FINANZAS: Acciones a tomar:**

### **5.1 Pagos a Proveedores**

## **6. INFORMACIÓN: (Informes y Presentaciones)**

### **6.1 MOT - SERVICIO DE ALIMENTOS - PROYECTOS**

### **6.2 Revisión de Políticas de la Junta en junio**

### **6.3 Resumen Trimestral Uniforme de Quejas para el segundo trimestre (abril-junio)**

## **7. Aplazamiento a Sesión Cerrada: La Junta considerará y podrá tomar decisiones sobre cualquiera de los siguientes puntos en sesión cerrada. Cualquier acción tomada se informará públicamente al final de la sesión cerrada, según lo exige la ley.**

### **7.1 Código de Educación, artículo 35146**

Traslados de estudiantes, solicitudes interdistritales, etc.

### **7.2 Organización de empleados:**

Código de Gobierno, artículo 54957.6

Reunión con negociadores laborales

Representantes designados por la agencia: Superintendente

Organización de empleados: CTA

### **7.3 Organización de empleados:**

Código de Gobierno, artículo 54957.6

Reunión con negociadores laborales

Representantes designados por la agencia: Superintendente

Organización de empleados: Asociación de Empleados Escolares de California y su Capítulo 765

## **8. Reanudación de la sesión abierta**

## **9. Informe de la sesión cerrada**

## **10. Levantamiento de la sesión**

**La Junta, tras debatir y votar a favor, podrá convertir cualquier punto en un asunto de acción.**

**Aviso: Si se distribuyen documentos a los miembros de la Junta Directiva sobre un punto del orden del día dentro de las 72 horas posteriores a una reunión ordinaria de la Junta, dichos documentos se pondrán a disposición del público para su consulta en la Oficina del Distrito, ubicada en 370 N. Evans Road, Tipton, CA 93272, teléfono 752-4213.**

**Orden del día publicada el 1 de agosto de 2025.**

3. **CONSENT CALENDAR: Action items:**
  - 3.1 Minutes of Regular Board Meeting – June 10, 2025

# TIPTON ELEMENTARY SCHOOL DISTRICT REGULAR BOARD MEETING

## Minutes

Tuesday, June 10, 2025  
7:00 p.m. District Board Room

**1. Call to order- Flag Salute**

*Board President, Iva Sousa called the meeting to order at 7:00 pm and led the flag salute. Board Members Present: Iva Sousa, Fernando Cunha, John Cardoza, and Greg Rice. Absent: Shelley Heeger. Guest: Cassandra Young, Lawrence Reyes, Megan Rice, Fausto Martin, Tim Starling, Miriam Martinez, Moises Martinez Jr., Kayleen Flores, Oralia Santillan, Aurora Guzman, Stephanie Martin, and Jackie Everett.*

**2. Open Public Hearing on the Spending Determination for Funds Received from EPA for 2025 - 2026**

**2.1 Open for Public Questions and Comments**

*Motion to open the public hearing on Spending Determination for Funds Received from EPA for 2025 - 2026 was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**2.2 Close Public Hearing**

*Motion to close the Public Hearing was made by Greg Rice and seconded by Fernando Cunha.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**3. Open Public Hearing on 2025-2026 Districts General Fund Excess Reserve**

**3.1 Open for Public Questions and Comments**

*Motion to open the public hearing on 2025-2026 Districts General Fund Excess Reserve was made by Fernando Cunha and second by John Cardoza.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**3.2 Close Public Hearing**

*Motion to close the Public Hearing was made by Fernando Cunha seconded by John Cardoza.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**4. Open Public Hearing on the Local Control Accountability Plan (LCAP) 2025 - 2026**

**4.1 Open for Public Questions and Comments**

*Motion to open the public hearing on the Local Control Accountability Plan (LCAP) 2025 - 2026 was made by Greg Rice and seconded by Fernando Cunha.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**4.2 Close Public Hearing**

*Motion to close the Public Hearing was made by Greg Rice seconded by Fernando Cunha.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**5. Open Public Hearing on the 2025 - 2026 Budget Adoption**

**5.1 Open for Public Questions and Comments**

*Motion to open the public hearing on the 2025 - 2026 Budget Adoption was made by John Cardoza and seconded by Fernando Cunha.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**5.2 Close Public Hearing**

*Motion to close the Public Hearing was made by Fernando Cunha seconded by John Cardoza.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**6. Public Input:**

**6.1 Community Relations/Citizen Comments**

*Mr. Lawrence Reyes shared math score data from the CAASPP assessment for 6<sup>th</sup> grade. He shared cohort math performances for 4<sup>th</sup> – 6<sup>th</sup> grade and recognized a few students who made growth. He shared that the district should offer him a math-coaching job. He questioned the teaching of math by 5<sup>th</sup> grade teachers and stated that there are teachers on staff who are less qualified.*

**6.2 Reports by Employee Units CTA/CSEA**

**6.3 Correspondence**

Department of California Highway Patrol

*Mr. Martin discussed the correspondence from the California High Patrol.*

**7. CONSENT CALENDAR: Action items:**

**7.1** Minutes of the Regular Board Meeting - May 6, 2025

**7.2** Minutes of the Special Board Meeting – May 13, 2025

**7.3** Minutes of the Special Board Meeting – May 27, 2025

**7.4** Field Trip and Facilities Requests

**7.5** Agreement with TCOE to Furnish Food Service between a Child Care and Adult Food Program Sponsor and a School District 2025-2026

**7.6** Agreement with TCOE for Behavioral Health Services 2025-2026

**7.7** Library Surplus

**7.8** Consultant Agreement with Tipton Elementary and TS Accounting & Consulting, Inc.

**7.9** Agency Agreement from Special Services for 2024-2025

*Motion to approve the consent calendar was made by Greg Rice and seconded by Fernando Cunha.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**8. ADMINISTRATIVE: Action items:**

**8.1** Board Resolution #2024-2025-05, Authorizing Inter-fund Loan for Cash Flow Purposes

*Motion to approve Board Resolution #2024-2025-05, Authorizing Inter-fund Loan for Cash Flow Purposes was made by Greg Rice and seconded by John Cardoza.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**8.2** Board Resolution #2024-2025-06, Authorization for County Superintendent of Schools to Make Year End Budget Transfers

*Motion to approve Board Resolution #2024-2025-06, Authorization for County*



*Superintendent of Schools to Make Year End Budget Transfers was made by Greg Rice and seconded by Fernando Cunha.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**8.3 Board Resolution #2024-2025-07, Authorizing Inter-fund Transfers In Accordance with the Budget**

*Motion to approve Board Resolution #2024-2025-07, Authorizing Inter-fund Transfers In Accordance with the Budget was made by Greg Rice and seconded by John Cardoza.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**8.4 Adopt the District’s Initial Proposal to Associated Teachers of Tipton Regarding Certificated Collective Bargaining Agreement Negotiations, for the 2025-2028 School Year**

*Motion to approve District’s Initial Proposal to Associated Teachers of Tipton Regarding Certificated Collective Bargaining Agreement Negotiations, for the 2025-2028 School Year was made by Greg Rice and seconded by Fernando Cunha.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**8.5 Quarterly Board Policy - March 2025**

*Motion to approve Quarterly Board Policy - March 2025 was made by Greg Rice and seconded by Fernando Cunha.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**8.6 Suicide Prevention, Intervention, and Postvention Manual 2025-2030**

*Motion to approve Suicide Prevention, Intervention, and Postvention Manual 2025-2030 was made by Greg Rice and seconded by John Cardoza.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

#### **8.7 2025-2026 Instructional Continuity Plan (ICP)**

*Motion to approve 2025-2026 Instructional Continuity Plan (ICP) was made by Fernando Cunha and seconded by John Cardoza.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

#### **8.8 Memorandum of Understanding By and Between California School Employees**

*Association and its Tipton Chapter 765 and the Tipton Elementary School District Motion to approve Memorandum of Understanding By and Between California School Employees Association and its Tipton Chapter 765 and the Tipton Elementary School District 2025 was made by Greg Rice and seconded by Fernando Cunha.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

#### **8.9 2025-2026 Consolidated Application**

*Motion to approve 2025-2026 Consolidated Application was made by Fernando Cunha and seconded by John Cardoza.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

### **9. FINANCE: Action items:**

#### **9.1 Vendor Payments**

*Motion to approve Vendor Payments was made by Greg Rice and seconded by Fernando Cunha.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

#### **9.2 Budget Revisions**

*Motion to approve Budget Revisions was made by Greg Rice and seconded by Fernando*

Cunha.

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

### **9.3 Proposition 28 Annual Report**

*Motion to approve Proposition 28 Annual Report was made by Fernando Cunha and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

## **10. INFORMATION: (Verbal Reports & presentations)**

### **10.1 MOT--FOOD SERVICE—PROJECTS**

#### **10.2 2024-2025 Library Information**

*Mrs. Megan Rice presented to the Board an overview of library circulations and surveys.*

## **11. Any Other Business:**

**11.1** Consideration and Public Notice of the California School Employees Association's Initial Proposal to the District Regarding Classified Collective Bargaining Agreement Negotiations, for the 2025-2026 School Year

**11.2** Consideration and Public Notice of the District's Initial Proposal to California School Employees Association Regarding Classified Collective Bargaining Agreement Negotiations, for the 2025-2026 School Year

## **12. Adjourn to Closed Session: 7:51pm**

## **13. Reconvene to open session 9:21pm**

## **14. Report out from Closed Session**

### **12.1 Education Code section 35146**

Student transfers, inter District request, etc

*Motion to approve student #25-26010 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26011 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*  
*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*  
*No – 0*  
*Abstain –0*  
*Absent – Shelley Heeger*

*Motion to approve student #25-26012 request for inter District was made by John Cardoza and seconded by Greg Rice.*  
*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*  
*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*  
*No – 0*  
*Abstain –0*  
*Absent – Shelley Heeger*

*Motion to approve student #25-26013 request for inter District was made by John Cardoza and seconded by Greg Rice.*  
*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*  
*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*  
*No – 0*  
*Abstain –0*  
*Absent – Shelley Heeger*

*Motion to approve student #25-26014 request for inter District was made by John Cardoza and seconded by Greg Rice.*  
*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*  
*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*  
*No – 0*  
*Abstain –0*  
*Absent – Shelley Heeger*

*Motion to approve student #25-26015 request for inter District was made by John Cardoza and seconded by Greg Rice.*  
*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*  
*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*  
*No – 0*  
*Abstain –0*  
*Absent – Shelley Heeger*

*Motion to approve student #25-26016 request for inter District was made by John Cardoza and seconded by Greg Rice.*  
*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*  
*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*  
*No – 0*  
*Abstain –0*  
*Absent – Shelley Heeger*

*Motion to approve student #25-26017 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26018 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26019 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26020 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26021 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26022 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26023 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26024 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26025 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26026 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26027 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26028 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26029 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26030 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26031 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26032 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-2615 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

*Motion to approve student #25-26016 request for inter District was made by John Cardoza and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**12.2** Government Code Section 54957.6  
Conference with labor negotiators  
Agency designated representatives: Superintendent  
Employee Organization: CTA

**12.3** Government Code Section 54957  
Public Employee Performance Evaluation  
Title: Superintendent

*The board conducted the Superintendent's evaluation in closed session this evening and she received a satisfactory evaluation.*

**15.   Adjournment 9:22pm**

**Minutes approved August 2, 2025**

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Iva Sousa, President

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John Cardoza, Clerk

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Stacey Bettencourt, Secretary



# **DISTRITO ESCOLAR PRIMARIO DE TIPTON**

## **REUNIÓN ORDINARIA DE LA JUNTA DIRECTIVA**

Minutos

Martes, 10 de junio de 2025

19:00 h. Sala de Juntas del Distrito

### **1. Apertura de la sesión - Saludo a la Bandera**

*La presidenta de la junta, Iva Sousa, declaró abierta la sesión a las 19:00 h y dirigió el saludo a la bandera. Miembros de la junta presentes: Iva Sousa, Fernando Cunha, John Cardoza y Greg Rice. Ausentes: Shelley Heeger. Invitados: Cassandra Young, Lawrence Reyes, Megan Rice, Fausto Martin, Tim Starling, Miriam Martínez, Moisés Martínez Jr., Kayleen Flores, Oralia Santillán, Aurora Guzmán, Stephanie Martin y Jackie Everett.*

### **2. Audiencia Pública Abierta sobre la Determinación del Gasto de los Fondos Recibidos de la EPA para 2025-2026**

#### **2.1 Abierta a Preguntas y Comentarios del Público**

*La moción para abrir la audiencia pública sobre la Determinación del Gasto de los Fondos Recibidos de la EPA para 2025-2026 fue presentada por John Cardoza y secundada por Greg Rice.*

*Votos a favor: 4 / No: 0 / Abstenciones: 0 / Ausencia: 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

#### **2.2 Cierre de la Audiencia Pública**

*La moción para cerrar la Audiencia Pública fue presentada por Greg Rice y secundada por Fernando Cunha.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

### **3. Audiencia Pública Abierta sobre el Exceso de Reserva del Fondo General de los Distritos 2025-2026**

#### **3.1 Apertura a Preguntas y Comentarios del Público**

La moción para abrir la audiencia pública sobre el Exceso de Reserva del Fondo General de los Distritos 2025-2026 fue presentada por Fernando Cunha y secundada por John Cardoza.

Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1

A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza

No – 0

Abstenciones – 0

Ausencia – Shelley Heeger

### **3.2 Cierre de la Audiencia Pública**

*La moción para cerrar la Audiencia Pública fue presentada por Fernando Cunha y secundada por John Cardoza. Votos a favor 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

## **4. Audiencia pública abierta sobre el Plan de Control Local y Rendición de Cuentas (LCAP) 2025-2026**

### **4.1 Abierta a preguntas y comentarios del público**

*La moción para abrir la audiencia pública sobre el Plan de Control Local y Rendición de Cuentas (LCAP) 2025-2026 fue presentada por Greg Rice y secundada por Fernando Cunha.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

### **4.2 Cierre de la Audiencia Pública**

*La moción para cerrar la Audiencia Pública fue presentada por Greg Rice, secundada por Fernando Cunha.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

## **5. Audiencia Pública Abierta sobre la Aprobación del Presupuesto 2025-2026**

### **5.1 Apertura a Preguntas y Comentarios del Público**

*La moción para abrir la audiencia pública sobre la Aprobación del Presupuesto 2025-2026 fue presentada por John Cardoza, secundada por Fernando Cunha. Votos a favor 4/ No 0 /*

*Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

## **5.2 Cierre de la Audiencia Pública**

*Fernando Cunha presentó la moción para cerrar la Audiencia Pública, secundada por John Cardoza.*

*Votos a favor 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

## **6. Aportaciones del público:**

### **6.1 Relaciones con la comunidad/Comentarios ciudadanos**

*El Sr. Lawrence Reyes compartió los datos de las calificaciones de matemáticas de la evaluación CAASPP para 6.º grado. Informó sobre el desempeño en matemáticas de la cohorte de 4.º a 6.º grado y reconoció el progreso de algunos estudiantes. Indicó que el distrito debería ofrecerle un puesto como tutor de matemáticas. Cuestionó la enseñanza de matemáticas por parte de los maestros de 5.º grado y afirmó que hay maestros en el personal menos cualificados.*

### **6.2 Informes de las unidades de empleados CTA/CSEA**

### **6.3 Correspondencia**

*Departamento de la Patrulla de Carreteras de California*

*El Sr. Martin analizó la correspondencia de la Patrulla Superior de California.*

## **7. CALENDARIO DE CONSENTIMIENTO: Acciones a tomar:**

**7.1 Acta de la Reunión Ordinaria de la Junta Directiva - 6 de mayo de 2025**

**7.2 Acta de la Reunión Extraordinaria de la Junta Directiva - 13 de mayo de 2025**

**7.3 Acta de la Reunión Extraordinaria de la Junta Directiva - 27 de mayo de 2025**

**7.4 Solicitudes de Excursiones y de Instalaciones**

**7.5 Acuerdo con TCOE para la Prestación de Servicios de Alimentación entre un Patrocinador del Programa de Alimentación para Niños y Adultos y un Distrito Escolar (2025-2026)**

**7.6 Acuerdo con TCOE para Servicios de Salud Conductual (2025-2026)**

**7.7 Excedentes de la Biblioteca**

**7.8 Acuerdo de Consultoría con la Escuela Primaria Tipton y TS Accounting & Consulting, Inc.**

**7.9 Acuerdo de Agencia de Servicios Especiales para 2024-2025**

*La moción para aprobar el calendario de consentimiento fue presentada por Greg Rice y secundada por Fernando Cunha. Votos a favor 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

## **8. ADMINISTRATIVO: Puntos de acción:**

**8.1 Resolución de la Junta Directiva n.º 2024-2025-05, Autorización de un préstamo interfondos para fines de flujo de efectivo**

*Greg Rice presentó una moción para aprobar la Resolución de la Junta Directiva n.º 2024-2025-05, Autorización de un préstamo interfondos para fines de flujo de efectivo, con el apoyo de John Cardoza. Votos a favor 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

**8.2 Resolución de la Junta n.º 2024-2025-06, Autorización al Superintendente de Escuelas del Condado para realizar transferencias presupuestarias de fin de año**

*La moción para aprobar la Resolución de la Junta n.º 2024-2025-06, Autorización al Superintendente de Escuelas del Condado para realizar transferencias presupuestarias de fin de año fue presentada por Greg Rice y secundada por Fernando Cunha. Votos a favor 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

**8.3 Resolución de la Junta Directiva n.º 2024-2025-07, Autorización de transferencias entre fondos de conformidad con el presupuesto**

*La moción para aprobar la Resolución de la Junta Directiva n.º 2024-2025-07, Autorización de transferencias entre fondos de conformidad con el presupuesto, fue presentada por Greg Rice y secundada por John Cardoza. Votos a favor 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

**8.4 Aprobar la propuesta inicial del Distrito a la Asociación de Maestros de Tipton sobre las negociaciones del Convenio Colectivo Certificado para el ciclo escolar 2025-2028**

*La moción para aprobar la propuesta inicial del Distrito a la Asociación de Maestros de Tipton sobre las negociaciones del Convenio Colectivo Certificado para el ciclo escolar 2025-2028 fue presentada por Greg Rice y secundada por Fernando Cunha. Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

**8.5 Política Trimestral de la Junta Directiva - Marzo de 2025**

*Greg Rice presentó la moción para aprobar la Política Trimestral de la Junta Directiva - Marzo de 2025, secundada por Fernando Cunha.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

#### **8.6 Manual de Prevención, Intervención y Postvención del Suicidio 2025-2030**

*Greg Rice presentó la moción para aprobar el Manual de Prevención, Intervención y Postvención del Suicidio 2025-2030, secundada por John Cardoza. Votos a favor 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

#### **8.7 Plan de Continuidad Educativa (PCI) 2025-2026**

*Fernando Cunha presentó una moción para aprobar el Plan de Continuidad Educativa (PCI) 2025-2026, secundada por John Cardoza. Votos a favor 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

#### **8.8 Memorando de Entendimiento entre la Asociación de Empleados Escolares de California, su Capítulo 765 de Tipton y el Distrito Escolar Primario de Tipton**

*La moción para aprobar el Memorando de Entendimiento entre la Asociación de Empleados Escolares de California, su Capítulo 765 de Tipton y el Distrito Escolar Primario de Tipton 2025 fue presentada por Greg Rice y secundada por Fernando Cunha. Votos a favor 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

#### **8.9 Solicitud Consolidada 2025-2026**

*Fernando Cunha presentó una moción para aprobar la Solicitud Consolidada 2025-2026, secundada por John Cardoza.*

*Votos a favor: 4 / No: 0 / Abstenciones: 0 / Ausencia: 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

## **9. FINANZAS: Acciones a tomar:**

### **9.1 Pagos a proveedores**

*Greg Rice presentó una moción para aprobar los pagos a proveedores, secundada por Fernando Cunha.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

### **9.2 Revisiones al Presupuesto**

*La moción para aprobar las Revisiones al Presupuesto fue presentada por Greg Rice y secundada por Fernando Cunha.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

### **9.3 Informe Anual de la Proposición 28**

*La moción para aprobar el Informe Anual de la Proposición 28 fue presentada por Fernando Cunha y secundada por Greg Rice. Votos a favor 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

## **10. INFORMACIÓN: (Informes y presentaciones)**

### **10.1 MOT - SERVICIO DE ALIMENTOS - PROYECTOS**

#### **10.2 Información de la Biblioteca 2024-2025**

*La Sra. Megan Rice presentó a la Junta un resumen de las circulaciones y encuestas de la biblioteca.*

## **11. Otros asuntos:**

**11.1** Consideración y notificación pública de la propuesta inicial de la Asociación de Empleados Escolares de California al Distrito sobre las negociaciones del Convenio Colectivo de Trabajo para el ciclo escolar 2025-2026

**11.2** Consideración y notificación pública de la propuesta inicial del Distrito a la Asociación de Empleados Escolares de California sobre las negociaciones del Convenio Colectivo de Trabajo para el ciclo escolar 2025-2026

**12. Se levanta la sesión a puerta cerrada: 19:51**

**13. Se reanuda la sesión a puerta abierta: 21:21**

**14. Informe de la Sesión Cerrada**

**12.1** Código de Educación, artículo 35146

Traslados de estudiantes, solicitud interdistrital, etc.

*John Cardoza presentó la moción para aprobar la solicitud de la estudiante n.º 25-26008 para la asignación interdistrital, secundada por Greg Rice. Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de intercambio interdistrital del estudiante n.º 25-26009, secundada por Greg Rice.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud interdistrital del estudiante n.º 25-26010, secundada por Greg Rice.*

*Votos a favor: 4 / No: 0 / Abstenciones: 0 / Ausencia: 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud interdistrital del estudiante n.º 25-26011, secundada por Greg Rice. Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de intercambio interdistrital del estudiante n.º 25-26012, secundada por Greg Rice.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de intercambio interdistrital del estudiante n.º 25-26013, secundada por Greg Rice. Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de intercambio interdistrital del estudiante n.º 25-26014, secundada por Greg Rice.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de intercambio interdistrital del estudiante n.º 25-26015, secundada por Greg Rice. Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de la estudiante n.º 25-26016 para la concesión interdistrital, secundada por Greg Rice.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de la estudiante n.º 25-26017 para la concesión interdistrital, secundada por Greg Rice. Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de intercambio interdistrital del estudiante n.º 25-26018, secundada por Greg Rice.*



*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de intercambio interdistrital del estudiante n.º 25-26019, secundada por Greg Rice. Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de la estudiante n.º 25-26020 para la asignación interdistrital, secundada por Greg Rice.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de la estudiante n.º 25-26021 para la asignación interdistrital, secundada por Greg Rice. Voto Sí 4/ No 0 / Abstenciones 0 /*

*Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de la estudiante n.º 25-26022 para la asignación interdistrital, secundada por Greg Rice.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de la estudiante n.º 25-26023 para la asignación interdistrital, secundada por Greg Rice. Voto Sí 4/ No 0 / Abstenciones 0 /*

*Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de la estudiante n.º 25-26024 para la asignación interdistrital, secundada por Greg Rice.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de la estudiante n.º 25-26025 para la asignación interdistrital, secundada por Greg Rice. Votos a favor 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*La moción para aprobar la solicitud interdistrital del estudiante n.º 25-26026 fue presentada por John Cardoza y secundada por Greg Rice.*

*Votos a favor: 4/ No: 0/ Abstenciones: 0/ Ausencia: 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*La moción para aprobar la solicitud interdistrital del estudiante n.º 25-26027 fue presentada por John Cardoza y secundada por Greg Rice.*

*Votos a favor: 4/ No: 0/ Abstenciones: 0/ Ausencia: 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*La moción para aprobar la solicitud interdistrital del estudiante n.º 25-26028 fue presentada por John Cardoza y secundada por Greg Rice. Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de la estudiante n.º 25-26029 para la asignación interdistrital, secundada por Greg Rice.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de intercambio interdistrital del estudiante n.º 25-26032, secundada por Greg Rice. Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de la estudiante n.º 25-2615 para la concesión interdistrital, secundada por Greg Rice.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

*John Cardoza presentó la moción para aprobar la solicitud de la estudiante n.º 25-26016 para la concesión interdistrital, secundada por Greg Rice. Votos a favor 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

## **12.2 Código de Gobierno, Sección 54957.6**

Reunión con los negociadores laborales

Representantes designados por la agencia: Superintendente

Organización de empleados: CTA

## **12.3 Código de Gobierno, Sección 54957**

Evaluación del desempeño de los empleados públicos

Cargo: Superintendente

La junta realizó la evaluación de la Superintendente a puerta cerrada esta tarde, y recibió una evaluación satisfactoria.

## **15. Clausura 21:22**

**Acta aprobada el 5 de agosto de 2025**

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Iva Sousa, Presidenta;

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John Cardoza, Secretario

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Stacey Bettencourt, Secretaria

3. **CONSENT CALENDAR: Action items:**
  - 3.2 Minutes of Regular Board Meeting – June 12, 2025

# TIPTON ELEMENTARY SCHOOL DISTRICT

## REGULAR BOARD MEETING

### MINUTES

Thursday, June 12, 2025  
7:00 p.m. District Board Room

1. **Call to order- Flag Salute**

*Board President, Iva Sousa called the meeting to order at 7:00 pm and led the flag salute. Board Members Present: Iva Sousa, Fernando Cunha, John Cardoza, and Greg Rice. Absent: Shelley Heeger. Guest: Lawrence Reyes and Virginia Almeida*

2. **Public Input:**

**2.1** Community Relations/Citizen Comments

*Mr. Lawrence Reyes shared survey results with the Board regarding math in 5<sup>th</sup> grade. He also shared his overall concern regarding math instruction for 5<sup>th</sup> grade. Mr. Reyes shared thoughts regarding the principal and the culture of the school. Mr. Reyes shared his thoughts as to the District website and his thoughts on updating it to reflect the culture of the school.*

**2.2** Reports by Employee Units CTA/CSEA

3. **INFORMATION:**

**3.1** California School Dashboard Local Indicators

*Mrs. Stacey Bettencourt shared the California School Dashboard Local Indicators. Through the measuring of progress in meeting the requirements within the specific priority areas and reporting these results at the same public meeting of the governing board at which the 2025-2026 LCAP is adopted, and upon uploading of information onto the California School Dashboard, Tipton Elementary School will demonstrate having "Standard Met" all Local Performance Indicator requirements.*

**3.2** Save the Children – Year in Review

*Mrs. Virginia Almeida shared a year in review of her program.*

4. **ADMINISTRATIVE: Action items:**

**4.1** Board Resolution #2024-2025-08 in the Matter of Spending Determination for Funds Received from the Education Protection Account for 2025-2026 Fiscal Year

*Motion to approve Board Resolution #2024-2025-08 in the Matter of Spending Determination for Funds Received from the Education Protection Account for 2025-2026 Fiscal Year was made by Greg Rice and seconded by John Cardoza.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**4.2 Approval of Proposed Local Control Accountability Plan (LCAP) for 2025-2026**

*Motion to approve Proposed Local Control Accountability Plan (LCAP) for 2025-2026 was made by John Cardoza and seconded by Fernando Cunha.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**4.3 Approval of the Districts General Fund Excess Reserve**

*Motion to approve the Districts General Fund Excess Reserve was made by Greg Rice and seconded by Fernando Cunha.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**4.4 Approval of Proposed School Budget for the 2025-2026 School Year**

*Motion to approve Proposed School Budget for the 2025-2026 School Year was made by Fernando Cunha and seconded by Greg Rice.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**4.5 Approval of the Federal Addendum**

*Motion to approve the Federal Addendum was made by Fernando Cunha and seconded by John Cardoza.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

**4.6 Adopt the Districts Initial Proposal to California School Employees Association**

**Regarding Classified Collective Bargaining Agreement Negotiations, for the 2025-2026 School Year**

*Motion to Adopt the Districts Initial Proposal to California School Employees Association Regarding Classified Collective Bargaining Agreement Negotiations, for the 2025-2026 School Year was made by Greg Rice and seconded by John Cardoza.*

*Vote Yea 4/ No 0 / Abstain 0 / Absent 1*

*Yea –Iva Sousa, Fernando Cunha, Greg Rice, and John Cardoza*

*No – 0*

*Abstain –0*

*Absent – Shelley Heeger*

5. **Adjourn to Closed Session: 7:14 pm**
6. **Reconvene to open session 7:35 pm**
7. **Report out from Closed Session**
  - 5.1 Government Code Section 54957.6  
Conference with labor negotiators  
Agency designated representatives: Superintendent  
Employee Organization: California School Employees Association and its Chapter 765
  - 5.2 Government Code Section 54957.6  
Conference with labor negotiators  
Agency designated representatives: Superintendent  
Employee Organization: CTA
8. **Adjournment 7:35 pm**

**Minutes approved August 5, 2025**

\_\_\_\_\_  
Iva Sousa, President

\_\_\_\_\_  
John Cardoza, Clerk

\_\_\_\_\_  
Stacey Bettencourt, Secretary



# **DISTRITO ESCOLAR ELEMENTAL DE TIPTON REUNIÓN**

## **REGULAR DE LA MESA DIRECTIVA**

### **MINUTAS**

**Jueves, 12 de junio de 2025**

**7:00 p.m. Sala de Juntas del Distrito**

#### **1. Llamada al orden - Saludo a la bandera**

*La Presidenta de la Mesa Directiva, Iva Sousa, declaró abierta la reunión a las 7:00 p.m. y dirigió el saludo a la bandera. Miembros de la Mesa Presentes: Iva Sousa, Fernando Cunha, John Cardoza y Greg Rice. Ausente: Shelley Heeger. Invitados: Lawrence Reyes y Virginia Almeida.*

#### **2. Comentarios del público:**

##### **2.1 Relaciones comunitarias/Comentarios de ciudadanos**

*El Sr. Lawrence Reyes compartió con la Mesa los resultados de una encuesta relacionada con matemáticas en 5.º grado. También expresó su preocupación general sobre la enseñanza de matemáticas en 5.º grado. El Sr. Reyes compartió sus ideas sobre la directora y la cultura de la escuela, así como sus comentarios respecto al sitio web del Distrito y la necesidad de actualizarlo para reflejar la cultura de la escuela.*

##### **2.2 Informes de las Unidades de Empleados CTA/CSEA**

#### **3. INFORMACIÓN:**

##### **3.1 Indicadores Locales del Tablero Escolar de California**

*La Sra. Stacey Bettencourt compartió los Indicadores Locales del Tablero Escolar de California. A través de la medición del progreso en el cumplimiento de los requisitos dentro de las áreas prioritarias específicas y reportando estos resultados en la misma reunión pública de la Mesa Directiva en la que se adopta el LCAP 2025-2026, y al cargar la información en el Tablero Escolar de California, Tipton Elementary School demostrará haber “Cumplido el Estándar” en todos los requisitos de Indicadores Locales de Desempeño.*

##### **3.2 Save the Children – Resumen Anual**

*La Sra. Virginia Almeida presentó un resumen anual de su programa.*

#### **4. ADMINISTRATIVO: Puntos de acción:**

**4.1 Resolución de la Mesa #2024-2025-08 en relación con la Determinación de Gastos para Fondos Recibidos de la Cuenta de Protección de la Educación para el Año Fiscal 2025-2026**

*La moción para aprobar la Resolución de la Junta n.º 2024-2025-08 sobre la determinación del gasto de los fondos recibidos de la Cuenta de Protección Educativa para el año fiscal 2025-2026 fue presentada por Greg Rice y secundada por John Cardoza.*

*Votos a favor: 4 / No: 0 / Abstenciones: 0 / Ausencia: 1*

*A favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

#### **4.2 Aprobación del Plan de Control Local y Rendición de Cuentas (LCAP) propuesto para 2025-2026**

*John Cardoza presentó la moción para aprobar el Plan de Control Local y Rendición de Cuentas (LCAP) propuesto para 2025-2026, secundada por Fernando Cunha.*

*Votos a favor: 4 / No: 0 / Abstenciones: 0 / Ausencia: 1*

*Votos a favor: Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No: 0*

*Abstenciones: 0*

*Ausencia: Shelley Heeger*

#### **4.3 Aprobación de la Reserva de Exceso del Fondo General de Distrito**

*Greg Rice presentó la moción para aprobar la Reserva de Exceso del Fondo General de Distrito, secundada por Fernando Cunha. Votos a favor 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

#### **4.4 Aprobación del Presupuesto Escolar Propuesto para el Año Escolar 2025-2026**

*Fernando Cunha presentó la moción para aprobar el Presupuesto Escolar Propuesto para el Año Escolar 2025-2026, secundada por Greg Rice.*

*Votos a favor 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

#### **4.5 Aprobación del Anexo Federal**

*Fernando Cunha presentó la moción para aprobar el Anexo Federal, secundada por John Cardoza. Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

#### **4.6 Adoptar la Propuesta Inicial del Distrito a la Asociación de Empleados Escolares de California**

*Respecto a las Negociaciones del Convenio Colectivo de Trabajo Clasificado para el Año Escolar 2025-2026*

*La moción para adoptar la Propuesta Inicial del Distrito a la Asociación de Empleados Escolares de California respecto a las Negociaciones del Convenio Colectivo de Trabajo Clasificado para el Año Escolar 2025-2026 fue presentada por Greg Rice y secundada por John Cardoza.*

*Voto Sí 4/ No 0 / Abstenciones 0 / Ausencia 1*

*A favor – Iva Sousa, Fernando Cunha, Greg Rice y John Cardoza*

*No – 0*

*Abstenciones – 0*

*Ausencia – Shelley Heeger*

**5. Se suspende para Sesión Cerrada: 7:14 p.m.**

**6. Reanudación de la sesión abierta: 7:35 p.m.**

**7. Informe de la Sesión Cerrada**

**5.1** Código de Gobierno Sección 54957.6 Conferencia con negociadores laborales

Representantes designados por la agencia: Superintendente Organización de empleados:

Asociación de Empleados Escolares de California y su Capítulo 765

**5.2** Código de Gobierno Sección 54957.6 Conferencia con negociadores laborales

Representantes designados por la agencia: Superintendente Organización de empleados: CTA

**8. Clausura: 7:35 p.m.**

Minutas aprobadas el 5 de agosto de 2025

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Iva Sousa, Presidenta

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John Cardoza, Secretario

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Stacey Bettencourt, Secretaria

3. **CONSENT CALENDAR: Action items:**
  - 3.3 Conference, Field Trip, Fund Raiser and Facilities Request

# Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) ASES Program GRADE K-8<sup>th</sup>

CLASSES ATTENDING \_\_\_\_\_

DATE OF TRIP 8/30/25 NUMBER OF PUPILS 100 ADULTS 12

DESTINATION Hide N Seek Adventure Park

BUS TO LEAVE SCHOOL AT 8:45am RETURN AT 3:30PM

## BUS ROUTING AND STOPS

Depart from MPR and drive to  
Bakersfield. Load the bus to drive back  
at 2:45 pm

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: \_\_\_\_\_

TRIP RELEVENCY: \_\_\_\_\_

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 3,200.00

*x only need 100 snacks  
and 2 ice chest w/water*

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES \_\_\_\_\_ NO X HOW MANY \_\_\_\_\_

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES \_\_\_\_\_ NO X HOW MANY \_\_\_\_\_

SIGNATURE OF TEACHER IN CHARGE [Signature]

TRIP AUTHORIZED BY SCHOOL BOARD YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE OF SUPERINTENDENT [Signature]

**3. CONSENT CALENDAR: Action items:**

**3.4** Agreement with TCOE for RN School Health Programs for 2025-2026

# Tulare County Office of Education

*Committed to Students, Support & Service*

**Tim A. Hire**  
*County  
Superintendent  
of Schools*

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

(559) 733-6300  
tcoe.org

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

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

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

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

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

*Main Locations*

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

**Doe Avenue Complex**  
7000 Doe Ave.  
Visalia

**Liberty Center/  
Planetarium &  
Science Center**  
11535 Ave. 264  
Visalia

June 24, 2025

Tipton School District  
PO Box 787  
Tipton, CA 93272

Ms. Stacey Bettencourt,

Attached is your Agency Agreement for **2025-2026** from School Health Programs.

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

E-mail: [karla.doyer@tcoe.org](mailto:karla.doyer@tcoe.org)

**OR**

Mail: Tulare County Office of Education  
Attn: Karla Doyer, Purchasing & Agreements Manager  
P.O. Box 5091  
Visalia, Ca 93278-5091

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

Sincerely,

*Karla Doyer*

Karla Doyer

Purchasing & Agreements Manager | 559-302-3729 | [karla.doyer@tcoe.org](mailto:karla.doyer@tcoe.org)

## SCOPE OF SERVICES - EXHIBIT A

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### 1. RESPONSIBILITIES OF DISTRICT:

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

Please see attached Exhibit A Scope of Services: Responsibilities of District

### 2. RESPONSIBILITIES OF SUPERINTENDENT:

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

Please see attached Exhibit A Scope of Services: Responsibilities of Superintendent

### FEE SCHEDULE

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

District agrees to pay Superintendent the sum of \$18,510.00 for Health/School Nursing services, supervision of the contracted TCOE LVN, and support for California Healthy Youth Act instruction services for 10 days as provided in this Agreement.

including travel or other expenses.

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

#### Exhibit (A)

Tipton RN Exhibit A Scope of Services.pdf

139.84KB

Who Can Provide School Health Services, 2025.pdf

227.05KB

#### Exhibit (B)

#### Exhibit (C)

#### Exhibit (D)



# AGENCY AGREEMENT 260270

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

ACCORDINGLY, IT IS AGREED:

1. **TERM:** This Agreement shall become

effective as

8/1/2025

and shall expire on .

6/30/2026

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

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

sum of \$ 18,510.00

4. **METHOD OF PAYMENT:**

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

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

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

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

**DISTRICT**  
Stacey Bettencourt  
Tipton School District  
P.O. Box 787  
Tipton, CA 93272

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

**SUPERINTENDENT**

---

Signature

*Tim A. Hira*

Date

6/24/2025

**DISTRICT**

---

Signature

Sign

Date

*7/28/25*

*Shirley Balla*

**TCOE Program Information**

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Contact Person:

Margarita Quintana

Telephone:

(559) 651-0130, ext. 3730

Department/Program: School Health Programs

Please return an original copy to:

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

# EXHIBIT A

## SCOPE OF SERVICES

### 1. RESPONSIBILITIES OF DISTRICT:

The District agrees to provide the following information to the designated Credentialed School Nurse and abide by the following:

- Access to student health information.
- Access to school technology with the support of school Information Technology (IT) staff.
- Access to list of students by school site with chronic health/medical conditions for the current school year.
- Access to a list of students that are on Individual Educational Plans and dates of initials, annuals and triennials for the current school year.
- Access to a list of students with a 504 plan and date of review.
- Access to a list of staff that have a current CPR certification and First Aid certification for designated staff assisting with health services or First Aid.
- Access to a workspace in which confidential health calls and health screenings can be conducted.
- Access to a current bell schedule for all grades.
- If a District chooses to provide supervision via a District supervisor with respect to Nurse interaction with staff and students, the TCOE credentialed school nurse is solely responsible for all matters pertaining to the nursing services they provide to students.
- Clinical support to be provided during mandated health screenings by the health designee (i.e., unlicensed assistive personnel, health aid and/or TCOE/district LVN).
- Access to staff, facility space, technology support and ability to make copies of handouts for school staff attending annual and ongoing health trainings.
- Provide reasonable access to classroom or facility space that will be conducive to learning for students and parent preview.
- Provide a credentialed classroom teacher for all student classroom teaching done by the TCOE credentialed school nurse as it relates to health/hygiene.
- The District understands when an additional TCOE credentialed school nurse is providing nursing services in the District, that day(s) of service will be counted as a contracted day.

# EXHIBIT A

- It is the responsibility of the District to ensure their District School Board has reviewed and approved the California Healthy Youth Act (CHYA) curriculum that will be utilized in the classroom.
- Access to students, facility space, technology support and ability to make copies of handouts for student CHYA instruction.
- Collaborate with the TCOE credentialed school nurse in scheduling parent preview and classroom instruction for CHYA instruction.
- Provide a credentialed classroom teacher that can observe all student classroom instruction provided by the TCOE credentialed school nurse as it relates to CHYA instruction.
- Assist the TCOE credentialed school nurse in distributing parent/guardian notification letters at a minimum of 14 days prior to the CHYA classroom instruction.
- Inform the TCOE credentialed school nurse of any parent/guardian letters received that “opt-out” their student for CHYA instruction. The school will **not** provide any standard form for parents/guardians to use to “opt-out” their **student** out of instruction.

District agrees to pay Superintendent the sum of **\$12,090.00** for **Health/School Nursing services, supervision of the contracted TCOE LVN, and support for California Healthy Youth Act instruction services** for **10 days** as provided in this Agreement.

## 2. RESPONSIBILITIES OF SUPERINTENDENT:

Tulare County Superintendent of Schools will provide a qualified staff member(s) pursuant to Education Code section 44872, 44267.5, and 44877 to perform health/school nursing services, supervision of the contracted TCOE LVN and support for the California Healthy Youth Act instruction services including:

- Conducting medical case finding, screening and referral activities related to health defects of pupils.
- Referring parents/guardians of pupils needing medical care or welfare assistance to appropriate resources.
- Conducting a program directed toward the control of communicable diseases in the school and community.
- Consult, conduct and serve as a health education resource person.

## EXHIBIT A

- Conduct health in-service trainings for school staff.
- Interpret medical and nursing findings appropriate to the student's individualized education program and make recommendations to professional personnel directly involved.
- The TCOE credentialed school nurse researches, develops, and implements Emergency Action Plans and/or Individualized Health Care Plans for students with chronic health conditions as necessary.
- The TCOE credentialed school nurse reports directly to their employer and supervisor of school health who is at a minimum of a Registered Nurse holding a current Credential in School Nursing and an Administrative Credential.
- A qualified staff member(s) pursuant to Education Code section 44872, 44267.5, and 44877 to perform health/school nursing services related to CHYA instruction.
- School Health Programs will review and adopt CHYA curriculum that meets California Healthy Youth Act, California Education Code (EC) sections 51930-51939, utilizing a program review process and the compliance assessment tool completed by the Adolescent Sexual Health Work Group (ASHWG).
- The TCOE credentialed school nurse will collaborate with the District in the planning and scheduling of CHYA instruction, parent preview, and classroom instruction during the school year.
- A TCOE credentialed school nurse to provide oversight supervision and training of the TCOE/district Licensed Vocational Nurse (LVN) working in an educational setting.
- Supervision of the TCOE/district LVN by the TCOE credentialed school nurse at a minimum requires indirect supervision. The TCOE credentialed school nurse has the authority to determine the type and frequency of supervision needed over the LVN based on the type of specialized healthcare procedure, competence, skill level and the individual student health needs. The three types of supervision levels may include any of the following:
  - Direct supervision:
    - The TCOE credentialed school nurse is present in the same building as the TCOE/district LVN being supervised and able to respond directly to the needs of the student or supervisee.
  - Immediate supervision:

## EXHIBIT A

- The TCOE credentialed school nurse is physically present, next to the student and TCOE/district LVN, providing close supervision and/or assistance.
- Indirect supervision:
  - The TCOE credentialed school nurse is available to the TCOE/district LVN, either in person or through electronic means, to provide necessary guidance, consultation, and referral to appropriate care and services.
- The TCOE credentialed school nurse monitors and documents the competency and performance of the TCOE/district LVN, no less frequently than annually, and more frequently as determined by the performance of the LVN and the complexity of the procedure. The LVN is required to maintain their scope of practice within the State Nurse Practice Act and other health laws and regulations.
- The TCOE credentialed school nurse will have ongoing communication with the TCOE/district LVN, which are important to ensure the integrity of the school health services team and for optimal student health outcomes. Therefore, communication between the credentialed school nurse and the LVN may occur either in person and/or indirectly through electronic means (i.e., email, telephone, text, facetime, zoom, etc...).
- If the TCOE credentialed school nurse is unavailable and immediate assistance is needed, they will instruct the TCOE LVN to call Tulare County Office of Education, School Health Programs office and request to speak to the Administrator of School Health Programs.

## FEE SCHEDULE

The contract total for services to be provided are estimated to be \$18,510.00, including travel or other expenses. 15 days is \$1,234.00 per day = \$18,510.00.

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

# Tulare County Office of Education

*Tim A. Hire, County Superintendent of Schools*

## School Health Programs

### Who Can Provide School Health Services in an Educational Setting

<b>Health Services Health care services provided in the educational setting requires supervision by a Registered Credentialed School Nurse</b>	<b>Registered Credentialed School Nurse (RCSN)</b>	<b>Registered Nurse (RN)</b>	<b>Licensed Vocational Nurse (LVN)</b>	<b>Unlicensed Assistive Personnel* (UAP)/Health Designee</b>	<b>Education Code</b>
<b>Supervisor of Health Services in the Educational Setting*</b>	Yes	No	No	No	EC 49422, 49426.5, Title 5 CCR 3051.12
<b>Member of Multi-tiered System of Support (MTSS)</b>	Yes	No	No	No	EC 49426, 56324
First Aid & CPR with AED (Certified every 2yrs)	Yes	Yes	Yes	Yes	EC 49400
Assessment & Management of Physical or Mental Trauma	Yes	Yes	Limited	No	EC 49400, 32282
Comprehensive, General Health Assessment	Yes	Yes	Basic, Vital signs ONLY	No	EC 49422, 49426, 56324
Disaster procedures, routine & emergency with adaptations for pupils with disabilities (Americans with Disabilities Act 1990)	Yes	Yes	No	No	EC 49426, 32282
Student Case Management, Referral & Follow-Up for chronically absent, acute & chronic health issues & pregnancy	Yes	Yes	May assist RCSN	No	EC 49426, 49456
Vision Screening	Yes	Maybe, Limited*	Maybe, Limited *	No	EC 49422, 49451, 49452, 49455, 44879, 49452, 49452.5, 49426
Hearing Screening (if Certified as a School Audiometrist)	Yes	Maybe **	Maybe **	No	
Scoliosis Screening	Yes	No	No	No	
Pre-diabetes Assessment, Nutrition Assessment, Concussion Assessment, Mental Health Screening & Counseling	Yes	Yes	No	No	
Development of Individualized Health Care Plans (IHPs) and/or Emergency Care Plans (ECPs)	Yes	Maybe, Limited ***	No	No	EC 49426, 49423.5

Specialized Physical Health Care Services (SPHCS) – Can Train and Supervise	Yes	Maybe***	No	No	EC 49423.5
SPHCS – <u>Direct Care</u> (catheterization, enteral feedings, etc...)	Yes	Yes	Yes, if supervised by RCSN	Yes, if supervised by RCSN	EC 49423.5
Medication – Training and supervision	Yes	No	No	No	EC 49423, 49480
Medication – Administration	Yes	Yes	Yes, if supervised by RCSN	Yes, if they volunteer and supervised by RCSN	EC 49423
Special Ed, Student Study Team (SST) Assessment	Yes	No	No	No	EC 56324
Section 504 Health Assessment	Yes	No	No	No	EC 49426
Immunization & Oral Health Compliance Reporting	Yes	Yes	Yes	Yes	EC 49426, 49452.8
Documentation/ Maintain student health records	Yes	Yes	Yes	Yes	Title 5 sec. 3051.12
Communicable Disease-Prevention & Infection Control	Yes	Yes	Limited	Limited	EC 49403, 49426, 49451
Case Management	Yes	Maybe***	No	No	EC 49426
Vision/Hearing Follow-up on Referrals	Yes	May assist RCSN	May assist RCSN	May assist RCSN	EC 49426, 49456
Health Education Professional Development Trainings & Student Health Education on Medical Issues	Yes	Maybe***	No	No	EC 49426, 49414.5, 49452.5
School Safety Plan Response Team	Yes	Yes	Yes	Yes	EC 32282
Mental Health Crisis Intervention (if trained)	Yes	Yes	No	No	EC 49426
Child Abuse – Mandated Reporter	Yes	Yes	Yes	Yes	EC 32282
LEA Medi-Cal Billing Option, Multi-Payer Reimbursement, and School Based Medicaid Administrative Activities	Yes	Yes	Yes	Yes	W&I 14132.06 W&I 5961.4

Revised 1/21/25



\* = An RN who does NOT hold a Credential in School Nursing and an LVN working in an educational setting may be trained by their immediate supervising Credentialed School Nurse using the California School Nurses Organization (CSNO) standardized Vision Screening Training materials. These staff can ASSIST their Registered Credentialed School Nurse in vision screenings but has some limitations. If a student should FAIL their vision screening, the student MUST then be RESCREENED ONLY by the Registered Credentialed School Nurse. If a vision referral is necessary, then the referral will be made ONLY by Registered Credentialed School Nurse. The LVN must stay within their scope of practice and cannot provide any comprehensive eye assessment beyond general visual acuity screening.

\*\* = An RN who does NOT hold a Credential in School Nursing and an LVN may qualify for hearing screening as long as the following requirements are met: 1) their immediate supervisor is a Registered Credentialed School Nurse; 2) they have successfully completed an Audiology course with an accredited college in the state of California; 3) they show valid proof that they have registered with the Department of Health Care Services as a School Audiometrist.

\*\*\* = An RN who is also a Public Health Nurse may be able to ASSIST the Registered Credentialed School Nurse and ASSIST with supervision of specialized physical health care services. The RN who does NOT hold a Credential in School Nursing, can NOT work independently and does NOT qualify as a "Supervisor of Health" in the educational setting.

## References

- California Board of Registered Nursing. *Nurse Practice Act*. Retrieved from <http://www.rn.ca.gov>
- California Board of Registered Nursing. (1991). *The registered nurse as supervisor*. (NPR-1-12.DOC). Retrieved from <http://www.rn.ca.gov>
- California Board of Vocational Nursing & Psychiatric Technicians. Retrieved from <http://www.bvrnpt.ca.gov>
- California Code of Regulations. Title 5, Division 1. Retrieved from <https://govt.westlaw.com/calregs/>
- California Education Codes. Retrieved from <http://www.leginfo.ca.gov>
- California School Nurses Organization Position Statements. Retrieved from <http://www.csno.org>
- California Supreme Court Decision, August 2013. *American Nurses Assn. v. Torlakson*, 57 Cal. 4th 570 (Cal. 2013)
- Chaides, S. (Ed.). (2016). *Orientation and Review Workshop for School Nurses*. Los Angeles, CA: Los Angeles County Office of Education
- Davis-Alldritt, L. (2011). *School Health Resources & Online Health Resources from California Department of Education*. California Department of Education.
- Landau, M. (2002). *Staff Eligible to Perform Mandated Health Services*.
- Landau, M. (2002). *Summary of Mandated Health Care*.
- Taylor, S. G. (Ed.). (2013). *The green book: Guidelines for provision of specialized physical healthcare services in California schools*. Sacramento, CA: California School Nurses Organization.

Adapted from California School Nurses Organization, Health Services Role Differentiation in the Educational Setting Revised 12/2024

**3. CONSENT CALENDAR: Action items:**

**3.5** Agreement with TCOE for LVN School Health Programs for 2025-2026

# Tulare County Office of Education

*Committed to Students, Support & Service*

**Tim A. Hire**  
*County  
Superintendent  
of Schools*

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

(559) 733-6300  
tcoe.org

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

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

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

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

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

*Main Locations*

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

**Doe Avenue Complex**  
7000 Doe Ave.  
Visalia

**Liberty Center/  
Planetarium &  
Science Center**  
11535 Ave. 264  
Visalia

July 9, 2025

Tipton School District  
PO Box 787  
Tipton, CA 93272

Ms. Stacey Bettencourt,

Attached is your Agency Agreement for **2024-2025** from School Health Programs.

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

E-mail: [karla.doyer@tcoe.org](mailto:karla.doyer@tcoe.org)

**OR**

Mail: Tulare County Office of Education  
Attn: Karla Doyer, Purchasing & Agreements Manager  
P.O. Box 5091  
Visalia, Ca 93278-5091

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

Sincerely,

*Karla Doyer*

Karla Doyer

Purchasing & Agreements Manager | 559-302-3729 | [karla.doyer@tcoe.org](mailto:karla.doyer@tcoe.org)

## SCOPE OF SERVICES - EXHIBIT A

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### 1. RESPONSIBILITIES OF DISTRICT:

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

Please see attached Exhibit A Scope of Services: Responsibilities of District

### 2. RESPONSIBILITIES OF SUPERINTENDENT:

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

Please see attached Exhibit A Scope of Services: Responsibilities of Superintendent

## FEE SCHEDULE

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

The contract total for services to be provided are estimated to be \$45,613.00,  
including travel or other expenses. 185 days is \$246.56 per day = \$45,613.00.

including travel or other expenses.

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

<b>Exhibit (A)</b>	Tipton LVN Scope of Services.pdf	135.06KB
	Who Can Provide School Health Services, 2025.pdf	227.05KB

**Exhibit (B)**

**Exhibit (C)**

**Exhibit (D)**

# AGENCY AGREEMENT 260281

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

**ACCORDINGLY, IT IS AGREED:**

**1. TERM:** This Agreement shall become

**effective as**

8/1/2025

**and shall expire on .**

6/30/2026

- 2. SERVICES:** DISTRICT shall provide services as set forth: (See attached Scope of Services - Exhibit A for details. The Exhibit A is made part of this Agreement by reference.)
- 3. COST OF SERVICES:** DISTRICT shall pay SUPERINTENDENT for the actual cost of such services to the extent they are allowable not to exceed the sum of

**sum of** \$ 45,613.00

**4. METHOD OF PAYMENT:**

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

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

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

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

**DISTRICT**

Tipton School District  
P.O. Box 787  
Tipton, CA 93272

**SUPERINTENDENT**

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

**SUPERINTENDENT**

---

Signature

*Tim A. Hira*

Date

7/9/2025

**DISTRICT**

---

Signature

Sign

Date

7/28/25

*Shirley Blumenthal*

**TCOE Program Information**

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Contact Person:

Margarita Quintana

Telephone:

(559) 651-0130, ext. 3730

Department/Program: School Health Programs

Please return an original copy to:

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

# EXHIBIT A

## SCOPE OF SERVICES

### 1. RESPONSIBILITIES OF DISTRICT:

The district will provide the Licensed Vocational Nurse the following:

- Access to student health information.
- Access to school workspace and technology with the support of school Information Technology (IT) staff.
- TCOE Licensed Vocational Nurse (LVN) cannot legally practice as an individual practitioner in a school setting and must be overseen and supervised by a credentialed school nurse. TCOE LVNs should not be placed in a position in which supervision by a designated credentialed school nurse is not available.
- The ability to assist the TCOE credentialed school nurse with mandated health screenings and follow-ups.
- Allow access to the TCOE LVN for supervision and training purposes when the School Nurse is working in the district.
- Allow the TCOE LVN the ability to attend the beginning of the school year annual LVN training hosted by Tulare County Office of Education, School Health Programs.
- Districts may not refer to the Licensed Vocational Nurse (LVN) as the “school nurse”. Per Education Code 49426, A school nurse is a registered nurse currently licensed under Chapter 6 (commencing with Section 2077) of Division 2 of the Business and Professions Code, and who has completed the additional educational requirements for, and possesses a current credential in, school nursing pursuant to Education Code Section 44877.
- Districts must allow ongoing communication between the TCOE credentialed school nurse and the TCOE LVN which are important to ensure the integrity of the school health services team and for optimal student health outcomes. Therefore, communication may occur either in person and/or indirectly through electronic means (i.e., email, telephone, text, facetime, zoom, etc...). If at anytime the TCOE LVN is unable to reach their assigned TCOE credentialed school nurse then they are advised to call Tulare County Office of Education, School Health



# EXHIBIT A

Programs office and request to speak to the Administrator of School Health Programs.

- If the school district is requesting school health services from the TCOE LVN that extends beyond or out of their contracted working schedule or hours, then the district is required to communicate the request to the TCOE LVN and if mutually agreed upon then TCOE LVN and the requesting district will send their request to the Administrator of School Health Programs for review and approval. Any hours that extend beyond the TCOE LVN's normal workday will be either flexed on another contracted school day or time sheeted based on employee preference.
- The District should not require the TCOE LVN to consistently perform additional duties that are not related to direct school health services in nature or that reduces their accessibility to provide health services directly to students.
- The District will ensure the TCOE LVN is given the opportunity to assist the TCOE credentialed school nurse in school health services follow-up as assigned.

District agrees to pay Superintendent the sum of **\$45,613.00** for **Licensed Vocational Nurse services** for **185 days at 5 hrs. per day** as provided in this Agreement.

## 2. RESPONSIBILITIES OF SUPERINTENDENT:

Tulare County Superintendent of Schools will provide the following:

- A qualified staff member(s) to perform TCOE LVN services including:
- Provide specialized nursing services to provide insulin administration, gastric tube feedings, catheterizations, and other specialized health care services as assigned.
- Assists the TCOE credentialed school nurse with mandated health screenings and follow-ups.
- Assists in maintaining and dispensing medication to students with prescribed medication.
- Provides first aid care to students.
- Maintains current and accurate health records.
- Licensed Vocational Nursing services assigned are within their scope of practice per the Board of Vocational Nursing and Psychiatric Technicians and as specified in the Business and Profession Code-Sections 2859 to 2873.
- A TCOE credentialed school nurse to provide oversight supervision and training of the TCOE LVN working in an educational setting.

# EXHIBIT A

- Supervision of the TCOE LVN by the TCOE credentialed school nurse at a minimum requires indirect supervision. The TCOE credentialed school nurse has the authority to determine the type and frequency of supervision needed over the TCOE LVN based on the type of specialized healthcare procedure, competence, skill level and the individual student health needs. The three types of supervision levels may include any of the following:
  - Direct supervision:
    - The TCOE credentialed school nurse is present in the same building as the TCOE LVN being supervised and able to respond directly to the needs of the student or supervisee.
  - Immediate supervision:
    - The TCOE credentialed school nurse is physically present, next to the student and TCOE LVN, providing close supervision and/or assistance.
  - Indirect supervision:
    - The TCOE credentialed school nurse is available to the qualified designated personnel, either in person or through electronic means, to provide necessary guidance, consultation, and referral to appropriate care and services.
- The TCOE credentialed school nurse monitors and documents the competency and performance of the TCOE LVN, no less frequently than annually, and more frequently as determined by the performance of the TCOE LVN and the complexity of the procedure.
- The TCOE LVN is required to work within their scope of practice within the Vocational Nursing Practice Act and other health laws and regulations.
- The TCOE credentialed school nurse will have ongoing communication with the TCOE LVN which are important to ensure the integrity of the school health services team and for optimal student health outcomes. Therefore, communication may occur either in person and/or indirectly through electronic means (i.e., email, telephone, text, facetime, zoom, etc...).
- If the TCOE credentialed school nurse is unavailable, they will instruct the TCOE LVN to call Tulare County Office of Education, School Health Programs office and request to speak to the Administrator of School Health Programs.

## EXHIBIT A

### FEE SCHEDULE

The contract total for services to be provided are estimated to be \$45,613.00, including travel or other expenses. 185 days is \$246.56 per day = \$45,613.00.

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

**Tulare County**  
**Office of Education**

*Tim A. Hire, County Superintendent of Schools*

**School Health Programs**

**Who Can Provide School Health Services in an Educational Setting**

<b>Health Services Health care services provided in the educational setting requires supervision by a Registered Credentialed School Nurse</b>	<b>Registered Credentialed School Nurse (RCSN)</b>	<b>Registered Nurse (RN)</b>	<b>Licensed Vocational Nurse (LVN)</b>	<b>Unlicensed Assistive Personnel* (UAP)/Health Designee</b>	<b>Education Code</b>
<b>Supervisor of Health Services in the Educational Setting*</b>	Yes	No	No	No	EC 49422, 49426.5, Title 5 CCR 3051.12
<b>Member of Multi-tiered System of Support (MTSS)</b>	Yes	No	No	No	EC 49426, 56324
First Aid & CPR with AED (Certified every 2yrs)	Yes	Yes	Yes	Yes	EC 49400
Assessment & Management of Physical or Mental Trauma	Yes	Yes	Limited	No	EC 49400, 32282
Comprehensive, General Health Assessment	Yes	Yes	Basic, Vital signs ONLY	No	EC 49422, 49426, 56324
Disaster procedures, routine & emergency with adaptations for pupils with disabilities (Americans with Disabilities Act 1990)	Yes	Yes	No	No	EC 49426, 32282
Student Case Management, Referral & Follow-Up for chronically absent, acute & chronic health issues & pregnancy	Yes	Yes	May assist RCSN	No	EC 49426, 49456
Vision Screening	Yes	Maybe, Limited*	Maybe, Limited *	No	EC 49422, 49451, 49452, 49455, 44879, 49452, 49452.5, 49426
Hearing Screening (if Certified as a School Audiometrist)	Yes	Maybe **	Maybe **	No	
Scoliosis Screening	Yes	No	No	No	
Pre-diabetes Assessment, Nutrition Assessment, Concussion Assessment, Mental Health Screening & Counseling	Yes	Yes	No	No	
Development of Individualized Health Care Plans (IHPs) and/or Emergency Care Plans (ECPs)	Yes	Maybe, Limited ***	No	No	EC 49426, 49423.5

Specialized Physical Health Care Services (SPHCS) – Can Train and Supervise	Yes	Maybe***	No	No	EC 49423.5
SPHCS – <u>Direct Care</u> (catheterization, enteral feedings, etc...)	Yes	Yes	Yes, if supervised by RCSN	Yes, if supervised by RCSN	EC 49423.5
Medication – Training and supervision	Yes	No	No	No	EC 49423, 49480
Medication – Administration	Yes	Yes	Yes, if supervised by RCSN	Yes, if they volunteer and supervised by RCSN	EC 49423
Special Ed, Student Study Team (SST) Assessment	Yes	No	No	No	EC 56324
Section 504 Health Assessment	Yes	No	No	No	EC 49426
Immunization & Oral Health Compliance Reporting	Yes	Yes	Yes	Yes	EC 49426, 49452.8
Documentation/ Maintain student health records	Yes	Yes	Yes	Yes	Title 5 sec. 3051.12
Communicable Disease-Prevention & Infection Control	Yes	Yes	Limited	Limited	EC 49403, 49426,49451
Case Management	Yes	Maybe***	No	No	EC 49426
Vision/Hearing Follow-up on Referrals	Yes	May assist RCSN	May assist RCSN	May assist RCSN	EC 49426, 49456
Health Education Professional Development Trainings & Student Health Education on Medical Issues	Yes	Maybe***	No	No	EC 49426, 49414.5, 49452.5
School Safety Plan Response Team	Yes	Yes	Yes	Yes	EC 32282
Mental Health Crisis Intervention (if trained)	Yes	Yes	No	No	EC 49426
Child Abuse – Mandated Reporter	Yes	Yes	Yes	Yes	EC 32282
LEA Medi-Cal Billing Option, Multi-Payer Reimbursement, and School Based Medicaid Administrative Activities	Yes	Yes	Yes	Yes	W&I 14132.06 W&I 5961.4

\* = An RN who does NOT hold a Credential in School Nursing and an LVN working in an educational setting may be trained by their immediate supervising Credentialed School Nurse using the California School Nurses Organization (CSNO) standardized Vision Screening Training materials. These staff can ASSIST their Registered Credentialed School Nurse in vision screenings but has some limitations. If a student should FAIL their vision screening, the student MUST then be RESCREENED ONLY by the Registered Credentialed School Nurse. If a vision referral is necessary, then the referral will be made ONLY by Registered Credentialed School Nurse. The LVN must stay within their scope of practice and cannot provide any comprehensive eye assessment beyond general visual acuity screening.

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\*\*\* = An RN who is also a Public Health Nurse may be able to ASSIST the Registered Credentialed School Nurse and ASSIST with supervision of specialized physical health care services. The RN who does NOT hold a Credential in School Nursing, can NOT work independently and does NOT qualify as a "Supervisor of Health" in the educational setting.

## References

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- California Code of Regulations. Title 5, Division 1. Retrieved from <https://govt.westlaw.com/calregs/>
- California Education Codes. Retrieved from <http://www.leginfo.ca.gov>
- California School Nurses Organization Position Statements. Retrieved from <http://www.csno.org>
- California Supreme Court Decision, August 2013. *American Nurses Assn. v. Torlakson*, 57 Cal. 4th 570 (Cal. 2013)
- Chaides, S. (Ed.). (2016). *Orientation and Review Workshop for School Nurses*. Los Angeles, CA: Los Angeles County Office of Education
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- Landau, M. (2002). *Staff Eligible to Perform Mandated Health Services*.
- Landau, M. (2002). *Summary of Mandated Health Care*.
- Taylor, S. G. (Ed.). (2013). *The green book: Guidelines for provision of specialized physical healthcare services in California schools*. Sacramento, CA: California School Nurses Organization.

Adapted from California School Nurses Organization, Health Services Role Differentiation in the Educational Setting Revised 12/2024

Revised 1/21/25

**3. CONSENT CALENDAR: Action items:**

**3.6** Agreement with TCOE for Scicon 5<sup>th</sup> Grade Day Trip and 6<sup>th</sup> Grade Week Trip for 2025-2026



**Tulare County Office of Education  
SCICON Day Trip (5<sup>th</sup> Grade) Agreement**

**THIS AGREEMENT** is entered into as of July 1, 2025 between the **Tulare County Superintendent of Schools**, referred to as COUNTY SUPERINTENDENT, and **Tipton Elementary** referred to as DISTRICT, with reference to the following:

A. Education Code § 8765 authorizes the COUNTY SUPERINTENDENT to enter into an agreement with the governing board of any school district to provide programs and classes in outdoor science education and conservation education; and

B. The DISTRICT desires to have the COUNTY SUPERINTENDENT provide a program in outdoor science education and conservation education for the DISTRICT at SCICON (The Clemmie Gill School of Outdoor Science and Conservation), referred to as the Program.

**ACCORDINGLY, IT IS AGREED:**

**1. COST OF PROGRAM:** SCICON Day Trip Rate Schedule for the **2025-2026** school year.

Approximately 3 classes consisting of approximately 57 students

DISTRICT shall pay COUNTY SUPERINTENDENT the sum of One Hundred Fifty-Seven Dollars and Fifty Cents (\$157.50) per class for each day of participation in the instructional Program to be conducted at SCICON as the DISTRICT.

No cost will accrue if reserved dates are cancelled or changed at least **four (4) weeks** in advance, or if the Program cancels due to bad weather forcing cancellation or postponement.

DISTRICT shall make full payment on or before June 30, 2026.

**2. DISTRICT RESPONSIBILITIES:** DISTRICT shall be responsible for all items listed on the reverse side of this Agreement as well as the following:

- a. Require that its students are equipped with suitable and necessary clothing and supplies while attending the Program as set forth in the materials provided to the teachers.
- b. Provide meals for its students, or require them to provide their own meals, while attending the Program.
- c. Each class group size is not to exceed thirty-five people total (e.g. students, teachers, support staff, and parent chaperones)
- d. Provide support staff for special student accommodations (e.g. IEP/504) circumstances. This includes, but is not limited to: health aides, registered nurses, one-on-one aides, assisted daily living (ADL), support for physical disabilities, severe emotional or behavioral disorders, mental health-related needs. The Program serves solely as a residential outdoor science school (ROSS) field trip site. The Program must be notified of any special accommodation and any support staff attending at least four weeks in advance of your scheduled trip.

**3. COUNTY SUPERINTENDENT RESPONSIBILITIES:** COUNTY SUPERINTENDENT shall be responsible for all items listed on the reverse side of this Agreement as well as the following:

- a. Provide basic first aid supplies for students and other personnel of the DISTRICT during the periods they are attending the Program.

**Tulare County Office of Education  
SCICON Day Trip (5<sup>th</sup> Grade) Agreement**

**A. DISTRICT RESPONSIBILITIES:** DISTRICT shall be responsible for all items listed on the reverse side of this Agreement as well as the following:

1. Provide transportation for its students and personnel to and from the Program.
2. Provide one teacher per class during the period that its students are in attendance at the Program.

**B. COUNTY SUPERINTENDENT RESPONSIBILITIES:** COUNTY SUPERINTENDENT shall be responsible for all items listed on the reverse side of this Agreement as well as the following:

1. Provide the Program and classes in outdoor science, conservation, and environmental education pursuant to the requirements in Education Code § 8760 et seq., including coordination services.

**C. INSURANCE:** COUNTY SUPERINTENDENT and DISTRICT shall each provide adequate insurance coverage for its officers, employees, agents and students at and while traveling to and from said Program.

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

**F. ENTIRE AGREEMENT REPRESENTED:** This Agreement represents the entire agreement between COUNTY SUPERINTENDENT and DISTRICT as to its subject matter and no prior oral or written understanding shall be of any force or effect. No part of this Agreement may be modified without the written consent of both parties.

**Tipton Elementary**

Date: 7/11/2025  
Sign: Stacy Bettercourt  
Print: Stacy Bettercourt  
Title: Superintendent

**COUNTY SUPERINTENDENT**

Date: July 1, 2025  
By: Dianne Shew  
Dianne Shew, SCICON Director  
Tim A. Hire, Tulare County  
Superintendent of Schools or Designee

**Tulare County Office of Education  
SCICON Week Trip (6<sup>th</sup> Grade) Agreement**

**THIS AGREEMENT** is entered into as of July 1, 2025, between the **Tulare County Superintendent of Schools**, referred to as COUNTY SUPERINTENDENT, and **Tipton Elementary School District**, referred to as DISTRICT, with reference to the following:

A. Education Code § 8765 authorizes the COUNTY SUPERINTENDENT to enter into an agreement with the governing board of any school district to provide programs and classes in outdoor science education and conservation education; and

B. The DISTRICT desires to have the COUNTY SUPERINTENDENT provide a program in outdoor science education and conservation education for the DISTRICT at SCICON (The Clemmie Gill School of Outdoor Science and Conservation), referred to as the Program.

**ACCORDINGLY, IT IS AGREED:**

**1. COST OF PROGRAM:**

SCICON Week (6<sup>th</sup> Grade) Trip Rate Schedule for the **2025-2026** school year:

<b>\$ 297.57</b>	Per Teacher/Aide Rate	DISTRICT shall make full payment on or before June 30, 2026.
<b>\$ 52.50</b>	Per High School Student Counselor Rate	
Per Student Rate:		
Five (5)-day week	<b>\$ 297.57</b>	Approximately_ 0_ students (projected count)
Four (4)-day week	<b>\$ 254.76</b>	Approximately_ 36_ students (projected count)
<b>DISTRICT shall pay the per-student rates based on the greater of:</b>		
a. <b>97%</b> of the estimated number of students projected in May of the prior school year, <b>OR</b>		
b. The actual number of students in attendance.		

**2. DISTRICT RESPONSIBILITIES:** The DISTRICT shall be responsible for all items listed below:

- a. Require its teaching and counseling staff to cooperate with the COUNTY SUPERINTENDENT'S staff in necessary preplanning and post-SCICON trip follow-up to ensure the carrying out of the objectives of the Program.
- b. Require that its students are equipped with suitable and necessary bedding, clothing, and supplies while attending the Program as set forth in the materials provided in the teacher's packet.
- c. Furnish high school student counselors at the Program at a minimum ratio of one (1) counselor to every eight (8) students (8:1), in addition to the classroom teacher. Counselor shortage will result in teacher responsibility for student cabins.
- d. Provide support staff for special student accommodations (e.g. IEP/504) circumstances. This includes, but is not limited to: health aides, registered nurses, one-on-one aides, assisted daily living (ADL), support for physical disabilities, severe emotional or behavioral disorders, mental health-related needs. The Program serves solely as a residential outdoor science school (ROSS) field trip site. The Program must be notified of any special accommodation and any support staff attending at least four weeks in advance of your scheduled trip.
- e. Notify the COUNTY SUPERINTENDENT of the number of students to attend the Program four (4) weeks before the scheduled date of attendance.
- f. Provide transportation for its students, counselors and personnel to and from the Program.
- g. Provide one (1) teacher per class the entire period that its students are in attendance at the Program. If a teacher is required to leave the Program for any reason, the District shall provide a cleared substitute teacher to provide supervision for its students.
- h. On occasion, a school district may request that an adult volunteer accompany their students to the Program. The requesting school district shall have the volunteer successfully pass a fingerprint criminal background check as well as obtain a tuberculosis clearance.



**Tulare County Office of Education  
SCICON Week Trip (6<sup>th</sup> Grade) Agreement**

3. **COUNTY SUPERINTENDENT RESPONSIBILITIES:** COUNTY SUPERINTENDENT shall be responsible for all items listed on the reverse side of this Agreement as well as the following:
- Provide basic first aid supplies for students and other personnel of the DISTRICT during the periods they are attending the Program.
  - Provide complete food services for students and staff during the periods they are attending the Program (Monday through Friday).
  - Provide a teacher's packet for each teacher prior to visitation. The packet will include instructions, maps, schedules, registration forms, clothing and equipment lists, etc.

A. **COUNTY SUPERINTENDENT RESPONSIBILITIES:** COUNTY SUPERINTENDENT shall be responsible for all items listed on the reverse side of this Agreement as well as the following:

- Provide the Program and classes in outdoor science, conservation, and environmental education pursuant to the requirements in Education Code § 8760 et seq., including coordination services.

B. **INSURANCE:** COUNTY SUPERINTENDENT and DISTRICT shall each provide adequate insurance coverage for its officers, employees, agents and students at and while traveling to and from said Program.

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

D. **ENTIRE AGREEMENT REPRESENTED:** This Agreement represents the entire agreement between COUNTY SUPERINTENDENT and DISTRICT as to its subject matter and no prior oral or written understanding shall be of any force or effect. No part of this Agreement may be modified without the written consent of both parties.

**Tipton Elementary**

Date: 7/1/25  
Sign: Shelly Bettencourt  
Print: Shelly Bettencourt  
Title: Superintendent

**COUNTY SUPERINTENDENT**

Date: July 1, 2025  
By: Dianne Shew  
Dianne Shew, SCICON Director  
Tim A. Hire, Tulare County  
Superintendent of Schools or Designee

3. **CONSENT CALENDAR: Action items:**

3.7 Agreement with TCOE for Small Schools Collaborative for Mathematics for 2025-2026

# Tulare County Office of Education

*Committed to Students, Support & Service*

**Tim A. Hire**  
*County  
Superintendent  
of Schools*

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

(559) 733-6300  
tcoe.org

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

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

**Human Resources**  
(559) 733-6306  
fax (559) 627-4870

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

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

**Main Locations**

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

**Doe Avenue Complex**  
7000 Doe Ave.  
Visalia

**Liberty Center/  
Planetarium &  
Science Center**  
11535 Ave. 264  
Visalia

May 21, 2025

Tipton School District  
PO Box 787  
Tipton, CA 93272

Ms. Stacey Bettencourt,

Attached is your Agency Agreement for **2025 -2026** from External Business Services.

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

E-mail: [karla.doyer@tcoe.org](mailto:karla.doyer@tcoe.org)

OR

Mail: Tulare County Office of Education  
Attn: Karla Doyer, Purchasing & Agreements Manager  
P.O. Box 5091  
Visalia, Ca 93278-5091

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

Sincerely,



Karla Doyer

Purchasing & Agreements Manager | 559-302-3729 | [karla.doyer@tcoe.org](mailto:karla.doyer@tcoe.org)

## SCOPE OF SERVICES - EXHIBIT A

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### 1. RESPONSIBILITIES OF DISTRICT:

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

=== 25-26 TIPTON SD SMALL SCHOOLS COLLABORATIVE: MATH ===

The DISTRICT will commit to supporting the goals of the 2025-26 Small Schools Collaborative (SSC) for Mathematics. DISTRICT will actively participate in all SSC activities, bear the cost for release time and substitutes associated with SSC, assign teacher participants, share daily schedules for each grade level, and provide a meeting location for on-site support days and at least two classrooms to co-teach in. DISTRICT acknowledges that the fees were established based on the number of participating districts, sites, and grade spans, and the cost to run the SSC for its members. If DISTRICT wishes to withdraw from the SSC, the fees are not refundable.

### 2. RESPONSIBILITIES OF SUPERINTENDENT:

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

SUPERINTENDENT will provide staff with expertise in California's Standards, content area subject matter, and instructional strategies to conduct professional learning for DISTRICT.

SUPERINTENDENT will

- co-create the schedule for each session with the host site;
- build educators' content knowledge and pedagogy in mathematics aligned to the 2023 CA Mathematics Framework to ensure equitable instruction for all students;
- facilitate a structured opportunity for educators to collaborate and step into the classroom with students to apply the learning in real time;
- create a space for educators to collaborate by sharing best practices and strategies to enhance student learning;
- refine their instructional approaches and support one another's professional growth through collective problem-solving; and
- provide opportunities for school leaders and instructional coaches to gain tools and strategies to provide effective feedback to teachers.

SUPERINTENDENT will provide proof of insurance for DISTRICT, upon request, once the fully executed agreement is received. SUPERINTENDENT will invoice DISTRICT up to the "Not to Exceed" amount. If DISTRICT and SUPERINTENDENT mutually agree to reduce the number of service days, DISTRICT will only be invoiced for the days used up to the "Not to Exceed" amount. An Amendment to the Agreement is not necessary. If DISTRICT and SUPERINTENDENT mutually agree to increase the number of service days, an Amendment to the Agreement will be sent to DISTRICT to acknowledge the increased service days and amount.

### FEE SCHEDULE

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

The Small Schools Collaborative consists of four grade spans: K-1, 2-3, 4-5, and 6-8. Each grade span will meet three times annually. The fee per grade span is \$1,750.

4 grade spans at \$1,750.00 per grade span = Not to exceed \$ 7,000.00

**including travel or other expenses.**

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

**Exhibit (A)**

25-26 SSC Flyer.pdf

1.04MB

**Exhibit (B)**

**Exhibit (C)**

**Exhibit (D)**



# AGENCY AGREEMENT 260175

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

**ACCORDINGLY, IT IS AGREED:**

## 1. TERM: This Agreement shall become

**effective as**

7/1/2025

**and shall expire on .**

6/30/2026

2. **SERVICES:** DISTRICT shall provide services as set forth: (See attached Scope of Services - Exhibit A for details. The Exhibit A is made part of this Agreement by reference.)
3. **COST OF SERVICES:** DISTRICT shall pay SUPERINTENDENT for the actual cost of such services to the extent they are allowable not to exceed the sum of

**sum of** \$ 7,000.00

## 4. METHOD OF PAYMENT:

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

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

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

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

**DISTRICT**  
Ms. Stacey Bettencourt, Superintendent  
Tipton School District  
370 N. Evans, PO Box 787  
Tipton, CA 93272

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

**SUPERINTENDENT**

---

Signature

*Tim A. Hira*

Date

5/20/2025

**DISTRICT**

---

Signature

Sign

Date

7/28/25

*Shirley Beaman*

**TCOE Program Information**

---

Contact Person:

Olivia Velasquez

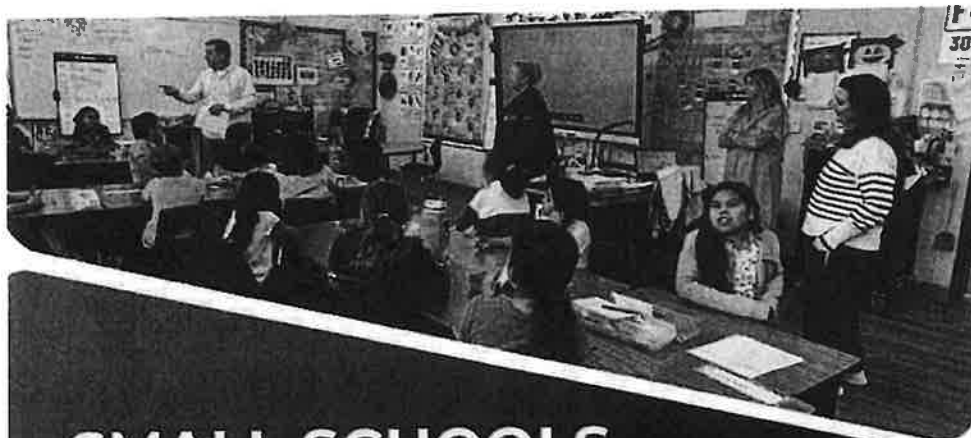
Telephone:

5596513031

Department/Program: Educational Resource Services (ERS)

Please return an original copy to:

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



## SMALL SCHOOLS COLLABORATIVE

Innovative Mathematics  
Professional Learning

All students are  
mathematically  
capable!



### Content Learning

Build educators' content knowledge and pedagogy in mathematics aligned to the 2023 CA Mathematics Framework to ensure equitable instruction for all students.



### Lesson Lab Model

A structured opportunity for educators to collaborate and step into the classroom with students to apply the learning in real time.



### Networking Across Districts

Educators collaborate by sharing best practices and strategies to enhance student learning. Through collective problem-solving, they refine their instructional approaches and support one another's professional growth.



### Ongoing Coaching Support

Opportunities for school leaders and instructional coaches to gain tools and strategies to provide effective feedback to teachers.

Our math collaborative for grades K-8 will be hosted by a school site which will provide space and resources to facilitate this dynamic experience.

#### 2025-2026 Schedule

Grades K-1  
9/30, 11/18, 3/25

Grades 2-3  
9/23, 11/4, 3/3

Grades 4-5  
9/25, 11/20, 2/5

Grades 6-8  
9/18, 11/13, 2/12

**Cost: \$1,750  
per grade span**

**Together we grow.  
Together we succeed!**

Tulare County  
Office of Education

(559) 651-3340

saul.altamirano@tcoe.org

www.tcoe.org/ERS/math

3. **CONSENT CALENDAR: Action items:**
  - 3.8 Agreement with Infinity Communications and Compliance, INC.



INFINITY COMMUNICATIONS AND COMPLIANCE, INC.  
**MASTER AGREEMENT FOR PROFESSIONAL SERVICES**

Client No: 0292

This Agreement for Professional Services ("Agreement") is entered as of this day, June 10, 2025, between **Infinity Communications and Compliance, Inc.** hereinafter referred to as "Infinity," and **Tipton Elementary School District** hereinafter referred to as the "Client." The parties agree as follows:

1. **SERVICES**

Infinity agrees to perform Professional Services ("Services") on behalf of the Client as set forth in this Agreement, including the Project Attachment. Infinity's responsibilities and determination of reimbursable cost for Services are set forth in the Project Attachment, which is incorporated as a part of this Agreement. Infinity agrees to perform the Services in a professional, workmanlike manner consistent with industry standards and in substantial compliance with any service-level commitments set forth in the Project Attachment.

2. **BASIS OF COMPENSATION**

Infinity will invoice and Client will pay for Services performed under the scope of work as described in the Project Attachment. Client must raise any invoice dispute in writing within fifteen (15) days of receipt; failure to do so shall constitute acceptance of the invoice. All fees are non-refundable. Notwithstanding termination, Client remains responsible for all fees for work performed and any non-cancellable commitments entered into on Client's behalf.

3. **TERM AND TERMINATION OF SERVICE**

Infinity's services are provided for the term specified in the Project Attachments. The term commences on the later of the date of the execution of this Agreement and the Start Date described in the Project Attachment (the commencement date being the "Services Start Date").

Either party may terminate this Agreement, without cause, by providing written notice to the other at least thirty (30) days before the intended termination date.

Client agrees to compensate Infinity for all work, Service Fees, and reimbursable expenses completed prior to the date of termination, and release Infinity from all liability, claims and causes of action resulting from any actions (or inaction) taken (or not taken) after the date of termination, including (but not limited to) negligent acts or omissions by Client, its agents and/or employees.

In the event that the Agreement is terminated, Client may request for Infinity to deliver copies of all data and files related to this Agreement to the Client within Thirty (30) days after termination. Infinity may retain copies for archival and compliance purposes.

4. **CLIENT'S RESPONSIBILITY**

The Client agrees to fulfill all responsibilities and provide all necessary information as outlined in the Project Attachment(s) in a timely manner to facilitate the completion of Services by Infinity. Any delays due to the Client's failure to perform these responsibilities may result in adjustments to the timeline and incur additional costs payable by Client. Client expressly agrees to indemnify, hold harmless, and waive any right of action against Infinity for any action (or inaction) that occurs (or does not occur) as a result of Client not performing its responsibilities as described in the Project Attachment.

5. **RECORDS**

Infinity will maintain full and accurate records in connection with this Agreement. The Client may inspect these records upon reasonable notice during normal business hours.

6. **STATUS OF INFINITY**

The Client and Infinity agree that Infinity, in performing the services specified in this Agreement, shall act as an independent contractor, and shall have control of all work and the manner in which it is performed. Infinity shall



be free to contract for similar service to be performed for other parties while under contract with the Client. Infinity is not entitled to participate in any pension plan, insurance, bonus, or similar benefits the Client provides for its employees.

During the term and for one (1) year thereafter, Client shall not solicit or hire Infinity employees or subcontractors who performed Services under this Agreement.

7. **COPYRIGHTS AND LICENSES**

Infinity retains ownership of all intellectual property rights in its work product ("Instruments of Service"), including templates, forms, documents, specifications, and designs. Infinity grants the Client a non-exclusive, limited, perpetual, and irrevocable license to use these Instruments of Service solely for the specific purposes outlined in this Agreement and associated projects, provided the Client has fully compensated Infinity.

Unauthorized use of Infinity's Instruments of Service shall immediately terminate the granted license and relieve Infinity of all liabilities arising from such use.

8. **HOLD HARMLESS & LIMITATION OF LIABILITY**

Each party agrees to indemnify, defend, and hold harmless the other party, its officers, agents, employees, and affiliates from all suits, claims, liabilities, damages, losses, costs, and expenses resulting from negligent acts or omissions of the other party, its officers, agents, or employees under this Agreement (each agreeing to "Hold Harmless" the other). Neither party agrees to Hold Harmless with respect to any gross negligence or willful misconduct of the other.

In the event Infinity is found in breach of this Agreement and/or negligent, except in cases of gross negligence or willful misconduct, the parties agree that Infinity's maximum potential liability shall not exceed the aggregate payment(s) Infinity has actually received from Client under this Agreement in the twelve months preceding the claim. Any legal action arising from or taken by either party, shall be governed by the laws of the State of California / County of Kern, and shall be brought in its courts.

9. **COMPLIANCE WITH LAWS**

Infinity shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances involving its employees, including workers' compensation and tax laws.

10. **MODIFICATION, ASSIGNMENT & ATTORNEY'S FEES**

No modification or amendment of this Agreement will be effective unless agreed to in writing and signed by authorized representatives of both parties.

Neither party may assign or delegate this Agreement or any of its rights or obligations hereunder without the other party's prior written consent; provided, however, that Infinity may, without Client's consent, assign this Agreement in its entirety (including all rights and obligations) to (a) an Affiliate, or (b) a successor by way of merger, consolidation or the sale of substantially all of Infinity's assets, so long as such successor assumes all of Infinity's obligations under this Agreement. Any other purported assignment shall be null and void. This Agreement shall inure to the benefit of and be binding upon the permitted successors and assigns of the parties.

11. **GENERAL PROVISIONS**

- a. **GOVERNING LAW & DISPUTES** This Agreement shall be governed by the laws of the State of California, with exclusive jurisdiction in Kern County, California, for any disputes arising from or related to this Agreement.

Any disputes arising from this Agreement, including the Project Attachment, or with respect to any Services relating to this Agreement shall first be subject to negotiation between representatives from both parties. If unresolved after thirty (30) days, disputes shall be settled by binding arbitration in Kern County, California, administered according to the Commercial Arbitration Rules of the American Arbitration Association. The prevailing party shall be entitled to reasonable attorney's fees and arbitration costs.

b. **SEVERABILITY**

If any provision is ruled invalid or unenforceable, the remainder shall remain in full force and effect, and the invalid provision shall be replaced by a valid one that most closely matches its economic and legal purpose.

c. **FORCE MAJEURE**

Neither Party shall be liable for delays or non-performance due to acts beyond its reasonable control, including natural disasters, acts of government, wars, terrorism, pandemics, labor disputes, or similar unforeseen events. The affected Party shall notify the other promptly and use commercially reasonable efforts to resume performance.

d. **CONFIDENTIALITY**

Both Parties agree to maintain the confidentiality of proprietary or sensitive information obtained in the performance of this Agreement. Such information shall not be disclosed to third parties without prior written consent, except when required by law or court order.

e. **NOTICE**

All notices must be in writing and addressed to the Parties' Authorized Contacts. Notices are effective upon (i) personal or courier delivery, (ii) three business days after deposit with U.S. certified mail (return receipt requested), or (iii) confirmed email transmission to the address on record.

**Infinity Contact Information:**

Sales Administration  
[sales@infinitycomm.com](mailto:sales@infinitycomm.com)  
661-716-1840  
4909 Calloway Drive  
Bakersfield, CA 93312

**Client Contact Information:**

Authorized Contact Name:

Email:

Phone:

Address:

Stacey Beftencourt  
Sbeftencourt@tipton.k12.ca.us  
559 752-4213  
370 N - Evans Rd. Tipton CA 93272

f. **ENTIRE AGREEMENT**

This Agreement, including all attachments, exhibits, and amendments, represents the entire understanding between Infinity and the Client, superseding any prior agreements, understandings, or representations. Any modification must be in writing and signed by authorized representatives of both Parties.





# INFINITY COMMUNICATIONS & COMPLIANCE

**IN WITNESS THEREOF**, the parties hereto have executed this Agreement on the date written below.

**Infinity Communications and Compliance, Inc.**

[Signature] 06/10/2025  
Signature Date  
Christian Baker Chief Operations Officer  
Name Title  
P.O. Box 999, Bakersfield, Ca. 93302  
Address/City/State/Zip  
99-4115379  
Federal Tax ID#

**Tipton Elementary School District**

[Signature] 6/18/25  
Signature Date  
Stacy Butkewitz Superintendent  
Name Title  
3610 W. Evans Rd., Tipton CA  
Address/City/State/Zip  
91-1883652 73272  
Federal Tax ID#





**PROJECT ATTACHMENT 0292-FY2026  
TIPTON ELEMENTARY SCHOOL DISTRICT**

Client No. 0292

**SERVICES: CATEGORY ONE E-RATE PROFESSIONAL SERVICES**

**INFINITY'S RESPONSIBILITIES**

Infinity shall perform the following tasks for our **Category One E-Rate Professional Services**:

**E-RATE AND CALIFORNIA TELECONNECT FUND (CTF) PROFESSIONAL SERVICES**

1. **Client Access** – Infinity will be available to the Client by phone, email, or in person to address Client related E-Rate Funding issues. The client will provide Infinity with a minimum of 3 business days' notice of a request for onsite service.
2. **Program Updates** – Infinity will update the Client on changes in the E-Rate and CTF process and help staff to take advantage of newly eligible products and services.
3. **Program Compliance** – Infinity will assist the Client to verify that USAC rules are being followed and, if necessary, provide guidance on new processes or procedures to ensure program compliance, regarding Bid Evaluations, Procurement, Technology Budget, and Document Retention. For CIPA compliance, Infinity will provide an outline of best practices required in order to meet program requirements related to CIPA.
4. **Appeals** – Infinity will prepare and submit appeals to USAC and/or the FCC as needed to support the Client's E-Rate funding. Standard appeals related to funding denials or reductions will be included as part of the contracted services. However, if an appeal is required due to Client error, delay, or a situation that requires significant additional time or legal review (such as an FCC appeal stemming from non-compliance Infinity may assess additional fees with prior notice and Client approval. In cases where non-compliance is the exclusive result of Infinity's failure to perform its Services under this Agreement, Infinity will provide appeal services at no additional charge.

**E-RATE APPLICATION MANAGEMENT**

1. **Needs Assessment and Strategic Planning** – Infinity will assist the Client to determine a Filing Strategy that best meets the Client's needs to maximize the Client's E-Rate funding opportunities.
2. **Determination of Funding Request Amount** – Infinity will determine an estimate of the amount of the funding request net of estimated USF fees and taxes by: (a) reviewing one (1) month of the Client's bills from eligible Service Providers to determine an estimated annual funding request, (b) review Client's current annual contract(s) for eligible services, and/or (c) conducting a review of new contract(s) for eligible services.
3. **File Forms** – Infinity will prepare and file the following forms required by USAC's School and Library Division to receive E-Rate Category One Telecommunications and Internet Access funding: Form 470, Form 471, Form 486, and Form 500. Infinity will also prepare and file for service substitutions and SPIN changes.
4. **Administration of PIA Process** – Infinity will assist the Client in responses to and delivery of the required documentation for USAC's "Program Integrity Assurance" (PIA) information requests. Typically, Infinity will respond directly to PIA requests on behalf of the client.
5. **Service Provider Collections** – Infinity will prepare the Service Provider's required forms ("Discount Grids") to have the Client's eligible discounts added to the monthly Service Provider Bills (SPI Method) or prepare and file the Form 472 (BEAR Method) to facilitate payment of the eligible discount amount reimbursement.
6. **Application Status** – Infinity will provide the Client with progress status on applications, reviews, and modifications, for the Client's open funding requests.

**REQUEST FOR PROPOSAL (RFP) MANAGEMENT SERVICES**

1. **Develop RFP Documents** – Infinity will develop a Request for Proposal (RFP) for Category One Services in compliance with the Client's Local/State and the E-Rate Program's procurement requirements. If newspaper publication is required, Infinity will assist the Client with compliance at least 20 days prior to receipt of responses to Form 470. Infinity will coordinate the posting of newspaper ads for an additional fee, as described in the Fee Schedule.
2. **RFP Tracking** – Infinity will distribute and track, in electronic form only, the "RFP Documents" to prospective bidders through Infinity's "Projects" website.
3. **Administration of RFP Process** – Infinity will prepare and distribute project clarification(s) and/or addenda(s) to address questions from prospective bidders.



4. Bid Opening – Infinity will conduct the opening of bid response(s). All bid openings will be held at Infinity's offices, unless otherwise agreed upon between the Client and Infinity.
5. Bid Evaluation - Infinity will evaluate the bid responses based on the E-Rate Program's requirements for the "Evaluation of Bids" and provide the Client with recommendations for the award of contract(s).
6. Contract Administration – Infinity will collect the documents necessary for the award of contract from the successful bidder and coordinate the delivery to the Client for execution.
7. Document Provision – In addition to retaining a copy for itself to comply with E-Rate program rules, Infinity will provide a copy of material documents pertaining to the RFP and E-Rate filing process to the Client at least once per year.

#### **AUDIT ASSISTANCE**

1. Document Retention – Infinity will maintain a copy of the documents required for E-Rate Program's "Document Retention Policy", for up to 10 years from the last date of service.
2. Document Assistance – Infinity will assist the Client in the preparation and delivery of the Auditor requested documentation.
3. Support Services – Infinity will represent (under an LOAR) the Client during all E-Rate Audits.
4. Limitation of Audit Support - Infinity's obligations with respect to Audit Assistance are only applicable to funding years for which Infinity made the filing to USAC. Infinity can assist with additional audits as an additional service, as described in the Fee Schedule.

#### **CLIENTS' RESPONSIBILITIES**

The Client's responsibilities, for the successful completion of our Category One E-Rate Professional Services, shall include:

1. Appointing a representative to act on their behalf, with respect to this agreement and the subsequent projects, who has the authority to render decisions and approve requests from Infinity, in a timely manner as not to cause unreasonable delay in the progress of Infinity's service. Client (including through the representative) must sign and certify the E-Rate forms required for the Client's application for funding, in a timely manner, so as not to cause a failure to comply with the E-Rate Program's time sensitive deadlines.
2. Provide Infinity with reasonable access to any physical site, if applicable, to allow Infinity the ability to perform the work detailed in this agreement.
3. Provide Infinity with all information required for the successful completion of the agreed service, within 10 calendar days, after the receipt of a request from Infinity.
4. Provide a Letter of Agency and Representation ("LOAR"), authorizing Infinity to act on the Client's behalf to file and/or certify E-Rate forms and respond to the USAC's requests for information.
5. For the eligible services for which the Client is entitled to receive California Teleconnect Fund (CTF) support, to cause the Service Provider to invoice USAC by the SPI Method (Form 474).
6. Maintain and update an "Equipment Asset Register" (EAR). The EAR shall detail the make, model, serial number, and location of all equipment purchased with the support of the Universal Services Fund (E-Rate Program). Upon Infinity's request, the Client will provide Infinity with a copy of the EAR for compliance with the "Inventory" section of E-Rate's "Document Retention Policy".
7. Maintain and update a "Service Provider Reimbursement Reconciliation" (SPRR) spread sheet. The SPRR shall include, by FRN(s), the total amount of funds associated with each reimbursement, and/or the total amount of discounts (in the form of discounted bills, checks, or credits) received from the Service Provider. Upon Infinity's request, the Client will provide Infinity with a copy of the SPRR for compliance with the "Invoicing" section of E-Rate's "Document Retention Policy".  
Retain all documents and records, for each funding request, related to the "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance" for a period of at least 10 years from the last date of service. While Infinity will retain a copy of all documents provided to it, Client must (under E-Rate rules) maintain its own copy of these records and of any records related to the E-rate service or procurement independent of Infinity's data retention service.
8. Provide Infinity with a copy of any Local/State Procurement policies and procedures required for Client's procurement of E-Rate services.
9. Client agrees to provide accurate and timely information with respect to contact and administrative information to facilitate payment of invoices and to update Infinity at any point the contact or administrative information changes.



### **TIMELY SUBMISSION OF INFORMATION**

Client agrees to submit information on time and in full to Infinity and agrees that Infinity may set a reasonable deadline in order to incorporate Client's information and authorization into its Services under this Agreement. To the extent that Client does not abide by its responsibilities as listed in this Agreement, Infinity shall not be liable for any damages or losses resulting therefrom.

Client covenants that it shall perform its responsibilities under this Agreement in a timely and complete fashion and acknowledges that any delays or inconsistencies resulting from its failure to perform its responsibilities listed in this Agreement put its E-Rate compliance and funding at risk. If Client provides tardy, missing, errant, or incomplete information or authorization after a reasonable deadline set by Infinity or USAC, ("Delayed Information"), Client agrees that Infinity's obligations to use that Delayed Information are on a "best efforts" basis and Infinity will undertake commercially reasonable steps to incorporate any Delayed Information into the work product it produces. Client acknowledges that its failure to furnish information or authorization prior to a reasonable deadline may impact Infinity's ability to complete Infinity's Services under this Agreement. Further, Client authorizes Infinity to act upon a duly executed LOAR to certify information on Client's behalf and Client agrees to Hold Harmless Infinity with respect to any good faith exercise of Infinity's authority to certify information on behalf of Client or otherwise meet a regulatory or legal deadline with respect to Delayed Information.

### **TERM OF CONTRACT:**

This Agreement will begin on July 1, 2025, for a term of **three (3) years**, with an expiration date of **June 30, 2028**.

### **BILLING**

All invoices are due within 30 days (the "Invoice Due Date"). Infinity will invoice Client at Services Start Date and annually on the first day of the E-Rate funding year thereafter. If payment is not received by the Invoice Due Date, Client agrees any overdue and unpaid balances may be charged a late fee at a rate of 1.5% per month.

Infinity does not normally engage attorneys for help in preparing appeals; nevertheless, each appeal is unique, and Infinity does not guarantee any particular outcome. Infinity's Service Fee does not include the cost for any legal counsel or attorney's fees with respect to an appeal and Infinity will, prior to incurring billable services with respect to legal counsel, seek Client's approval for the incurrence thereof.

Infinity's fee for Category One services will be an annual base fee of:

**\$10,000.00**

Any service not explicitly detailed under Infinity's Responsibilities in this Project Attachment (an "Excluded Service") is not authorized by this Project Attachment. For any Excluded Service, the parties will need to execute a new Project Attachment to cover an Excluded Service at the fee stipulated in such new Project Attachment. Excluded Services could include, but are not limited to, C2 filing assistance, document reconstruction, Design/Project Administration services, or non-E-Rate professional services.

The parties agree that the Service Fee is fair and representative of the Client's anticipated E-rate activity. Client agrees that if its E-rate activity materially changes or is expected to materially change over the course of this Agreement, Infinity may require a re-setting of the fee for Client at the next annual billing date.



### Standard Hourly Rates Schedule

For additional work that is required outside the scope of the original project, the hourly rates listed will be charged. Standard Hourly Rates are subject to review and adjustment. The hourly rates effective on the date of the Agreement are:

Principal	\$185.00/hour
Sr. Systems Designer	\$165.00/hour
Systems Designer	\$135.00/hour
CAD Operator	\$85.00/hour
Sr. Project Manager	\$165.00/hour
Project Manager	\$105.00/hour
Design Team Coordinator	\$85.00/hour
Compliance Manager	\$150.00/hour
Client Services Specialist	\$100.00/hour
Support Staff	\$60.00/hour


### Reimbursable Expenses Schedule

Reimbursable Expense rates are subject to annual review and adjustment. The rates effective on the date of the Agreement are:


Newspaper Advertisement	at cost + 15%
8"x11" Copies/Impression	\$0.05/sheet
Blueprint Copies	at cost + 15%
Reproducible Copies (Mylar)	at cost + 15%
Reproducible Copies (Paper)	at cost + 15%
Legal Counsel	at cost + 15%
Travel Expenses:	
Mileage (auto)	\$0.72/mile
Airfare	at cost + 15%
Meals	at cost + 15%
Lodging	at cost + 15%
Standard Labor Rate	See Hourly Rate Schedule Above

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below:

**Infinity Communications and Compliance, Inc.**

	06/10/2025
Signature	Date
Christian Baker	Chief Operations Officer
Name	Title
P.O. Box 999, Bakersfield, Ca. 93302	
Address/City/State/Zip	
99-4115379	
Federal Tax ID#	

**Tipton Elementary School District**

	6/18/25
Signature	Date
Stacy Bettencourt	Superintendent
Name	Title
370 N. Evans Rd Tipton CA	
Address/City/State/Zip	
91-1883652	93272
Federal Tax ID#	

3. **CONSENT CALENDAR: Action items:**

**3.9** Agreement with TCOE for Special Services Theatre Company for 2024-2025

# Tulare County Office of Education

*Committed to Students, Support & Service*

**Tim A. Hire**  
County  
Superintendent  
of Schools

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

(559) 733-6300  
tcoe.org

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

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

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

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

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

## *Main Locations*

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

**Doe Avenue Complex**  
7000 Doe Ave.  
Visalia

**Liberty Center/  
Planetarium &  
Science Center**  
11535 Ave. 264  
Visalia

June 9, 2025

Tipton School District  
PO Box 787  
Tipton, CA 93272

Ms. Stacey Bettencourt,

Attached is your Agency Agreement for **2024-2025** from the Theatre Company.

Attached is your Agency Agreement for **2024-2025** from Special Services.

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

E-mail: [karla.doyer@tcoe.org](mailto:karla.doyer@tcoe.org)

**OR**

Mail: Tulare County Office of Education  
Attn: Karla Doyer, Purchasing & Agreements Manager  
P.O. Box 5091  
Visalia, Ca 93278-5091

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

Sincerely,

*Karla Doyer*

Karla Doyer

Purchasing & Agreements Manager | 559-302-3729 | [karla.doyer@tcoe.org](mailto:karla.doyer@tcoe.org)

## SCOPE OF SERVICES - EXHIBIT A

---

### 1. RESPONSIBILITIES OF DISTRICT:

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

Shall have a meeting with a TCOE representative before the OnStage Staff arrives at their school site to make sure all arrangements are met and secured.

Shall understand that this form of instruction is to instruct students in an informal setting what theatre basics are and to work through different theatre type games and exercises.

Shall understand that this style of program will NOT culminate in a formal performance or play.

Shall provide a secure and consistent rehearsal/meeting space during the time we are contracted at their school site.

Shall provide at least one school representative who will remain in the rehearsal space during rehearsals to assist OnStage Staff as needed.

PLEASE NOTE: If a school site can not provide a representative to be in the space with the team, TCOE will add a third team member at the district/school's expense if TCOE feels it is necessary.

Shall be responsible for copying any materials as needed for camp.

In the event a site is unable to copy those materials, they may contact TCOE to ask for assistance. This must be done at least three weeks prior to the first start date.

This may also result in an additional cost.

Shall provide TCOE OnStage Staff with access to a school or class messaging system such as Class Dojo, REMIND, Google Classroom, or Band App so TCOE staff can message with show parents. If applicable.

Shall understand that the class size can not be larger than 40 students, unless under the discretion of the TCOE Theatre Company Director or TCOE OnStage Staff.

Shall understand that OnStage Staff will arrive on a weekday and rehearse/instruct students for the number of contracted days/hours agreed upon.

Shall be responsible for remitting payment to Tulare County Office of Education's Theatre Company within 30 days of receiving an invoice for services rendered.

### 2. RESPONSIBILITIES OF SUPERINTENDENT:

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

Shall provide two-three OnStage Staff to run the theatre style camp at the agreed upon school site.

Shall contact District/School at least two-four weeks prior to start date to set up a time for a Theatre Company representative to come out to the school site to meet with school staff and do a site visit.

At this meeting the rehearsal schedule for the duration of the rehearsals and confirmation of rehearsal/performance space and all technical capabilities and needs will be confirmed and decided. Additionally all questions and other needs can be addressed.

Shall provide 6 days of instruction.

Shall provide additional hours of camp or summer school if agreed to upon ahead of time and TCOE OnStage Staff and Theatre Company Director agree and have available time.

Additional fees may be accrued by The District/School Site.

Shall provide any materials that need to be photocopied or provided to the school site 3 weeks prior to their arrival.

Shall be responsible for instructing 40+ students.

Shall provide students with a basic art project that allows students to start thinking about character development and their show.

Shall provide students with education and skills aligned with State and Federal Arts Guidelines. TCOE's goal is to give students a basic, entry level understanding of Theatre and what it is like to audition and be in a theatrical production.

## FEE SCHEDULE

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

The anticipated contract total for services to be provided is \$3,565.

\*\*Payment is due within 30 days of each invoice.

Staff Wages: \$3,000.

School Year Mileage: \$241

Unanticipated or Additional Costs Not To Exceed 10%: \$324

including travel or other expenses.

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

### Exhibit (A)

Tipton Summer Exhibit A Scope of Services-Theatre  
Camp.pdf

70.42KB

### Exhibit (B)

### Exhibit (C)

### Exhibit (D)



# AGENCY AGREEMENT 250934

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

**ACCORDINGLY, IT IS AGREED:**

**1. TERM:** This Agreement shall become

**effective as**

6/9/2025

**and shall expire on .**

6/24/2025

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

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

**sum of** \$ 3,565.00

**4. METHOD OF PAYMENT:**

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

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

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

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

**DISTRICT**  
Stacey Bettencourt  
Tipton School District  
370 N. Evans, P.O. Box 787  
Tipton, CA 93272

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

**SUPERINTENDENT**

---

Signature

*Tim A. Hore*

Date

6/9/2025

**DISTRICT**

---

Signature

Sign

Date

*7/28/25*

*Shirley Batten*

**TCOE Program Information**

---

Contact Person:

Bethany Rader

Telephone:

5596511482

Department/Program: Theatre Company

Please return an original copy to:

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

# EXHIBIT A

## OnStage SCOPE OF SERVICES-Theatre Camp

### 1. RESPONSIBILITIES OF DISTRICT/SCHOOL

- Shall have a meeting with a TCOE representative before the OnStage Staff arrives at their school site to make sure all arrangements are met and secured.
- Shall understand that this form of instruction is to instruct students in an informal setting what theatre basics are and to work through different theatre type games and exercises.
- Shall understand that this style of program will NOT culminate in a formal performance or play.
- Shall provide a **secure and consistent rehearsal/meeting space during the time we are contracted** at their school site.
- Shall provide **at least one school representative who will remain in the rehearsal space during rehearsals** to assist OnStage Staff as needed.
- **PLEASE NOTE: If a school site can not provide a representative to be in the space with the team, TCOE will add a third team member at the district/school's expense if TCOE feels it is necessary.**
- Shall be responsible for copying any materials as needed for camp.
  - In the event a site is unable to copy those materials, they may contact TCOE to ask for assistance. This must be done at least **three weeks** prior to the first start date. This may also result in an additional cost.
- Shall provide TCOE OnStage Staff with access to a school or class messaging system such as Class Dojo, REMIND, Google Classroom, or Band App so TCOE staff can message with show parents. If applicable.
- Shall understand that the class size can not be larger than 40 students, unless under the discretion of the TCOE Theatre Company Director or TCOE OnStage Staff.
- Shall understand that OnStage Staff will arrive on a weekday and rehearse/instruct students for the number of contracted days/hours agreed upon.
- Shall be responsible for remitting payment to Tulare County Office of Education's Theatre Company within 30 days of receiving an invoice for services rendered.

### 2. RESPONSIBILITIES OF TCOE:

- Shall provide two-three OnStage Staff to run the theatre style camp at the agreed upon school site.
- Shall contact District/School at least two-four weeks prior to start date to set up a time for a Theatre Company representative to come out to the school site to meet with school staff and do a site visit.
  - At this meeting the rehearsal schedule for the duration of the rehearsals and confirmation of rehearsal/performance space and all technical capabilities and needs will be confirmed and decided. Additionally all questions and other needs can be addressed.
- Shall provide **6 days** of instruction.
- Shall provide additional hours of camp or summer school if agreed to upon ahead of time and TCOE OnStage Staff and Theatre Company Director agree and have available time.
  - Additional fees may be accrued by The District/School Site.

## EXHIBIT A

- Shall provide any materials that need to be photocopied or provided to the school site 3 weeks prior to their arrival.
- Shall be responsible for instructing 40+ students.
- Shall provide students with a basic art project that allows students to start thinking about character development and their show.
- Shall provide students with education and skills aligned with State and Federal Arts Guidelines. TCOE's goal is to give students a basic, entry level understanding of Theatre and what it is like to audition and be in a theatrical production.

### 3. FEE SCHEDULE

The anticipated contract total for services to be provided is **\$3,565.**

\*\*Payment is due within 30 days of each invoice.

Staff Wages: \$3,000.

School Year Mileage: \$241

Unanticipated or Additional Costs Not To Exceed 10%: \$324

Please note our cancellation policy as follows: If the district fails to cancel 45 days prior to the first scheduled rehearsal, the district is responsible for paying 50% of the agreed upon contract fees as outlined above. Please contact the Theatre Company, [bethany.rader@tcoe.org](mailto:bethany.rader@tcoe.org) if you have any questions.

4. **ADMINISTRATIVE: Action items:**
  - 4.2 Updated Student Handbook

# **TIPTON ELEMENTARY SCHOOL HANDBOOK**

## **INTRODUCTION**

The following handbook is intended as a guideline for parents and students to become familiar with the procedures and rules of Tipton Elementary School. Please read the handbook to become knowledgeable and comfortable with the regulations and expectations of the Tipton Elementary School District.

## **TIPTON ELEMENTARY SCHOOL DISTRICT**

### **BOARD OF EDUCATION TRUSTEES**

**Mrs. Iva Sousa, President**

**Mr. John Cardoza, Clerk**

**Mr. Greg Rice, Member**

**Mrs. Shelley Heeger, Member**

**Mr. Fernando Cunha, Member**

### **DISTRICT ADMINISTRATORS**

**Mrs. Stacey Bettencourt, Superintendent**

**Mrs. Jackie Everett, Principal**

**Affirmative Action Officer, Title IX and Section 504 Coordinator**

**Tipton Elementary School District Office  
P.O. Box 787 (370 North Evans) Tipton, CA 93272  
(559) 752-4213**

**Handbook Revised on 7/2025**

# **TIPTON ELEMENTARY SCHOOL STAFF**

## **2025-2026**

### **ADMINISTRATIVE:**

Stacey Bettencourt  
Jackie Everett

Superintendent  
Principal

### **INSTRUCTIONAL:**

Christina Diaz  
Julie Lowry  
Lori Smith  
Kaitlyn Walker  
Laura Cardenas  
Janet Uresti  
Danielle Rodriguez  
Ruth Medina  
Danielle Bickers  
Jennifer Hatfield  
Jacob Munoz  
Diana Avila  
Stacy Richmond  
Laura Landeros  
Linda McReynolds  
Chris Luyando  
Debbie Gilbert  
Jesus Ramirez  
Peter Sun  
Jessica Hurtado  
Madison Sun  
Tamara Lampe  
Jason Marroquin  
Michelle Nuckols  
Georgina Burrell  
Gina Manfredi  
Tiffani Benedetti  
Tim Starling  
Luz Valencia  
Tamara Morton  
Terran Brown

Kindergarten Room 101  
Kindergarten Room 102  
Transitional Kinder, Room 112  
Transitional Kinder, Room 111  
Grade 1, Room 105  
Grade 1, Room 106  
Grade 1, Room 107  
Grade 2, Room 108  
Grade 2, Room 109  
Grade 2, Room 110  
Grade 3, Room 301  
Grade 3, Room 302  
Grade 3, Room 303  
Grade 4, Room 403  
Grade 4, Room 404  
Grade 5, Room 501  
Grade 5, Room 502  
Grade 5, Room 402  
Grade 6, Room 604  
Grade 6, Room 608  
Grade 7, Room 603  
Grade 7, Room 504  
Grade 7, Room 602  
Grade 8, Room 607  
Grade 8, Room 601  
Grade 8, Room 606  
Resource Teacher  
Academic Instructional Coach  
STEM Teacher  
Visual and Performing Arts Teacher  
Band/Music

### **CLASSIFIED STAFF OFFICE:**

Cassandra Young  
Miriam Martinez  
Gloria Burris  
Yvonne Mendoza

Business Manager  
District Secretary  
Attendance/Health Clerk  
Confidential Administrative Assistant

### **LIBRARY TECHNICIAN AIDE:**

Megan Rice

**TECHNOLOGY:**

Kevin Brown

**CAFETERIA:**

Connie Sanchez

Lidia Rocha

Sandra Cunha

Mary Sanchez

Minerva Mendoza

Penny Williams

Food Service Manager

Cook Helper

Cook Helper

Cook Helper

Cook Helper

Cook Helper

**MAINTENANCE/OPERATIONS/TRANSPORTATION:**

Fausto Martin

Hector Cardenas

Bradley England

Santiago Moreno

Mario Garcia

Pedro Sanchez

MOT Director

Bus Driver/Custodian/Grounds/General Maintenance

Bus Driver/Custodian/Grounds/General Maintenance

Bus Driver/Custodian/Grounds/General Maintenance

Bus Driver/Custodian/Grounds/General Maintenance

Custodian/General Maintenance

**INSTRUCTIONAL AIDES and TUTORS:**

Anablea Lourenco

Byanca Contreras

Mercedes Garcia

Lorena Sanchez

Oralia Marquez

Iris Amaral

Cecilia Mora

Karen Vejar

Diane Pelaiz

Katherine Haller

Sandra Santa Cruz

Rebecca Munoz

Faith Sanchez

Brianna Reynoso

Marisol Isordia

**SUPPORT STAFF:**

Rachel Mendes

Dina Correia

Sylvia Rodriguez

Alejandra Castellon

Patricia Palomera, Supervisor

Lindsey Henderson

Yessenia Lopez

Adrianna Vieira

County RSP

County Speech and Language

County Psychologist

County Social Worker

County Preschool, Room 103

School Nurse (RN)

LVN

Behavior Aide

**EARLY STEPS TO SUCCESS**

Virginia Almeida

**Special Friends Aide**

Jessica Aguirre

**AFTER SCHOOL STAFF**

Yesenia Mendoza

ASES Coordinator/Parent Liaison



**Instructional Aides**

Monica Gutierrez  
Yareli Martinez  
Maria Gomez-Ledesma  
Naylea Robles  
Sandra Flores

Anahi Gomez  
Linda Christensen  
Lindsey Martin  
Stephanie Neri-Sanchez

## **SCHOOL PROCEDURES AND RULES**

### **Absences:**

The only legal excuses for absence/tardy from school are illness, doctor/dental appointments, and death in the immediate family, or a personal absence (see below). When a student is absent the easiest method to clear an absence is to phone the office (752-1230) to verify the reason. This call should be made on the day of absence. Should verification by phone not occur, please send a note explaining the absence with the child on his/her first day of return to class. Tardy students must bring in a note that explains why or be accompanied by a parent who will explain the tardy. A student is considered truant after 30 minutes after school begins.

### **Personal Absence:**

The State of California will no longer allow student absences for personal reasons. Parents who determine their student(s) must be absent for any compelling reason should contact the school at least one week in advance so that Independent Study work can be assigned to help the student keep up in coursework. A minimum of 5 days is needed for Independent Study enrollment.

### **Visitor Check-in and Check-out Procedure:**

Visitors will use the SchoolPass App with their picture ID or take a photo of themselves upon check-in. The first time a visitor checks in, the visitor's photo can be automatically added to customized visitor badges and printed upon approval. Beyond the first check-in, visitors will have simple check-out/check-in because the visitor information is already in the system.

During the school day, students are not to leave campus without checking-out through the office. A parent or authorized emergency contact must check the student out through the SchoolPass system.

### **Office Use:**

The office is a place of business and should be regarded as such by students. Legitimate reasons for coming to the office include:

- Being sent in by a teacher or other staff
- Being called to the office
- Conference with office staff
- Emergency phone calls (Must have a pass)
- To take prescribed medication
- Illness

When waiting in the office, the student must remain quiet and orderly or he/she will lose office privileges.

### **Out of Class:**

Any student out of class during instructional time should have a pass either from the teacher or office personnel.

**Phone Use:**

The phone is to be used by school employees. The office or classroom phones are not to be used by students for personal use. Personal calls may include but are not limited to transportation problems, and forgotten homework. Emergency phone calls do require a note from a teacher if the student goes to the office to phone.

**Cell Phones:** Students may not carry or use cell phones during the school day. Students may bring their cell phones to the front office and turn them in. Phones must be turned off. Each student may place their phone in an envelope which will be kept in the front office until the end of the day. It is the student's responsibility to pick up their own cell phone. Students who do not follow the rules will lose the privilege of bringing a phone to school.

- 1<sup>st</sup> offense: phone will remain with the principal until the end of the day. Students will be given a discipline warning.
- 2<sup>nd</sup> offense: parents will be required to pick up the cell phone and the student may not bring it back to school for the remainder of the semester. Students will receive discipline referral.
- 3<sup>rd</sup> offense: the student may not bring a cell phone to school for the remainder of the current school year. Students will be given second discipline referral and be assigned other means of correction.

There is no need for a student to use a cell phone during the school day. Parents may contact the school if they need to reach their child for any reason.

**Medication:**

Any medication a student has to take must be kept in the office. By law, no student may take any medicine except a prescription in its original container. Even aspirin must have a doctor's note before we may allow a student to take it. A parent may come to school and give his/her child an over-the-counter medication.

**Accidents:**

Any student, who is injured on the way to school, while at school, or on the way home from school must report the accident to the school office the day of the injury.

**Bus Rules:**

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. In order to help ensure the safety and well-being of students, bus drivers, and others, the Governing Board expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus.

**Proper student conduct while preparing to ride is required. Parent responsibility and support helps keep bus riders safe:**

- If available, please escort your student to the bus stop.
- Adult supervision helps minimize negative student behavior.
- Personal and public property, including landscaping, fencing, and trees, should not be damaged by students waiting for the bus.
- Students should wait in a straight line for the bus to come to a complete stop.
- Students should remain 12 ft away from the bus.
- Students are not to disrupt traffic. Students should never sit in the street or jump in front of cars.

- Safety is our first priority, but it also needs to be the priority of our students and parents.

### **Proper student conduct while riding is required:**

#### **Bus Surveillance Systems**

- Riders shall follow the instructions and directions of the bus driver at all times.
- Riders shall enter the bus in an orderly manner and go directly to their seats.
- Riders shall sit down and fasten any passenger restraint systems.
- Riders shall remain seated while bus is in motion
- Riders shall not block the aisle or emergency exit with their body or personal belongings.
- Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
- Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude or abusive behavior is prohibited.
- Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, standing or changing seats is prohibited and may lead to suspension of riding privileges.
- Riders shall not use drugs, tobacco products, eat, or drink while riding the bus.
- Riders may bring electronic devices onto the bus only if such devices are permitted at school. Riders may not use cell phones or similar devices, while riding the bus, that might disrupt the safe operation of the school bus.
- Riders shall not put any part of the body out of the window nor throw any items from the bus. Riders shall keep the bus and the area around the bus stop clean.
- Riders shall not damage or deface the bus or tamper with bus equipment.

The Board believes that the use of surveillance systems on our school buses will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Therefore, surveillance systems are installed and used on school buses to help to monitor student behavior while traveling to and from school and school activities.

Students who show unsafe behavior at our bus stops may jeopardize their access to TESD transportation. The Maintenance Operations and Transportation department will issue level 1, level 2, level 3, and suspensions from riding the school bus, when necessary.

At the conclusion of the school day, all bus riding students must report immediately to the bus loading area. Students who waste time and miss the bus will phone home for transportation.

### **Walking Students:**

**Walking students are not allowed on campus before 8:00 A.M. Supervision is not provided before this time.** This arrival time also applies to students dropped off by parents and those who ride bikes to school.

### **Bicycle Rules:**

Students, who ride their bicycles, are expected to follow these rules:

1. Bicycles are not to be ridden on campus.
2. All bicycles must be put in the bike racks and locked.  
(Students must provide their own locks.)

3. Department of Motor Vehicles laws must be obeyed.
4. The district is not responsible for damages/theft.

**Lunch/Breakfast Procedure:**

The Tipton School Board of Education has established a policy regarding the breakfast and lunch program. The district continues to participate in the USDA Provision II program whereby all students will be provided meals free of charge.

Any student that chooses to bring a sack lunch to school has the option to purchase milk, if he/she chooses too. Milk is only provided free with a school meal. Students may bring juice with their sack lunch but soft drinks and candy are not permitted. Additionally, sodas may not be brought to school to add to the school lunch program meal.

- Milk prices for students and adults is \$0.35
- Adult Meals may be purchased in the office for the following prices:  
Breakfast...\$3.79   Lunch...\$5.94

**Cafeteria Rules:**

- Students who eat in the cafeteria will enter in a single file line.
- After entering, students are to sit as directed by the adult on duty.
- Students will be excused by an adult.
- Students are required to show appropriate behavior while in line and while in the cafeteria.
- No yelling or throwing food will be allowed in the cafeteria.
- Students are not allowed to share food.
- Students who display improper behavior may lose the opportunity to be in the cafeteria during the lunch period.

**Cafeteria Etiquette and Expectations:**

- Use good manners
- Say please and thank you
- Only touch and eat YOUR food
- Wait your turn in line
- Keep all food and drinks in the cafeteria
- Pick up trash around you
- Sit in assigned seat when told by an adult to do so
- Remain seated until you are dismissed
- Get all necessary items while you are in line
- Raise your hand for help

**Hats in the Cafeteria**

*Hats are to be taken off in any indoor space on campus.*

*No one is allowed to touch another person's hat.*

Hats make it harder to identify a person, which can decrease the safety of the school environment. Hats make it harder to see a person's expressions, which can make it harder for student supervisors to engage with students and be certain that each student is paying attention to what they are saying.

**Flag Salute:**

State law requires that the American Flag Salute or a patriotic exercise be held in every classroom each morning.

**Saturday School Tutoring:**

Saturday school tutoring is in session from 8:15 AM to 11:30 AM. Students are referred to this extra support by a teacher. A permission slip is necessary to attend. Saturday tutoring offers extra academic support to children so they have a chance to learn and feel inspired to reach their highest potential. Parents must provide transportation for their students.

**Saturday School Discipline/Other Means of Correction:**

Other means of correction will occur during Saturday School from 8:15 AM to 11:30 AM. Saturday School for discipline is a positive behavior support approach with tiered interventions that are taught during Saturday School on campus. This time offers extra behavioral support to students so they have a chance to learn about appropriate and inappropriate behavior.

A permission slip is necessary to attend.

- Students in grades 4-8 who have excessive absences or tardies may be assigned to Saturday School.
- Students with missing assignments that are impacting their grades.
- Students in need of other means of correction for discipline issues will be required to attend Saturday School. Behavior intervention will apply as appropriate to the Education Code offense identified on the discipline referral.

Saturday School takes place once or twice a month, depending on need. Parents are responsible for providing transportation to and from Saturday School.

**Candy and Gum:**

Candy, gum and seeds are not allowed on campus. These food items are not permitted during the school day. Students may carry water during the day. Students with candy, gum, or seeds will have those items confiscated. First offense will result in detention. Second offense will result in loss of extracurricular activities, sport game participation and/or attendance. Third offense will result in Saturday School for discipline. More than three offenses will result in in-school suspension.

Treats such as these are hard to determine if they are laced with drugs or other harmful material. Whether accidentally or purposefully ingested, the consequences of consuming food items that are not what they appear to be, could be catastrophic.

**Closed Campus:**

Tipton School is a closed campus. This means that once a student arrives at school, he/she is not allowed to leave the campus. A student can only leave campus when accompanied by his/her parent(s) or guardian. Also, students who have a signed permission slip on file, to allow them to go home for lunch, will be allowed to go off campus. Students going home for lunch must be under the direct supervision of their parents. It is the student's responsibility to sign in and out before leaving campus. Students must return to campus in time for class or their privileges will be revoked.

**Report Cards:**

Report cards are given out during parent conferences during the first quarter. All other report cards are sent home with students or mailed. Students with outstanding debts owed the school will have report cards held. Parents will be given prior notice of any outstanding debt.

**Progress Reports:**

At approximately the middle of each quarter, progress reports will be mailed to parents if their child is having academic problems. Parents should contact the teacher(s) sending the report to discuss the problem and what steps need to be taken for improvement.

**Parent Conference:**

Formal parent conferences are scheduled two times a year. Parents should attend parent conferences. Information regarding dates and times for conferences is sent home with students prior to conferencing.

PARENTS ARE INVITED AND ENCOURAGED TO CONFERENCE WITH THEIR CHILD'S TEACHER(S) ANY TIME DURING THE SCHOOL YEAR. If a parent has a question, concern, or just wants to check on the progress of their student, a phone call should be made to the office to schedule an appointment with your child's teacher.

**Graduation Requirements**

The Tipton Elementary School Board has established requirements for earning a diploma and participating in the graduation ceremony from the eighth grade at Tipton Elementary School. **Students who do not earn the privilege of participating in graduation may attend the ceremony, as a guest, with appropriate adult supervision, but may not attend the activity held on the last day of school after graduation.**

*Diplomas will not be granted to Eighth Grade students who have not met the graduation requirements:*

- ✓ Pass the United States/State/Local Government test
- ✓ Earned a cumulative Grade Point Average of 2.0 or higher
- ✓ Pay any and all outstanding debts owed to Tipton Elementary School District

*Participation in graduation Ceremony will be denied to any student who:*

- Did not earn a Diploma
- Has attended less than 85% of the school attendance year
- Has been late to school and/or classes for more than 20% of the school days
- Has not cleared all detention time
- Has been suspended more than one time during the current school year.
- Has had frequent and/or numerous discipline problems for violating school rules

**Visiting the School:**

All parents are encouraged to visit the school. All visitors must check into the office before visitation and use the Schoolpass System and obtain a "Visitors Pass". If parents wish to visit a classroom, arrangements for the visit should be made ahead of time, so the classroom educational progress is not interrupted.

**Volunteering for Field Trips:**

Volunteers are required to complete the **District's Volunteer Application form**, and the completed form must be on file in the principal's office prior to commencement of service. Those who wish to volunteer for the 8<sup>th</sup> grade trip must have all documents submitted by February 15<sup>th</sup> of each year if needed.. Please refer to the Parent Volunteer Rubric for more information.

**Dress Code:**

The Tipton School Board of Education has established a dress code for all students. A copy of Acceptable and non-acceptable attire is on page **20** of this handbook.

- 1<sup>st</sup> violation- Verbal warning and direction to change clothing/correct violation
- 2<sup>nd</sup> violation- after school detention
- 3<sup>rd</sup> violation - after school detention and Saturday School

**School Ground Rules:**

All students must stay in campus areas that are supervised and follow supervisors' directions. Hallways and building areas are off limits during breaks. Bathrooms are to be used for intended purposes only---no loitering. Inappropriate actions will be referred to the office.

**Playground Rules**

- All equipment is used for its original intention
- Walk on concrete, run on grass.
- Do not play in hallways, walkways, restrooms.
- No climbing or standing on fences.
- Freeze when the whistle blows, walk to line up.
- Big Red/Monkey Bars: Walking only, on bottom down slides. Climb up and down ladders facing in. Cross overhead bars with hands.
- Caterpillar: Climbing in one direction, always facing towards the ladder.
- Slide: No climbing up slide.
- Monkey Bars: Going one direction only.
- Swings: Single person on swing, on bottom. Waiting students count from the blue pole line. No pushing of students on swings or standing in general areas.
- Tetherball: Hit with hands, poles are not to be climbed

**Assemblies:**

At various times throughout the year assemblies will be offered. Assemblies will be held for recognition of perfect attendance, quarter grade honors, for the Student of the Month, Character Counts, and special programs. Proper behavior is expected at all assemblies. Attendance at school assemblies, as well as other school activities, is a privilege. The opportunity to attend is a reward to students who have exhibited proper behavior at school.



**Awards Assembly:**

An Awards Assembly is held at the end of each school year to honor academic and athletic achievement. For example, students maintaining a cumulative 3.26 to 4.0 Grade Point Average (GPA) for a year are recognized as Honor Roll Students. An end of year reward for Honor Roll students will be based on the first three quarters of the school year.

**Perfect Attendance for the School Year:**

To be eligible for Perfect Attendance Honors a student must be enrolled the first day of school and finish the school year present every day until the cutoff date at the end of the year. **A student may not have 3 or more unexcused tardies and must have maintained a minimum school day for every day of the school year.** A major discipline violation or persistent discipline or behavior concerns will not allow the student to be part of the Perfect Attendance field trip.

**Personal Equipment:**

**Technology other than cellphones are not allowed at school.** These items will be removed from the student and it will be the parent's responsibility to retrieve the item from the office. If personal property is brought to school, it is not the school's responsibility for replacement should it be lost, damaged or stolen. Baseball bats (wood or metal) and balls are not to be brought to school.

**Parties:**

Three parties are permitted for each school year. Room mothers will plan parties for Winter Break, Valentine's Day and Spring Break. They are held the last 30 minutes of the day.

**Homework Policy:**

Some teachers will assign homework. Your student's teacher will provide a clear explanation of their homework expectations. Homework is a way to develop responsibility and practice academic skills. Homework can be an extension of the classroom, reinforcing what has been taught at school. It encourages students to work independently and practice time management. Parents should become involved in their students' education by discussing homework assignments with your students.

Homework comes in many forms, including, but not limited to;

- ✓ Verbally practicing information to reinforce a recently taught skill
- ✓ Continue or complete work begun in class
- ✓ Reading orally to another person
- ✓ Preparing and rehearsing a speech, song, or poem
- ✓ Completing a project
- ✓ Completing an online assignment
- ✓ Paper and pencil practice

**Homework requests:**

If your child is absent from school for two or more days, you may call the school to request homework. Requests made prior to 10:00 A.M. will allow the teachers the necessary time to send work to the office by the conclusion of the school day. If your child is absent one day only, he/she will be given his/her missing work on the following day.

**Computers and Internet Usage:**

The School Board has established a Board Policy regarding the use of computers and Internet for all staff and students. Copies of the district policy will be given to every parent and student in the first week of school. Before any student is allowed Internet access, he/she and parents or guardians will have to sign a certification document stating they have received and understood the policy of the Tipton Elementary School District. This signed document will be kept on file at the school. No students will be allowed to access the Internet with school computers unless the document is returned to school.

**No Child Left Behind Act of 2001:**

Every district that receives Title I funds must ensure that all teachers teaching in “Core Academic Subjects” are highly qualified. In accordance with NCLB, parents or guardians have the right to request information regarding the professional qualifications of their child’s teacher including:

- Whether the teacher has met state credential or license criteria for grade level and subject matter taught
- Whether the teacher is teaching under emergency or other provisional status
- The baccalaureate degree major of the teacher and any other graduate certification or degree held
- Whether the child is provided services by paraprofessional, and, if so , their qualifications

Parents must also be notified if their child is taught by a teacher who is not “highly qualified” for four consecutive weeks.

**FOGGY DAY PLAN**

The foggy day plan for the 2025-2026 year is as follows:

Parents should listen to Foggy Day Broadcasts on radio stations **KJUG 106.7.**, **TV stations Channel 18, and Channel 30** will broadcast a message on television or a convenient app is available for your phone, Valley PBS. The first call informing parents and staff of a Foggy Day for Tipton “School will say, “Tipton Elementary ....Plan .....

**PLAN A**

- School classes will begin at 11:00 a.m.
- Country buses will run 3 ½ hours late.
- A town bus (west of freeway) will pick up students from 10:30 - 10:45 a.m.

*If dense fog continues, a second message will appear after 10:30 a.m.*

**PLAN B**

*SCHOOL IS CANCELED* causes could be due to fog, snow, power or water outage, etc.

## **PLAN S**

Due to a safety concern on the Tipton School site school will start at 11:00 a.m.

SCHOOL BEGINS AT 11:00 AM and classes end at:

2:30 (Kindergarten)

3:20 (1-3 grades)

3:30 (4-8 grades)

## **SCHOOL PROGRAMS**

### **Athletic Program:**

Tipton's sports program is open for eligible 6th, 7th and 8th grade students. Any student meeting the "Activities Code" requirements is encouraged to try out for the team sports program. The sport activities offered include: volleyball, football, basketball, soccer, baseball and softball. It will be the coaches' decision to make final rosters of players that will participate on the team. Unfortunately, there are often not enough positions available for all students that try-out. If a student is cut, he/she is encouraged to try-out for the next sports season. It is important for students to understand the responsibility of their participation on Tipton's teams. Attendance at practices is mandatory to be eligible to play in during games or tournaments. Any player that misses two or more practices in a week, whether excused or unexcused, forfeits the privilege of playing that week.

Players that have lost the privilege to go to an away game must remain in school. If an ineligible player's parent checks his/her child out of school and then takes them to the away game, he/she will jeopardize the student's position on a team.

### **Track:**

Participation is open to students in grades 6, 7, and 8.

### **Visiting for games:**

Parents are encouraged to visit and watch their child play in team sports. All visitors must have a visitor pass. Visitor's Pass can be requested through the District Office. Preschool children are welcome to come with parent supervision.

Siblings of Tipton students may not come to games unless they are over the age of 18 or have graduated from high school. All other school age people, such as friends or relatives of Tipton players may not attend any sports events.

### **Extracurricular Activities:**

Extracurricular examples include: athletics, assemblies, dances, student council, academic competitions, graduation ceremony, or any other school-related function which is not directly related to a course requirement. These activities are a privilege, not a right. Students are

prohibited from participating in any after school activity on the day of an absence or a day if they owe detention.

#### **Activities Code:**

Students may be removed from extracurricular activities, such as athletics, assemblies, dances, field trips, academic competitions, graduation ceremony, or any other school-related function which is not directly related to a course requirement. If he/she fails to comply with any one of the following will result in this removal and loss of activity:

1. Grade Point Average (GPA) under 2.0
2. Attending school less than 85% of the time
3. Late arrival to school (excused or not) and/or late to class after recess breaks exceeding 15% of the time
4. Accumulated detention time or discipline referrals (including gum, candy, or dress code violations)
5. Failure to pay outstanding school debts

#### **BLOCK T**

Students can earn a “Block T” by participating in three Varsity level sports teams during 8<sup>th</sup> grade. Block T Awards will be given to 8th grade students who qualify.

#### **Dances:**

Evening dances are offered to 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. Students must return signed permission slips prior to the dance. The permission slips will have the due date and time for returning it. Only students absent on the due date for permission slips will be allowed to turn in late, signed slips. Parental transportation must be provided for each student at the conclusion of the dance. Students left without transportation after a dance may lose their future dance privileges. Please keep in mind the following:

- \*Students must have all detention cleared to attend a dance.
- \*Students absent on the day of a dance **may not** attend.
- \*Outstanding debts prohibit attendance.
- \*A GPA of 2.0
- \*School Dress Code enforced at all activities.

#### **Liability of Parents or Guardians-Minor’s Willful Misconduct, Damage:**

The parents or guardians of any minor whose willful misconduct results in injury or death to any pupil or any person employed by a school district or who willfully cuts, defaces or injures in any way any property, real or personal of any school employee, shall be liable for all damages caused by the minor. The liability of the parent or guardian shall not exceed \$16,765. The parent or guardian shall also be liable for the amount of any reward not exceeding \$16,765. The minors’ parent or guardian is also liable for any/all property loaned by a public school and not returned on demand of the district.

Failure of a minor pupil to return property, or to properly pay for damages after being given due process, may result in grades, diploma, and/or transcripts being held until the property is paid for. Voluntary work shall be provided in lieu of paying for lost or damaged property should the parent or guardians be unable to pay.

**Library:**

The school library is available to all students. Teachers may send no more than five students at a time to the library during library hours. All classrooms will be able to visit the library once a week. All materials checked out are the responsibility of the student. If materials are lost or damaged, the student is responsible for reimbursement. Students with outstanding library debts or overdue books will not be able to check out new books until the book is returned or paid for.

**Physical Education:**

All students are expected to participate in P.E. activities. If a parent feels that a child is too ill to participate in P.E., a note signed by the parent will excuse the student from P.E. for a maximum of three (3) days out of P.E. If an illness or injury necessitates more than three (3) days out of P.E., a doctor's note is mandatory.

**Independent Study Program:****Short Term Independent Study**

A student may be assigned to a program of Independent Study when it appears to be the best interest of the student. Such an assignment requires a signed contract between the school, parents, and pupils. An Independent Study assignment shall be based on the individual needs of the student. Such a program may be utilized as an alternative to suspension, home teaching, or an extended family vacation. To request short-term independent study **parents must contact the school at least one week prior to starting Independent Study.** To fulfill the Independent Study contract, all coursework must be completed and turned in to the office upon return. The Tipton School Board has the right to deny Independent Study to any student.

**School Government:**

Elections for Student Body Offices are held in the spring, prior to each new school year. Classroom representatives are selected from each 5th-8th grade homeroom for each semester.

## **DISCIPLINE POLICY**

### **Disciplinary Guidelines for Specific Offenses**

California Administrative Code Title 5 states "Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; be diligent in study, respectful to his/her teacher and others in authority; be kind and courteous to schoolmates, and refrain from the use of profane and vulgar language."

School discipline policies and due process procedures are governed, in part, by Education Code 48900 and 48915. All students receive a Student Handbook containing comprehensive details of Tipton Elementary School's discipline policies. Board Policies and Regulations are available on the District's website. Any behavior, even if not specifically listed in this handbook, which creates a safety concern, tends to distract from the educational process or causes disturbances among other students will not be allowed.

Students who violate school rules and policies are subject, but not limited to, the discipline guidelines listed below. Every incident shall be judged on its own merit. The seriousness of the offense, the conditions under which it occurred and the student's past school discipline record are factors to be considered. School site administrators reserve the right to administratively decide what course of action will be taken.

All public schools in the State of California are required to have their own discipline policies as stated by Education Code Section 3529.5.

The following is a brief summary of the discipline policies for Tipton Elementary School.

#### **Detention:**

State Law (California Administration Code Title 5 Section 353) gives school personnel the right to detain a student after school for a maximum of one (1) hour per day. Tipton School will hold its school wide detention every **Monday and Wednesday** for a ½ hour after school. Any student who fails to follow rules may expect to be placed in detention. The student's time during detention is spent doing school work or other worthwhile work around the school campus. Time for detention is served either in the office or in a classroom. **Any student who owes detention time may not attend or participate in school assemblies, sports, or other functions.**

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Students will be given at least one day's notice of the detention so parents can be informed to arrange transportation should the student need it.

#### **Tardy Policy:**

School begins at 8:25 each morning. The warning bell rings at 8:20. Students are expected to be on time. It is a violation of school rules and state rules (Education Code 48900) if a child is tardy without a note or phone call verifying a valid excuse. All tardy students' need to be signed-in at the office by a parent. Tardies are excused only for the same reasons as legal absences (illness of student, doctor or dentist appointment). After three (3) unexcused tardies, students will be required to serve an after school detention (30 minutes) for each additional unexcused tardy. Parents must provide transportation for students that do not walk to school. If a child continues to be tardy without a valid excuse, the School Attendance Review Board (S.A.R.B.) will be notified and Saturday School will be assigned. A student is considered truant 30 minutes after school begins.

#### **Truancy:**

Education Code, Section 48260, states that any pupil who is absent from school without a valid excuse for more than three days or tardy in excess of thirty minutes more than three days in one school year is a truant and shall be reported to the attendance supervisor of the school district.

If a student does not attend school for one full day and the absence is due to truancy he/she may be assigned Saturday School. Saturday School can be assigned to students with excessive detentions or truanies from school. If the problem continues, the student will be referred to the School Attendance Review Board (S.A.R.B.) **SCHOOL ATTENDANCE IS MANDATORY. IT IS THE PARENT'S RESPONSIBILITY TO INSURE THE STUDENT ATTENDS SCHOOL REGULARLY.**

#### **Tipton Student Attendance Review Board (S.A.R.B.):**

California Law states that students between ages 6 and 18 must attend school regularly and arrive on time. During the school year, when your child has been absent and/or tardy more than 10% of the school time you will receive a SARB letter. Upon receiving a 3<sup>rd</sup> letter you will be required to attend a SARB hearing with your child.

#### **Suspension/Expulsion:**

Teachers may suspend a student from class for the remainder of that day and the following day. Teachers may also require the student to make up any work missed during the suspension. Administration may suspend a student a maximum of five days for any one incident. Education Code 48900 states that a pupil may be suspended for any of the following:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife or explosive, or other dangerous object, unless in the case of possession of any such object, the pupil had obtained written permission to possess the object from a certificated school employee which is concurred in by the principal or the designee.
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind and then either sold, delivered, or otherwise furnished to any person another liquid substance or material as a controlled substance, alcoholic beverages, or other intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco or nicotine products.
- i. Committed an obscene act or engaged in profanity or vulgarity.
- j. Had unlawful possession of, offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 1134 of the Health and Safety Codes.
- k. Disrupted school activities or willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault or committed a sexual battery.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Sold prescription drugs.
- q. Committed hazing.

Pupils can be expelled only for those reasons for which they can also be suspended. State law requires that the Superintendent or Principal shall recommend expulsion (except under unusual circumstances) for the following:

- 1. Causing serious physical injury to another person, except in self-defense.
- 2. Possession of any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil at the school grounds.
- 3. Unlawful sale of any controlled substance, as defined in Section 11007 of the Health and Safety Code.
- 4. Robbery or extortion
- 5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.



The following is a list of the "most serious" offenses. A mandatory recommendation and mandatory expulsion by the Board are required by Ed. Code 48915(c).

1. Possessing, selling, or otherwise furnishing a firearm.
  2. Brandishing a knife at another person.
  3. Unlawfully selling a controlled substance.
  4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
  5. Possession of an explosive.
- State law provides for due process and the right to appeal any order of expulsion.

No pupil shall be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance.

**Makeup of Work Missed During Suspension:**

Any student suspended has the opportunity to make up any coursework or tests upon his/her return to school. This work must be completed within the same number of days suspended. It is the student's responsibility to inquire about missed work.

**Tipton Elementary School District**  
**DRESS AND APPEARANCE CODE**

Tipton Elementary is striving to become an exemplary school. Our goal is to provide a safe learning environment that inspires our students with the passion, power and skills to make positive life choices. It is not our purpose to dictate specific dress, but rather to ensure that our students will be dressed in such a way as to maximize their school experience. Decency and safety are the guidelines by which the principal makes decisions regarding clothes.

Any apparel, hairstyle, cosmetic or jewelry, even if not specifically mentioned below, which creates a safety concern, draws undue attention to the wearer, or tends to detract from the educational process is prohibitive unless addressed elsewhere in this regulation. Before purchasing clothing for their children, parents are strongly urged to consider the possible gang implications of all clothing with logos or insignias.

**General Guidelines**

1. No clothing with North, South, or any sport team/college team logo may be worn. **The brand Pro Club will not be allowed.**
2. Dress and appearance standards are in effect during all times at school, on the way to school, on the way home from school, at any school function or activity regardless of location, and at any other Tipton Elementary School District function.
3. Students that wear unacceptable clothing will be required to change to accepted dress. All time missed from class due to unacceptable dress may be made up in detention and/or Saturday School.
4. All wearing apparel must be of a size that is considered normal for the child. Oversized clothing will not be allowed.

5. Shorts should be at least as long as the tips of the student's fingers when the student hangs his/her arms to his/her side. No writing or company logos on pants, shorts, skirts, or skorts.
6. Black, white or tan cloth belts or brown or black leather belts with plain buckle only, no writing on belt or buckle.

**The following items are NOT ALLOWED**

- Pants, shorts or cutoffs that are oversized, and/or slit up the side, sag or don't fit at the waist, or have excessively large legs
- Oversized tops, halter tops, tube tops, backless dresses, mini-skirts, see-through tops, fish net, half tops, muscle shirts, undershirts, and tank tops with large arm holes, no bare midriffs
- Lycra stretch or other excessively tight or revealing clothing
- Any clothing worn inside out
- Any clothing that exposes posteriors or undergarments
- Pajama bottoms
- Students may not wear shoes with no back strap, flip flops, cleats, high heels, heelys/sport skate shoes or slippers.
- Head Covering - hats, caps, nets, bandanas. Hats, by nature of the color, arrangement, trademark, or any other attribute, those denote membership in gangs, or which advocate racial, ethnic, or religious prejudice, drug use, violence, intimidation or disruptive behavior are prohibited.
- Initialed belt buckles, wallets with attached chains, hanging belts, suspenders straps hanging off the shoulders.
- Hoop earrings larger than a dime.
- Nose rings, facial or body studs. Jewelry or accessories that are disruptive or that might cause a health or safety hazard may not be worn.
- Glasses, other than prescription (inside buildings).
- Permanent or temporary tattoos are not allowed.
- Altered eyebrows, hair colors and/or styles that disrupt student education will not be allowed.
- Words or pictures that are not appropriate for the school environment may not be worn on clothing. (Examples include obscenities, symbols representing alcohol, drugs or tobacco, gang colors, gang materials, gang behavior, weapons, sexually explicit words or pictures, tagging, or violence.) Words and pictures on all garments may not be altered in any way. Words and pictures may not be added to plain garments.
- All clothing and materials with Old English or similar lettering will not be allowed.
- Makeup, fake or acrylic nails are not allowed in grades kindergarten through six.
- Hair styles which draw undue attention from the educational environment and are not acceptable; i.e. unusual designs, colors, Mohawks (longer than 1"), tails, or unusual razor cuts.

**Exception:** Hats may be worn outside only and solely for the purpose of sun protection.  
Hats shall be school appropriate and worn correctly.

# CHARACTERCOUNTS!®

TRUSTWORTHINESS	
DO	DON'T
<ul style="list-style-type: none"> <li>•Tell the truth</li> <li>•Be sincere</li> <li>•Keep promises</li> <li>•Stand up for your beliefs</li> </ul>	<ul style="list-style-type: none"> <li>•Be dependable</li> <li>•Be loyal</li> <li>•Lie</li> <li>•Steal</li> <li>•Be Sneaky</li> <li>•Do anything wrong</li> <li>•Cheat</li> <li>•Gossip</li> </ul>
RESPECT	
DO	DON'T
<ul style="list-style-type: none"> <li>•Honor all people</li> <li>•Be tolerant</li> <li>•Use nice words</li> <li>•Follow the "Golden Rule"</li> </ul>	<ul style="list-style-type: none"> <li>•Be polite</li> <li>•Be a bully</li> <li>•Tease</li> <li>•Use put-downs</li> <li>•Hit or kick</li> </ul>
RESPONSIBILITY	
DO	DON'T
<ul style="list-style-type: none"> <li>•Work hard</li> <li>•Do your duty</li> <li>•Do your best</li> <li>•Be prepared</li> <li>•Choose positive attitudes</li> </ul>	<ul style="list-style-type: none"> <li>•Make excuses</li> <li>•Blame others</li> <li>•Quit</li> </ul>
FAIRNESS	
DO	DON'T
<ul style="list-style-type: none"> <li>•Treat people equally</li> <li>•Gather all the facts</li> <li>•Listen to both sides</li> </ul>	<ul style="list-style-type: none"> <li>•Take more than your fair share</li> <li>•Take advantage of others</li> </ul>
CARING	
DO	DON'T
<ul style="list-style-type: none"> <li>•Be kind</li> <li>•Say "Thank you."</li> <li>•Show concern for others</li> </ul>	<ul style="list-style-type: none"> <li>•Be considerate</li> <li>•Be forgiving</li> <li>•Be mean</li> <li>•Be cruel</li> <li>•Be insensitive</li> </ul>
CITIZENSHIP	
DO	DON'T
<ul style="list-style-type: none"> <li>•Your share</li> <li>•Volunteer</li> <li>•Participate</li> </ul>	<ul style="list-style-type: none"> <li>•Obey the law</li> <li>•Play by the rules</li> <li>•Litter</li> <li>•Break rules</li> <li>•Disobey parents and adults</li> </ul>

Adapted from "A Person of Character" by the Josephson Institute of Ethics.

# **Tipton Elementary Activities Code 2025-2026**

**The Student is expected to cooperate in all matters relating to school rules and procedures. The rules and procedures are established for the smooth operations of the school and to minimize conflicts and misunderstandings.**

Students may be removed from extracurricular activities such as athletics, assemblies, dances, academic competitions, extended field trips (beyond school day), graduation, or any other school-related function which is not directly related to a course requirement.

Failure to comply with any one of the following may result in this removal and loss of activity:

Grade Point Average (GPA) under 2.0

Attending school less than 85% of the time

Late arrival to school (excused or not) and/or late to class after recess breaks exceeding 20% of the time

Accumulated detention time or discipline referrals (including gum, candy or dress code violations)

Failure to pay outstanding school debts

## **PARENT ACKNOWLEDGMENT**

**I have read and shared the Tipton Elementary School Handbook with my son/daughter. We understand that the rules and procedures are established for the smooth operation of the school and to minimize conflicts and misunderstandings.**

**We are fully aware of what is expected in the Activities Code and of necessary requirements for participation in extracurricular activities.**

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Student's Name \_\_\_\_\_

Parent Signature\_\_\_\_\_

Student Signature \_\_\_\_\_

Grade\_\_\_\_\_ Homeroom Teacher\_\_\_\_\_

5. **FINANCE:** Action items:
  - 5.1 Vendor Payments

# APY List

**FISCAL YEAR 2025-  
2026**

**Date Paid between 6/01/2025 and 6/30/2025**

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
13456	A & G TELEPHONE SERVICE, INC.	252487	06/13/2025	9703	010-81500-0-00000-81000-56000-0-0000	\$1,642.16
13456	A & G TELEPHONE SERVICE, INC.	252635	06/27/2025	9732	010-81500-0-00000-81000-56000-0-0000	\$170.00
14639	AAA OVERHEAD DOOR INC	252476	06/13/2025	633320	010-07230-0-00000-36000-58000-0-0000	\$268.00
14640	ADRIANNA VIEIRA	252490	06/13/2025	REIMB.FINGERPRINTS	010-00000-0-00000-72000-58000-0-0000	\$64.00
13971	ALMEIDA, VIRGINIA	252522	06/13/2025	REIMB.STC SUPPLIES	010-58147-0-11100-10000-43000-0-0000	\$97.94
13971	ALMEIDA, VIRGINIA	252520	06/13/2025	REIMB.STC SUPPLY	010-58147-0-11100-10000-43000-0-0000	\$709.57
13971	ALMEIDA, VIRGINIA	252521	06/13/2025	REIMB STC SUPPLIES	010-58147-0-11100-10000-43000-0-0000	\$201.55
13971	ALMEIDA, VIRGINIA	252595	06/27/2025	REIMB.STC TRAVEL	010-58147-0-11100-10000-52000-0-0000	\$40.04
13971	ALMEIDA, VIRGINIA	252597	06/27/2025	REIMB.STC TRAVEL	010-58147-0-11100-10000-52000-0-0000	\$37.24
14646	ALSO ENERGY, INC	252604	06/27/2025	INV-01AE-607010	010-99901-0-00000-91000-58000-0-0000	\$3,131.00
13036	AMERICAN FIDELITY	252489	06/13/2025	MAY 2025	010-00000-0-00000-00000-95024-0-0000	\$256.34
13638	ASSOCIATION OF CALIF. SCH. ADM	252605	06/27/2025	ASCA DUES 25-26	010-00000-0-00000-71000-53000-0-0000	\$1,493.93
13904	AT&T	252488	06/13/2025	9391028859	010-00000-0-00000-81000-59000-0-0000	\$31.89
13904	AT&T	252632	06/27/2025	9391028858	010-00000-0-00000-81000-59000-0-0000	\$187.14
13903	A-Z BUS SALES	252475	06/13/2025	INVSAC34197	010-07230-0-00000-36000-43000-0-0000	\$509.00
13903	A-Z BUS SALES	252474	06/13/2025	INVSAC34238	010-07230-0-00000-36000-43000-0-0000	\$1,124.52
14498	CINTAS	252491	06/13/2025	5272560602	010-07230-0-00000-36000-43000-0-0000	\$30.46
13620	DANELLE BICKERS	252430	06/06/2025	REIMB.PARENT ENGAGE	010-07200-0-00000-24950-43000-0-0401	\$229.71
13620	DANELLE BICKERS	252484	06/13/2025	REIMB.PARENT ENGAGE	010-07200-0-00000-24950-43000-0-0401	\$120.00
13459	DELL MARKETING L.P.	252529	06/13/2025	10819457745	010-41270-4-11100-10000-44000-0-0000	\$7,063.11
14643	DON GUMMY LLC	252549	06/13/2025	0021	010-26000-4-11100-10000-43000-0-0000	\$900.00
13796	E.M. THARP, INC.	252486	06/13/2025	01P140413	010-07230-0-00000-36000-56000-0-0000	\$486.73
14374	ELAN FINANCIAL SERIVCES	252436	06/06/2025	6396 BETTENCOURT	010-07200-0-11100-10000-43000-0-0104	\$394.80
14374	ELAN FINANCIAL SERVICES	252434	06/06/2025	6396 BETTENCOURT	010-07200-0-11100-10000-43000-0-0505	\$383.75
14374	ELAN FINANCIAL SERIVCES	252437	06/06/2025	6396 BETTENCOURT	010-07200-0-11100-10000-58000-0-0104	\$644.70
14374	ELAN FINANCIAL SERIVCES	252437	06/06/2025	6396 BETTENCOURT	010-07200-0-11100-10000-58000-0-0202	\$644.70
14374	ELAN FINANCIAL SERIVCES	252438	06/06/2025	6396 BETTENCOURT	010-26000-4-11100-10000-43000-0-0000	\$1,032.82
14374	ELAN FINANCIAL SERIVCES	252439	06/06/2025	6396 BETTENCOURT	010-26000-4-11100-10000-43000-0-0000	\$1,107.94
14374	ELAN FINANCIAL SERIVCES	252435	06/06/2025	6396 BETTENCOURT	010-26000-4-11100-10000-58000-0-0000	\$500.00
14603	ELAN FINANCIAL SERVICES	252540	06/13/2025	9963 EVERETT	010-00000-0-00000-72000-59000-0-0000	\$2.31
14603	ELAN FINANCIAL SERVICES	252545	06/13/2025	9963 EVERETT	010-00000-0-11100-10000-43000-0-0000	\$14.25
14603	ELAN FINANCIAL SERVICES	252541	06/13/2025	9963 EVERETT	010-00000-0-11100-10000-43000-0-0000	\$5.00
14373	ELAN FINANCIAL SERVICES	252442	06/06/2025	0461 MARTIN	010-07200-0-00000-24950-43000-0-0401	\$93.48
14603	ELAN FINANCIAL SERVICES	252543	06/13/2025	9963 EVERETT	010-07200-0-11100-10000-43000-0-0103	\$69.85
14603	ELAN FINANCIAL SERVICES	252539	06/13/2025	9963 EVERETT	010-07200-0-11100-10000-43000-0-0201	\$1,094.49
14603	ELAN FINANCIAL SERVICES	252544	06/13/2025	9963 EVERETT	010-07200-0-11100-10000-43000-0-0301	\$6.54
14603	ELAN FINANCIAL SERVICES	252538	06/13/2025	9963 EVERETT	010-07200-0-11100-10000-43000-0-0507	\$501.27
14603	ELAN FINANCIAL SERVICES	252542	06/13/2025	9963 EVERETT	010-07200-0-11100-10000-58000-0-0104	\$142.25
14373	ELAN FINANCIAL SERVICES	252440	06/06/2025	0461 MARTIN	010-26000-4-11100-10000-58000-0-0000	\$766.86
14373	ELAN FINANCIAL SERVICES	252441	06/06/2025	0461 MARTIN	010-26000-4-11100-10000-58000-0-0000	\$2,385.00
14373	ELAN FINANCIAL SERVICES	252443	06/06/2025	0461 MARTIN	010-81500-0-00000-81000-58000-0-0000	\$150.00
14459	ELAN FINANCIAL SERVICES	252452	06/06/2025	1091 YOUNG	010-00000-0-00000-72000-43000-0-0000	\$48.88
14459	ELAN FINANCIAL SERVICES	252448	06/06/2025	1091 YOUNG	010-00000-0-11100-10000-43000-0-0000	\$58.26
14459	ELAN FINANCIAL SERVICES	252447	06/06/2025	1091 YOUNG	010-00000-0-11100-10000-59000-0-0000	\$146.00
14459	ELAN FINANCIAL SERVICES	252444	06/06/2025	1091 YOUNG	010-07200-0-11100-24203-43000-0-0113	\$120.61
14459	ELAN FINANCIAL SERVICES	252445	06/06/2025	1091 YOUNG	010-07200-0-11100-24900-43000-0-0102	\$18.29
14459	ELAN FINANCIAL SERVICES	252450	06/06/2025	1091 YOUNG	010-07200-0-11100-24900-43000-0-0102	\$39.84
14459	ELAN FINANCIAL SERVICES	252451	06/06/2025	1091 YOUNG	010-07200-0-11100-24900-43000-0-0102	\$146.09

14459 ELAN FINANICAL SERVICES	252446	06/06/2025 1091 YOUNG	010-26000-4-11100-10000-43000-0-0000	\$598.00
14459 ELAN FINANICAL SERVICES	252449	06/06/2025 1091 YOUNG	010-60530-0-11100-10000-43000-0-0000	\$2,033.75
14459 ELAN FINANICAL SERVICES	252453	06/06/2025 1091 YOUNG	010-60530-0-11100-10000-44000-0-0000	\$1,968.16
14641 ENCHANTED DANCE STUDIOS	252537	06/13/2025 1560	010-26000-4-11100-10000-58000-0-0000	\$480.00
14641 ENCHANTED DANCE STUDIOS	252536	06/13/2025 1560	010-26000-4-11100-10000-58000-0-0000	\$480.00
14641 ENCHANTED DANCE STUDIOS	252535	06/13/2025 1560	010-26000-4-11100-10000-58000-0-0000	\$600.00
14480 FED EX	252612	06/27/2025 2-391-62139	010-70320-0-00000-37000-58000-0-0000	\$16.26
14480 FED EX	252613	06/27/2025 2-391-62140	010-70320-0-00000-37000-58000-0-0000	\$12.90
14480 FED EX	252614	06/27/2025 2-391-62141	010-70320-0-00000-37000-58000-0-0000	\$14.72
14480 FED EX	252615	06/27/2025 3-391-62142	010-70320-0-00000-37000-58000-0-0000	\$14.72
14480 FED EX	252616	06/27/2025 2-391-62143	010-70320-0-00000-37000-58000-0-0000	\$14.72
14480 FED EX	252617	06/27/2025 2-391-62145	010-70320-0-00000-37000-58000-0-0000	\$10.38
13823 FOSTER & FOSTER CONSULTING ACT	252485	06/13/2025 36533	010-00000-0-00000-72000-58000-0-0000	\$1,000.00
14592 GANNETT CALIFORNIA LOCALIQ	252592	06/27/2025 0007152924	010-00000-0-00000-72000-58000-0-0000	\$250.48
14642 GENERATIONS PHOTOGRAPHY STUDIO	252547	06/13/2025 2025/00025	010-00000-0-11100-10000-43000-0-0000	\$96.25
14642 GENERATIONS PHOTOGRAPHY STUDIO	252548	06/13/2025 2025-00027	010-07200-0-11100-10000-43000-0-0301	\$165.29
12921 GOLD STAR FOODS INC.	252495	06/13/2025 8940655	010-54660-0-00000-37000-47000-0-0000	\$452.83
12921 GOLD STAR FOODS INC.	252496	06/13/2025 8910705	010-54660-0-00000-37000-47000-0-0000	\$174.65
14369 HD SUPPLY FACILITIES MAINTENAN	252499	06/13/2025 866847080	010-81500-0-00000-81000-43000-0-0000	\$34.55
14369 HD SUPPLY FACILITIES MAINTENAN	252500	06/13/2025 866909807	010-81500-0-00000-81000-43000-0-0000	\$258.72
14369 HD SUPPLY FACILITIES MAINTENAN	252498	06/13/2025 866836745	010-81500-0-00000-81000-43000-0-0000	\$215.41
14369 HD SUPPLY FACILITIES MAINTENAN	252636	06/27/2025 869931519	010-81500-0-00000-81000-43000-0-0000	\$362.04
14369 HD SUPPLY FACILITIES MAINTENAN	252637	06/27/2025 869761270	010-81500-0-00000-81000-43000-0-0000	\$1,393.92
14629 HOWARD TECHNOLOGY SOLUTIONS	252497	06/13/2025 5358392025	010-07200-0-11100-24900-43000-0-0102	\$634.65
14629 HOWARD TECHNOLOGY SOLUTIONS	252594	06/27/2025 5364862025	010-07200-0-11100-24900-43000-0-0102	\$70.04
14609 JACKIE EVERETT	252524	06/13/2025 REIMB.ATTEN.INCEN	010-07200-0-11100-10000-43000-0-0301	\$49.50
14609 JACKIE EVERETT	252523	06/13/2025 REIMB.ATTEN.INCEN	010-07200-0-11100-10000-43000-0-0301	\$68.70
14609 JACKIE EVERETT	252525	06/13/2025 REIMB.ELOP TRIP	010-26000-4-11100-10000-43000-0-0000	\$940.50
14609 JACKIE EVERETT	252525	06/13/2025 REIMB.ELOP TRIP	010-26000-4-11100-10000-58000-0-0000	\$1,311.00
14239 JOEY'S JUMPING CASTLE	252532	06/13/2025 10927	010-26000-4-11100-10000-58000-0-0000	\$1,713.25
14239 JOEY'S JUMPING CASTLE	252621	06/27/2025 10965	010-26000-4-11100-10000-58000-0-0000	\$2,156.00
14239 JOEY'S JUMPING CASTLE	252533	06/13/2025 10848	010-58147-0-11100-10000-58000-0-0000	\$2,995.50
14645 KATHY HALLER	252590	06/27/2025 REIMB.SUPPLY	010-00000-0-11100-10000-43000-0-0000	\$19.99
14645 KATHY HALLER	252589	06/27/2025 REIMB.SUPPLY	010-00000-0-11100-10000-43000-0-0000	\$11.49
14227 KEVIN BROWN	252492	06/13/2025 REIMB.EQUIP	010-07200-0-11100-24900-43000-0-0102	\$85.48
12733 LAKESHORE	252501	06/13/2025 90842831	010-58147-0-11100-10000-43000-0-0000	\$1,966.20
12733 LAKESHORE	252502	06/13/2025 90842831	010-58147-0-11100-10000-43000-0-0000	\$561.69
13961 LOWE'S	252463	06/06/2025 970415	010-81500-0-00000-81000-43000-0-0000	\$79.21
13961 LOWE'S	252462	06/06/2025 992836	010-81500-0-00000-81000-43000-0-0000	\$64.69
13961 LOWE'S	252460	06/06/2025 974396	010-81500-0-00000-81000-43000-0-0000	\$236.34
13961 LOWE'S	252459	06/06/2025 972065	010-81500-0-00000-81000-43000-0-0000	\$509.77
13961 LOWE'S	252458	06/06/2025 997793	010-81500-0-00000-81000-43000-0-0000	\$264.63
13961 LOWE'S	252457	06/06/2025 988910	010-81500-0-00000-81000-43000-0-0000	\$298.34
13961 LOWE'S	252456	06/06/2025 985447	010-81500-0-00000-81000-43000-0-0000	\$297.63
13961 LOWE'S	252455	06/06/2025 988363	010-81500-0-00000-81000-43000-0-0000	\$157.19
13961 LOWE'S	252454	06/06/2025 990769	010-81500-0-00000-81000-43000-0-0000	\$91.44
13961 LOWE'S	252461	06/06/2025 999218	010-81500-0-00000-81000-43000-0-0000	\$148.50
13961 LOWE'S	252609	06/27/2025 981028	010-81500-0-00000-81000-43000-0-0000	\$91.99
13961 LOWE'S	252610	06/27/2025 980291	010-81500-0-00000-81000-43000-0-0000	\$26.50
13961 LOWE'S	252606	06/27/2025 997050	010-81500-0-00000-81000-43000-0-0000	\$174.67
13961 LOWE'S	252607	06/27/2025 986058	010-81500-0-00000-81000-43000-0-0000	\$72.42
13961 LOWE'S	252608	06/27/2025 993421	010-81500-0-00000-81000-43000-0-0000	\$228.41
12270 LOZANO SMITH	252478	06/13/2025 2244446	010-00000-0-00000-72000-58000-0-0000	\$5,457.38
12270 LOZANO SMITH	252479	06/13/2025 2244445	010-00000-0-00000-72000-58000-0-0000	\$2,743.12
12270 LOZANO SMITH	252480	06/13/2025 2244448	010-00000-0-00000-72000-58000-0-0000	\$1,732.50
12270 LOZANO SMITH	252477	06/13/2025 2244447	010-00000-0-00000-72000-58000-0-0000	\$144.38
12270 LOZANO SMITH	252550	06/13/2025 2249212	010-00000-0-00000-72000-58000-0-0000	\$519.75
12270 LOZANO SMITH	252551	06/13/2025 2249213	010-00000-0-00000-72000-58000-0-0000	\$5,024.25

14024 MATH TEACHERS PRESS, INC.	252503	06/13/2025 00052299	010-26000-4-11100-10000-58000-0-0000	\$400.00
14255 MEGAN RICE	252483	06/13/2025 REIMB.READING	010-07200-0-11100-10000-43000-0-0104	\$21.88
11531 MORRIS LEVIN & SON	252505	06/13/2025 2504-010693	010-81500-0-00000-81000-58000-0-0000	\$1,450.32
11531 MORRIS LEVIN & SON	252506	06/13/2025 2501-010694	010-81500-0-00000-81000-58000-0-0000	\$605.00
14488 N & R DIESEL TRUCK REPAIR	252629	06/27/2025 098058	010-07230-0-00000-36000-58000-0-0000	\$1,625.00
12836 OFFICE DEPOT, INC.	252508	06/13/2025 422027977001	010-00000-0-00000-72000-43000-0-0000	\$13.91
12836 OFFICE DEPOT, INC.	252510	06/13/2025 421867673001	010-00000-0-00000-72000-43000-0-0000	\$153.72
12836 OFFICE DEPOT, INC.	252509	06/13/2025 422027983001	010-00000-0-00000-72000-43000-0-0000	\$13.54
12836 OFFICE DEPOT, INC.	252470	06/06/2025 423289135001	010-26000-4-11350-10000-43000-0-0000	\$34.09
12836 OFFICE DEPOT, INC.	252466	06/06/2025 423386888001	010-26000-4-11350-10000-43000-0-0000	\$145.62
12836 OFFICE DEPOT, INC.	252468	06/06/2025 421567101001	010-26000-4-11350-10000-43000-0-0000	\$134.39
12836 OFFICE DEPOT, INC.	252467	06/06/2025 423395453001	010-26000-4-11350-10000-43000-0-0000	\$50.50
12836 OFFICE DEPOT, INC.	252469	06/06/2025 423287720001	010-26000-4-11350-10000-43000-0-0000	\$45.24
12836 OFFICE DEPOT, INC.	252511	06/13/2025 425218906001	010-26000-4-11350-10000-43000-0-0000	\$191.84
12836 OFFICE DEPOT, INC.	252512	06/13/2025 425225026002	010-26000-4-11350-10000-43000-0-0000	\$7.89
12836 OFFICE DEPOT, INC.	252513	06/13/2025 422859723001	010-26000-4-11350-10000-43000-0-0000	\$198.45
12836 OFFICE DEPOT, INC.	252514	06/13/2025 421568015001	010-26000-4-11350-10000-43000-0-0000	\$65.62
12836 OFFICE DEPOT, INC.	252515	06/13/2025 42568450001	010-26000-4-11350-10000-43000-0-0000	\$55.26
12836 OFFICE DEPOT, INC.	252516	06/13/2025 425268317001	010-26000-4-11350-10000-43000-0-0000	\$44.11
12836 OFFICE DEPOT, INC.	252517	06/13/2025 425268452001	010-26000-4-11350-10000-43000-0-0000	\$41.26
12836 OFFICE DEPOT, INC.	252507	06/13/2025 425390983001	010-26000-4-11350-10000-43000-0-0000	\$196.96
12836 OFFICE DEPOT, INC.	252642	06/27/2025 427743314001	010-26000-4-11350-10000-43000-0-0000	\$138.42
12836 OFFICE DEPOT, INC.	252640	06/27/2025 427693419001	010-26000-4-11350-10000-43000-0-0000	\$107.74
12836 OFFICE DEPOT, INC.	252643	06/27/2025 427742901001	010-26000-4-11350-10000-43000-0-0000	\$26.69
12836 OFFICE DEPOT, INC.	252644	06/27/2025 427743317001	010-26000-4-11350-10000-43000-0-0000	\$22.60
12836 OFFICE DEPOT, INC.	252601	06/27/2025 427392391001	010-26000-4-11350-10000-43000-0-0000	\$30.59
12836 OFFICE DEPOT, INC.	252603	06/27/2025 420512555001	010-26000-4-11350-10000-43000-0-0000	\$187.57
12836 OFFICE DEPOT, INC.	252600	06/27/2025 427392392001	010-26000-4-11350-10000-43000-0-0000	\$38.82
12836 OFFICE DEPOT, INC.	252638	06/27/2025 427693418001	010-26000-4-11350-10000-43000-0-0000	\$16.81
12836 OFFICE DEPOT, INC.	252639	06/27/2025 427693327001	010-26000-4-11350-10000-43000-0-0000	\$74.97
12836 OFFICE DEPOT, INC.	252641	06/27/2025 427743316001	010-26000-4-11350-10000-43000-0-0000	\$11.84
12836 OFFICE DEPOT, INC.	252598	06/27/2025 426694204001	010-26000-4-11350-10000-43000-0-0000	\$199.84
12836 OFFICE DEPOT, INC.	252599	06/27/2025 427391335001	010-26000-4-11350-10000-43000-0-0000	\$130.22
14026 PEAP	252583	06/13/2025 508697	010-07200-0-11100-10000-43000-0-0202	\$702.66
14427 R & L CROW DISTRIBUTING	252421	06/06/2025 5.20.25	010-54660-0-00000-37000-47000-0-0000	\$404.60
14427 R & L CROW DISTRIBUTING	252420	06/06/2025 5.15.25	010-54660-0-00000-37000-47000-0-0000	\$849.68
14396 S & S AG AND AUTO PARTS	252579	06/13/2025 147777	010-07230-0-00000-36000-43000-0-0000	\$15.90
13596 SCHOOL NURSE SUPPLY	252578	06/13/2025 INV1055379	010-00000-0-00000-31400-43000-0-0000	\$586.45
12994 SCHOOLS EXCESS LIABILITY FUND	252425	06/06/2025 AB218_5472215-A4	010-00000-0-00000-72000-54500-0-0000	\$16,638.49
14308 SHI INTERNATIONAL CORP	252611	06/27/2025 B19827513	010-41270-5-11100-10000-43000-0-0000	\$437.47
14111 SISC	252433	06/06/2025 JUNE HW RET.BRD.ACT	010-00000-0-00000-00000-95024-0-0000	\$80,354.91
14111 SISC	252432	06/06/2025 JUNE HW RET.BRD.ACT	010-00000-0-00000-00000-95028-0-0000	\$1,673.00
14111 SISC	252431	06/06/2025 JUNE HW RET.BRD.ACT	010-00000-0-00000-71000-34020-0-0000	\$8,316.65
14644 SKY ZONE VISALIA/ QUANTUMLEAP	252577	06/13/2025 76529712-93610	010-26000-4-11100-10000-58000-0-0000	\$1,874.68
14546 SNACK AND FRUIT	252424	06/06/2025 2017	010-26000-4-11100-10000-43000-0-0000	\$180.00
14546 SNACK AND FRUIT	252534	06/13/2025 2003	010-26000-4-11100-10000-43000-0-0000	\$1,700.00
5388 SOUTHERN CAL GAS	252417	06/06/2025 108 416 9100 8	010-00000-0-00000-81000-55000-0-0000	\$543.42
5388 SOUTHERN CAL GAS	252602	06/27/2025 108 416 9100 8	010-00000-0-00000-81000-55000-0-0000	\$369.62
5383 SOUTHERN CALIF EDISON CO	252630	06/27/2025 700142519619	010-99900-0-00000-81000-55000-0-0000	\$1,789.87
5383 SOUTHERN CALIF EDISON CO	252631	06/27/2025 700140798877	010-99900-0-00000-81000-55000-0-0000	\$13,358.65
13902 SOUTHWEST SCH. & OFFICE SUPPLY	252584	06/27/2025 6032500076	010-60530-0-00000-82000-44000-0-0000	\$1,233.11
13902 SOUTHWEST SCH. & OFFICE SUPPLY	252576	06/13/2025 6033985716	010-60530-0-11100-10000-43000-0-0000	\$37.04
13902 SOUTHWEST SCH. & OFFICE SUPPLY	252575	06/13/2025 6033917230	010-60530-0-11100-10000-43000-0-0000	\$998.22
13902 SOUTHWEST SCH. & OFFICE SUPPLY	252574	06/13/2025 6034149300	010-60530-0-11100-10000-43000-0-0000	\$275.65
13902 SOUTHWEST SCH. & OFFICE SUPPLY	252573	06/13/2025 6033917232	010-60530-0-11100-10000-43000-0-0000	\$23.99
13902 SOUTHWEST SCH. & OFFICE SUPPLY	252586	06/27/2025 6033917229	010-60530-0-11100-10000-43000-0-0000	\$262.35
13902 SOUTHWEST SCH. & OFFICE SUPPLY	252585	06/27/2025 6034293775	010-60530-0-11100-10000-43000-0-0000	\$158.23
13130 SYSCO FOOD SERVICES	252566	06/13/2025 484512323	010-07200-0-00000-24950-43000-0-0401	\$290.61



13130	SYSKO FOOD SERVICES	252567	06/13/2025	484512323	010-07200-0-11100-10000-43000-0-0301	\$107.52
13130	SYSKO FOOD SERVICES	252563	06/13/2025	484539269	010-54660-0-00000-37000-47000-0-0000	\$205.42
13130	SYSKO FOOD SERVICES	252569	06/13/2025	484512323	010-54660-0-00000-37000-47000-0-0000	\$80.90
13130	SYSKO FOOD SERVICES	250030	06/13/2025	484541891	010-54660-0-00000-37000-47000-0-0000	(\$84.24)
13130	SYSKO FOOD SERVICES	252568	06/13/2025	484512323	010-60100-0-11100-10000-43000-0-0000	\$294.25
13366	TAMARA MORTON	252473	06/06/2025	REIMB. 4TH GRADE	010-07200-0-11100-10000-43000-0-0107	\$497.52
13366	TAMARA MORTON	252472	06/06/2025	REIMB.ARTSUPPLIES	010-07200-0-11100-10000-43000-0-0502	\$340.98
13366	TAMARA MORTON	252471	06/06/2025	REIMB.ARTSUPPLIES	010-07200-0-11100-10000-43000-0-0502	\$50.66
12264	TIPTON AUTO PARTS	252562	06/13/2025	91396	010-07230-0-00000-36000-43000-0-0000	\$19.05
12264	TIPTON AUTO PARTS	252561	06/13/2025	91087	010-07230-0-00000-36000-43000-0-0000	\$302.11
12264	TIPTON AUTO PARTS	252558	06/13/2025	90638	010-07230-0-00000-36000-43000-0-0000	\$78.63
12264	TIPTON AUTO PARTS	252556	06/13/2025	90129	010-07230-0-00000-36000-43000-0-0000	\$38.91
12264	TIPTON AUTO PARTS	252560	06/13/2025	90960	010-07230-0-00000-36000-43000-0-0000	\$120.59
12264	TIPTON AUTO PARTS	252559	06/13/2025	90880	010-07230-0-00000-36000-43000-0-0000	\$6.98
12264	TIPTON AUTO PARTS	252557	06/13/2025	90170	010-07230-0-00000-36000-43000-0-0000	\$13.99
12264	TIPTON AUTO PARTS	252555	06/13/2025	89970	010-07230-0-00000-36000-43000-0-0000	\$90.49
5760	TIPTON COMMUNITY SERVICES DIST	252423	06/06/2025	10040002	010-00000-0-00000-81000-55000-0-0000	\$833.59
14414	T-MOBILE USA INC.	252464	06/06/2025	987306951	010-00000-0-00000-81000-59000-0-0000	\$597.45
14414	T-MOBILE USA INC.	252591	06/27/2025	970029235	010-07200-0-11100-24900-58000-0-0102	\$4,628.00
12899	TROPHY SHOPPE	252531	06/13/2025	206	010-07200-0-11100-10000-43000-0-0104	\$754.45
14511	TS ACCOUNTING & CONSULTING,INC	252465	06/06/2025	2246	010-00000-0-00000-72000-58000-0-0000	\$500.00
13463	TULARE COUNTY OFFICE OF EDUCAT	252527	06/13/2025	254093	010-07200-0-11100-10000-58000-0-0114	\$3,506.25
13463	TULARE COUNTY OFFICE OF EDUCAT	252528	06/13/2025	254093	010-07200-0-11100-10000-58000-0-0203	\$3,187.50
13463	TULARE COUNTY OFFICE OF EDUCAT	252526	06/13/2025	254111	010-33270-0-50010-31100-58000-0-0000	\$5,926.00
12324	TULE TRASH COMPANY	252426	06/06/2025	349162	010-00000-0-00000-81000-55000-0-0000	\$1,349.03
14424	U.S. BANK EQUIPMENT FINANCE	252428	06/06/2025	556407930	010-00000-0-00000-72000-58000-0-0000	\$731.38
14424	U.S. BANK EQUIPMENT FINANCE	252429	06/06/2025	556407930	010-00000-0-11100-10000-58000-0-0000	\$2,194.11
14557	UBEO BUSINESS SERVICES	252482	06/13/2025	4915396	010-00000-0-00000-81000-58000-0-0000	\$49.35
13496	VALLEY PACIFIC PET. SERV., INC	252552	06/13/2025	25-911850	010-07230-0-00000-36000-43000-0-0000	\$1,963.81
13496	VALLEY PACIFIC PET. SERV., INC	252633	06/27/2025	25-917152	010-07230-0-00000-36000-43000-0-0000	\$1,016.64
12788	VESTIS SERVICES, LLC	252553	06/13/2025	5031571967	010-00000-0-00000-81000-58000-0-0000	\$639.67
12788	VESTIS SERVICES, LLC	252554	06/13/2025	5031574909	010-00000-0-00000-81000-58000-0-0000	\$639.67
12788	VESTIS SERVICES, LLC	252593	06/27/2025	5031577841	010-00000-0-00000-81000-58000-0-0000	\$639.67
12788	VESTIS SERVICES, LLC	252634	06/27/2025	5031580771	010-00000-0-00000-81000-58000-0-0000	\$645.67
14429	YOUNG CASSANDRA	252518	06/13/2025	REIMB.ELOP TOWELS	010-26000-4-11100-10000-43000-0-0000	\$1,300.70
14429	YOUNG CASSANDRA	252519	06/13/2025	REIMB.STC EVENT	010-58147-0-11100-10000-43000-0-0000	\$4,308.93
14632	YOUNG'S KONA ICE LLC	252546	06/13/2025	00101	010-58147-0-11100-10000-43000-0-0000	\$1,000.00
010-General Fund Total Expenditures:						\$249,038.75
14498	CINTAS	252419	06/06/2025	5272560603	130-53100-0-00000-37000-43000-0-0000	\$97.84
12921	GOLD STAR FOODS INC.	252494	06/13/2025	8473326	130-53100-0-00000-37000-47000-0-0000	\$309.71
12921	GOLD STAR FOODS INC.	252493	06/13/2025	8481456	130-53100-0-00000-37000-47000-0-0000	\$1,406.67
12921	GOLD STAR FOODS INC.	252587	06/27/2025	8947366	130-53100-0-00000-37000-47000-0-0000	\$101.85
12921	GOLD STAR FOODS INC.	252622	06/27/2025	8981785	130-53100-0-00000-37000-47000-0-0000	\$196.00
12921	GOLD STAR FOODS INC.	252623	06/27/2025	8992203	130-53100-0-00000-37000-47000-0-0000	\$15.60
12921	GOLD STAR FOODS INC.	252418	06/06/2025	8961631	130-53100-0-00000-37000-58000-0-0000	\$3.75
14560	IMPERIAL DADE	252530	06/13/2025	37983167	130-53100-0-00000-37000-43000-0-0000	\$493.26
14560	IMPERIAL DADE	252588	06/27/2025	37983167	130-53100-0-00000-37000-43000-0-0000	\$493.26
13607	MANGINI ASSOCIATES, INC.	252481	06/13/2025	15615	130-53100-0-00000-37000-58000-0-0000	\$4,947.34
11531	MORRIS LEVIN & SON	252504	06/13/2025	2504-009929	130-53100-0-00000-37000-58000-0-0000	\$181.24
11531	MORRIS LEVIN & SON	252628	06/27/2025	2506-027310	130-53100-0-00000-37000-58000-0-0000	\$181.24
14427	R & L CROW DISTRIBUTING	252422	06/06/2025	4.24.25	130-53100-0-00000-37000-47000-0-0000	\$479.66
14427	R & L CROW DISTRIBUTING	252582	06/13/2025	5.22.25	130-53100-0-00000-37000-47000-0-0000	\$746.60
14427	R & L CROW DISTRIBUTING	252581	06/13/2025	5.27.25	130-53100-0-00000-37000-47000-0-0000	\$556.66
14427	R & L CROW DISTRIBUTING	252580	06/13/2025	5.29.25	130-53100-0-00000-37000-47000-0-0000	\$177.89
14427	R & L CROW DISTRIBUTING	252618	06/27/2025	6.3.25	130-53100-0-00000-37000-47000-0-0000	\$460.37
14427	R & L CROW DISTRIBUTING	252619	06/27/2025	6.9.25	130-53100-0-00000-37000-47000-0-0000	\$671.00
14427	R & L CROW DISTRIBUTING	252620	06/27/2025	6.16.25	130-53100-0-00000-37000-47000-0-0000	\$177.89

13130 SYSCO FOOD SERVICES	252572	06/13/2025 484506624	130-53100-0-00000-37000-43000-0-0000	\$1,192.19
13130 SYSCO FOOD SERVICES	252571	06/13/2025 48451905	130-53100-0-00000-37000-43000-0-0000	\$129.44
13130 SYSCO FOOD SERVICES	252570	06/13/2025 484512323	130-53100-0-00000-37000-47000-0-0000	\$707.46
13130 SYSCO FOOD SERVICES	252564	06/13/2025 484539269	130-53100-0-00000-37000-47000-0-0000	\$4,971.53
13130 SYSCO FOOD SERVICES	252565	06/13/2025 484547386	130-53100-0-00000-37000-47000-0-0000	\$351.07
13130 SYSCO FOOD SERVICES	252627	06/27/2025 484547177	130-53100-0-00000-37000-47000-0-0000	\$114.76
13130 SYSCO FOOD SERVICES	252625	06/27/2025 484563051	130-53100-0-00000-37000-47000-0-0000	\$655.03
13130 SYSCO FOOD SERVICES	252624	06/27/2025 484555186	130-53100-0-00000-37000-47000-0-0000	\$1,013.90
13130 SYSCO FOOD SERVICES	252626	06/27/2025 484548536	130-53100-0-00000-37000-58000-0-0000	\$82.45
12324 TULE TRASH COMPANY	252427	06/06/2025 349161	130-53100-0-00000-81000-55000-0-0000	\$1,552.16

130-Cafeteria Fund Total Expenditures:

\$22,467.82

**Both Months**  
**\$650,197.77**

**Total Payments**

**\$271,506.57**

# APY List

**FISCAL YEAR 2025-  
2026**

**Date Paid between 7/01/2025 and 7/29/2025**

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
13670	AERIES,INC - EAGLE SOFTWARE	260020	07/07/2025	REN-11118	010-07200-0-11100-10000-58000-0-0310	\$2,310.00
13670	AERIES,INC - EAGLE SOFTWARE	260020	07/07/2025	REN-11118	010-07200-0-11100-10000-58000-0-0402	\$14,250.50
13971	ALMEIDA, VIRGINIA	260117	07/11/2025	REIMB.STC.SUPPLIES	010-00000-0-11100-10000-43000-0-0000	\$1,414.15
13971	ALMEIDA, VIRGINIA	260070	07/11/2025	REIMB.STC SUPPLIES	010-58147-0-11100-10000-43000-0-0000	\$425.64
13971	ALMEIDA, VIRGINIA	260071	07/11/2025	REIMB.STC BOOK	010-58147-0-11100-10000-43000-0-0000	\$47.36
13971	ALMEIDA, VIRGINIA	260110	07/11/2025	REIMB.LUNCH	010-58147-0-11100-10000-43000-0-0000	\$380.18
13971	ALMEIDA, VIRGINIA	260115	07/11/2025	REIMB.STC.SUPPLIES	010-58147-0-11100-10000-43000-0-0000	\$182.15
13971	ALMEIDA, VIRGINIA	260068	07/11/2025	REIMB.STC TRAVEL	010-58147-0-11100-10000-52000-0-0000	\$132.09
13971	ALMEIDA, VIRGINIA	260069	07/11/2025	REIMB.STC TRAVEL	010-58147-0-11100-10000-52000-0-0000	\$123.76
13971	ALMEIDA, VIRGINIA	260073	07/11/2025	REIMB.STC TOK	010-58147-0-11350-10000-43000-0-0000	\$507.80
13036	AMERICAN FIDELITY	260124	07/18/2025	JUNE 2025	010-00000-0-00000-00000-95024-0-0000	\$241.49
14445	AMPLIFY EDUCATION	260144	07/18/2025	INV-375221	010-63000-0-11100-10000-42000-0-0000	\$577.56
13904	AT&T	260133	07/18/2025	9391028859	010-00000-0-00000-81000-59000-0-0000	\$31.27
14101	B&B PEST CONTROL SERVICE	260136	07/18/2025	01-TIP-05-25	010-00000-0-00000-81000-58000-0-0000	\$170.00
14596	BAGSINBULK	260118	07/11/2025	2696087	010-58147-0-11350-10000-43000-0-0000	\$84.05
12549	CALIFORNIA SCHOOL BOARDS ASSN.	260147	07/18/2025	INV-76811-P5W1L7	010-00000-0-00000-72000-53000-0-0000	\$9,382.00
12549	CALIFORNIA SCHOOL BOARDS ASSN.	260148	07/18/2025	INV-77844-V4F2B4	010-00000-0-00000-72000-58000-0-0000	\$4,450.00
14245	CENTRAL VALLEY REFRIGERATION	260075	07/11/2025	63424	010-00000-0-00000-81000-56000-0-0000	\$607.20
14245	CENTRAL VALLEY REFRIGERATION	260074	07/11/2025	63172	010-00000-0-00000-81000-56000-0-0000	\$984.71
14498	CINTAS	260030	07/07/2025	5277747103	010-07230-0-00000-36000-43000-0-0000	\$48.90
14328	DONNA M. LOPEZ	260152	07/18/2025	2025-IS	010-07230-0-00000-36000-58000-0-0000	\$1,500.00
14374	ELAN FINANCIAL SERIVCES	260063	07/11/2025	6396 BETTENCOURT	010-58147-0-11100-10000-43000-0-0000	\$472.76
14374	ELAN FINANCIAL SERIVCES	260064	07/11/2025	6396 BETTENCOURT	010-70320-0-00000-37000-43000-0-0000	\$178.61
14603	ELAN FINANCIAL SERVICES	260005	07/07/2025	9963 EVERETT	010-00000-0-11100-10000-43000-0-0000	\$329.08
14603	ELAN FINANCIAL SERVICES	260008	07/07/2025	9963 EVERETT	010-00000-0-11100-10000-43000-0-0000	\$71.20
14603	ELAN FINANCIAL SERVICES	260003	07/07/2025	9963 EVERETT	010-00000-0-11100-10000-59000-0-0000	\$75.92
14603	ELAN FINANCIAL SERVICES	260009	07/07/2025	9963 EVERETT	010-07200-0-11100-10000-43000-0-0507	\$122.60
14603	ELAN FINANCIAL SERVICES	260010	07/07/2025	9963 EVERETT	010-07200-0-11100-10000-43000-0-0507	\$600.70
14373	ELAN FINANCIAL SERVICES	260024	07/07/2025	0461 MARTIN	010-26000-4-11100-10000-43000-0-0000	\$240.81
14373	ELAN FINANCIAL SERVICES	260025	07/07/2025	0461 MARTIN	010-26000-4-11100-10000-43000-0-0000	\$288.13
14603	ELAN FINANCIAL SERVICES	260021	07/07/2025	9963 EVERETT	010-26000-4-11100-10000-43000-0-0000	\$9.81
14603	ELAN FINANCIAL SERVICES	260022	07/07/2025	9963 EVERETT	010-26000-4-11100-10000-43000-0-0000	\$3,000.00
14603	ELAN FINANCIAL SERVICES	260004	07/07/2025	9963 EVERETT	010-26000-5-11100-10000-43000-0-0000	\$6.50
14603	ELAN FINANCIAL SERVICES	260132	07/18/2025	9963 EVERETT	010-60530-0-11100-10000-43000-0-0000	\$86.19
14603	ELAN FINANCIAL SERVICES	260006	07/07/2025	9963 EVERETT	010-70320-0-00000-37000-43000-0-0000	\$178.61
14603	ELAN FINANCIAL SERVICES	260007	07/07/2025	9963 EVERETT	010-70320-0-00000-37000-43000-0-0000	\$158.72
14373	ELAN FINANCIAL SERVICES	260131	07/18/2025	0461 MARTIN	010-81500-0-00000-81000-43000-0-0000	\$127.10
14459	ELAN FINANCIAL SERVICES	260061	07/11/2025	1091 YOUNG	010-00000-0-00000-72000-59000-0-0000	\$1,342.05
14459	ELAN FINANCIAL SERVICES	260128	07/18/2025	1091 YOUNG	010-00000-0-11100-10000-43000-0-0000	\$134.87
14459	ELAN FINANCIAL SERVICES	260061	07/11/2025	1091 YOUNG	010-00000-0-11100-10000-59000-0-0000	\$877.25
14459	ELAN FINANCIAL SERVICES	260130	07/18/2025	1091 YOUNG	010-00000-0-11100-10000-59000-0-0000	\$73.00
14459	ELAN FINANCIAL SERVICES	260062	07/11/2025	1091 YOUNG	010-26000-4-11100-10000-43000-0-0000	\$86.93
5481	EMPLOYMENT DEVELOPMENT DEPT.	260143	07/18/2025	94238433 Q2 2025	010-00000-0-00000-00000-95025-0-0000	\$707.60
14241	Explore Learning	260155	07/18/2025	ci-00148186	010-07200-0-11100-10000-58000-0-0204	\$8,451.68

14480 FED EX	260076	07/11/2025 2-401-52841	010-70320-0-00000-37000-58000-0-0000	\$9.61
14359 FRONTLINE TECH. GROUP LLC	260015	07/07/2025 INVUS216796	010-00000-0-00000-72000-58000-0-0000	\$4,650.11
14605 GILROY GARDENS FAMILY THEME PA	260077	07/11/2025 070325MK-01-TES	010-26000-5-11100-10000-58000-0-0000	\$8,071.37
11961 GIOTTOS ALARM TECH	260120	07/11/2025 155559	010-60530-0-00000-81000-58000-0-0000	\$6,633.37
14419 GOGUARDIAN	260139	07/18/2025 INV-133897	010-07200-0-11100-24900-58000-0-0102	\$16,820.00
14315 HCI SYSTEMS, Inc	260033	07/07/2025 i0121855	010-81500-0-00000-81000-58000-0-0000	\$879.00
12577 HOUSTON INSURANCE SERVICES	260016	07/07/2025 3626	010-00000-0-00000-72000-54500-0-0000	\$61,854.00
13500 INTERACTIVE EDUCATIONAL SER.	260014	07/07/2025 189049	010-00000-0-00000-72000-58000-0-0000	\$1,190.00
14581 ISLAND WATERPARK	260108	07/11/2025 7.1.25	010-26000-5-11100-10000-58000-0-0000	\$2,001.19
14609 JACKIE EVERETT	260037	07/07/2025 REIMB.MOMS&DONUTS	010-07200-0-00000-24950-43000-0-0401	\$1,080.00
14609 JACKIE EVERETT	260035	07/07/2025 REIMB.DADS&DONUTS	010-07200-0-00000-24950-43000-0-0401	\$1,300.00
14609 JACKIE EVERETT	260066	07/11/2025 REIMB.GAS	010-07230-0-00000-36000-43000-0-0000	\$89.99
14609 JACKIE EVERETT	260039	07/11/2025 REIMB.WAL.ELOP	010-26000-4-11100-10000-43000-0-0000	\$2,216.68
14609 JACKIE EVERETT	260042	07/11/2025 REIM.WALM.ELOP	010-26000-4-11100-10000-43000-0-0000	\$883.01
14609 JACKIE EVERETT	260051	07/11/2025 REIMB.WALMART.ELOP	010-26000-4-11100-10000-43000-0-0000	\$1,232.03
14609 JACKIE EVERETT	260052	07/11/2025 REIMB.WALM.ELOP	010-26000-4-11100-10000-43000-0-0000	\$766.11
14609 JACKIE EVERETT	260043	07/11/2025 REIMB.WALM.ELOP	010-26000-4-11100-10000-43000-0-0000	\$545.16
14609 JACKIE EVERETT	260054	07/11/2025 REIMB.TARGET.ELOP	010-26000-4-11100-10000-43000-0-0000	\$970.73
14609 JACKIE EVERETT	260055	07/11/2025 REIMB.TARGET.ELOP	010-26000-4-11100-10000-43000-0-0000	\$3,467.32
14609 JACKIE EVERETT	260056	07/11/2025 REIMB.TARGET.ELOP	010-26000-4-11100-10000-43000-0-0000	\$4,248.38
14609 JACKIE EVERETT	260057	07/11/2025 REIMB.DICKS.ELOP	010-26000-4-11100-10000-43000-0-0000	\$4,102.83
14609 JACKIE EVERETT	260049	07/11/2025 REIMB.WALM.ELOP	010-26000-4-11100-10000-43000-0-0000	\$1,903.18
14609 JACKIE EVERETT	260050	07/11/2025 REIMB.WALMART.ELOP	010-26000-4-11100-10000-43000-0-0000	\$277.09
14609 JACKIE EVERETT	260059	07/11/2025 REIMB.BIG5.ELOP	010-26000-4-11100-10000-43000-0-0000	\$278.01
14609 JACKIE EVERETT	260060	07/11/2025 REIMB.COSTCO.ELOP	010-26000-4-11100-10000-43000-0-0000	\$1,677.10
14609 JACKIE EVERETT	260041	07/11/2025 REIMB.WALM.ELOP	010-26000-4-11100-10000-43000-0-0000	\$756.60
14609 JACKIE EVERETT	260053	07/11/2025 REIMB.WALMART.ELOP	010-26000-4-11100-10000-43000-0-0000	\$3,169.93
14609 JACKIE EVERETT	260044	07/11/2025 REIMB.WALM.ELOP	010-26000-4-11100-10000-43000-0-0000	\$930.81
14609 JACKIE EVERETT	260045	07/11/2025 REIMB.WALM.ELOP	010-26000-4-11100-10000-43000-0-0000	\$545.16
14609 JACKIE EVERETT	260046	07/11/2025 REIMB.WALM.ELOP	010-26000-4-11100-10000-43000-0-0000	\$1,045.72
14609 JACKIE EVERETT	260047	07/11/2025 REIMB.WALM.ELOP	010-26000-4-11100-10000-43000-0-0000	\$1,480.56
14609 JACKIE EVERETT	260058	07/11/2025 REIMB.BARNESNOBLES	010-26000-4-11100-10000-43000-0-0000	\$3,815.50
14609 JACKIE EVERETT	260048	07/11/2025 REIMB.WALM.ELOP	010-26000-4-11100-10000-43000-0-0000	\$5,439.28
14609 JACKIE EVERETT	260038	07/07/2025 REIMB.TASTEOFKINDER	010-58147-0-11350-10000-43000-0-0000	\$510.00
14508 JAMF SOFTWARE, LLC	260140	07/18/2025 90316808	010-07200-0-11100-24900-58000-0-0102	\$385.00
14239 JOEY'S JUMPING CASTLE	260154	07/18/2025 11372	010-26000-5-11100-10000-58000-0-0000	\$1,850.10
14239 JOEY'S JUMPING CASTLE	260158	07/22/2025 10134	010-58147-0-11100-10000-58000-0-0000	\$843.00
14227 KEVIN BROWN	260145	07/18/2025 REIMB.HARD DRIVE	010-07200-0-11100-24900-43000-0-0102	\$149.53
14227 KEVIN BROWN	260146	07/18/2025 REIMB. EASE DISK	010-07200-0-11100-24900-58000-0-0102	\$89.00
12270 LOZANO SMITH	260137	07/18/2025 2251365	010-00000-0-00000-72000-58000-0-0000	\$28.88
12270 LOZANO SMITH	260138	07/18/2025 2251366	010-00000-0-00000-72000-58000-0-0000	\$115.50
13461 M. GREEN & COMPANY LLP	260079	07/11/2025 59133	010-00000-0-00000-71910-58000-0-0000	\$3,400.00
13882 MOBILE MODULAR MGT. CORP.	260080	07/11/2025 2725947	010-00000-0-00000-81000-56000-0-0000	\$736.00
13882 MOBILE MODULAR MGT. CORP.	260082	07/11/2025 2725914	010-00000-0-00000-81000-56000-0-0000	\$736.00
13882 MOBILE MODULAR MGT. CORP.	260081	07/11/2025 2725987	010-00000-0-00000-81000-56000-0-0000	\$736.00
14488 N & R DIESEL TRUCK REPAIR	260151	07/18/2025 098070	010-07230-0-00000-36000-58000-0-0000	\$455.00
14109 RENAISSANCE LEARNING INC.	260142	07/18/2025 INV5564804	010-30100-6-11100-10000-58000-0-0000	\$11,672.20
14396 S & S AG AND AUTO PARTS	260090	07/11/2025 149245	010-07230-0-00000-36000-43000-0-0000	\$46.30
14396 S & S AG AND AUTO PARTS	260088	07/11/2025 150132	010-07230-0-00000-36000-43000-0-0000	\$78.81
14396 S & S AG AND AUTO PARTS	260089	07/11/2025 149436	010-07230-0-00000-36000-43000-0-0000	\$30.16
14396 S & S AG AND AUTO PARTS	260091	07/11/2025 149091	010-07230-0-00000-36000-43000-0-0000	\$135.70
14396 S & S AG AND AUTO PARTS	260092	07/11/2025 148816	010-07230-0-00000-36000-43000-0-0000	\$78.66
14396 S & S AG AND AUTO PARTS	260134	07/18/2025 150487	010-07230-0-00000-36000-43000-0-0000	\$19.66
14015 SAN JOAQUIN CO. OFFICE OF ED.	260153	07/18/2025 250187	010-00000-0-00000-72000-58000-0-0000	\$800.00

14545 SCHOOLPASS, INC.	260029	07/07/2025 INV174456	010-07200-0-00000-85000-58000-0-0312	\$1,450.00
14194 Secure by Design Inc	260141	07/18/2025 66607944	010-07200-0-11100-24900-58000-0-0102	\$1,140.00
14308 SHI INTERNATIONAL CORP	260126	07/18/2025 B19964575	010-07200-0-11100-24900-43000-0-0102	\$792.87
14111 SISC	260067	07/11/2025 JULY HW RET.BRD.ACT	010-00000-0-00000-00000-95024-0-0000	\$80,354.87
14111 SISC	260067	07/11/2025 JULY HW RET.BRD.ACT	010-00000-0-00000-00000-95028-0-0000	\$1,673.00
14111 SISC	260067	07/11/2025 JULY HW RET.BRD.ACT	010-00000-0-00000-71000-34020-0-0000	\$8,316.65
14546 SNACK AND FRUIT	260125	07/18/2025 2003	010-26000-4-11100-10000-43000-0-0000	\$288.00
14533 SOLUTIONZ INC.	260034	07/07/2025 448727	010-99901-0-00000-85000-44000-0-0000	\$812.68
13306 SSDA	260119	07/11/2025 01506	010-00000-0-00000-71000-53000-0-0000	\$2,000.00
14393 TEAM LEADER INC	260026	07/07/2025 RG 134959	010-07200-0-11100-10000-43000-0-0505	\$879.18
12264 TIPTON AUTO PARTS	260093	07/11/2025 91582	010-07230-0-00000-36000-43000-0-0000	\$65.64
12264 TIPTON AUTO PARTS	260094	07/11/2025 91662	010-07230-0-00000-36000-43000-0-0000	\$25.84
12264 TIPTON AUTO PARTS	260096	07/11/2025 91918	010-07230-0-00000-36000-43000-0-0000	\$58.02
12264 TIPTON AUTO PARTS	260097	07/11/2025 92047	010-07230-0-00000-36000-43000-0-0000	\$46.04
12264 TIPTON AUTO PARTS	260098	07/11/2025 92062	010-07230-0-00000-36000-43000-0-0000	\$74.52
12264 TIPTON AUTO PARTS	260102	07/11/2025 92283	010-07230-0-00000-36000-43000-0-0000	\$65.36
12264 TIPTON AUTO PARTS	260107	07/11/2025 92955	010-07230-0-00000-36000-43000-0-0000	\$53.85
12264 TIPTON AUTO PARTS	260104	07/11/2025 92610	010-07230-0-00000-36000-43000-0-0000	\$9.69
12264 TIPTON AUTO PARTS	260105	07/11/2025 92643	010-07230-0-00000-36000-43000-0-0000	\$24.95
12264 TIPTON AUTO PARTS	260099	07/11/2025 92099	010-07230-0-00000-36000-43000-0-0000	\$26.91
12264 TIPTON AUTO PARTS	260100	07/11/2025 92225	010-07230-0-00000-36000-43000-0-0000	\$10.26
12264 TIPTON AUTO PARTS	260101	07/11/2025 92267	010-07230-0-00000-36000-43000-0-0000	\$33.64
12264 TIPTON AUTO PARTS	260103	07/11/2025 92430	010-07230-0-00000-36000-43000-0-0000	\$43.08
12264 TIPTON AUTO PARTS	260106	07/11/2025 92781	010-07230-0-00000-36000-43000-0-0000	\$42.04
12264 TIPTON AUTO PARTS	260095	07/11/2025 91852	010-07230-0-00000-36000-43000-0-0000	\$90.45
5760 TIPTON COMMUNITY SERVICES DIST	260083	07/11/2025 10040002	010-00000-0-00000-81000-55000-0-0000	\$915.64
14414 T-MOBILE USA INC.	260084	07/11/2025 987306951	010-00000-0-00000-81000-59000-0-0000	\$605.10
14414 T-MOBILE USA INC.	260156	07/18/2025 970029235	010-07200-0-11100-24900-58000-0-0102	\$4,625.82
13463 TULARE COUNTY OFFICE OF EDUCAT	260112	07/11/2025 254372	010-00000-0-00000-24202-58000-0-0000	\$1,268.57
13463 TULARE COUNTY OFFICE OF EDUCAT	260121	07/18/2025 254492	010-07200-0-00000-31200-58000-0-0302	\$15,714.00
13463 TULARE COUNTY OFFICE OF EDUCAT	260085	07/11/2025 254291	010-07200-0-00000-31200-58000-0-0305	\$18,026.98
13463 TULARE COUNTY OFFICE OF EDUCAT	260113	07/11/2025 254414	010-07200-0-00000-31400-58000-0-0304	\$4,836.00
12324 TULE TRASH COMPANY	260032	07/07/2025 354138	010-00000-0-00000-81000-55000-0-0000	\$1,434.86
14424 U.S. BANK EQUIPMENT FINANCE	260149	07/18/2025 558718797	010-00000-0-00000-72000-58000-0-0000	\$773.83
14424 U.S. BANK EQUIPMENT FINANCE	260150	07/18/2025 558718797	010-00000-0-11100-10000-58000-0-0000	\$2,321.46
14557 UBEO BUSINESS SERVICES	260017	07/07/2025 4936162	010-00000-0-00000-81000-58000-0-0000	\$30.00
12788 VESTIS SERVICES, LLC	260086	07/11/2025 5031586774	010-00000-0-00000-81000-58000-0-0000	\$681.45
12788 VESTIS SERVICES, LLC	260087	07/11/2025 5031583757	010-00000-0-00000-81000-58000-0-0000	\$770.26
12788 VESTIS SERVICES, LLC	260157	07/18/2025 5031589775	010-00000-0-00000-81000-58000-0-0000	\$681.45
<b>010-General Fund Total Expenditures:</b>			<b>\$373,759.22</b>	
14101 B&B PEST CONTROL SERVICE	260135	07/18/2025 01-TIP-05-25	130-53100-0-00000-81000-58000-0-0000	\$40.00
14498 CINTAS	260018	07/07/2025 5277747104	130-53100-0-00000-37000-43000-0-0000	\$38.49
13721 KINGS COUNTY AIR COND., INC.	260027	07/07/2025 6349	130-53100-0-00000-37000-58000-0-0000	\$945.00
13607 MANGINI ASSOCIATES, INC.	260028	07/07/2025 15687	130-53100-0-00000-37000-58000-0-0000	\$2,262.50
12324 TULE TRASH COMPANY	260031	07/07/2025 254137	130-53100-0-00000-81000-55000-0-0000	\$1,645.99
<b>130-Cafeteria Fund Total Expenditures:</b>			<b>\$4,931.98</b>	

**Total Payments**

**\$378,691.20**

**6. INFORMATION: (Verbal Reports & Presentations)**  
**6.2** June Board Policy Review

**Bylaw 9011: Disclosure Of Confidential/Privileged Information**

**Status:** DRAFT

**Original Adopted Date:** 03/08/2005

The Governing Board recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties.

A Board member shall not disclose confidential information to any person, except as authorized by law, this Bylaw or other Board bylaws or policies, or the Board.

*Confidential information* means any information that is prohibited from disclosure by law, this Bylaw or other Board bylaws or policies, or by the Board at the time disclosed and is not a public record subject to disclosure under the California Public Records Act (CPRA). Confidential information includes, but is not limited to, any of the following:

1. Information acquired by being present in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session (Government Code 54963)
2. Information acquired in anticipation of a closed session, or as follow-up to a closed session, that is specifically related to the basis for the Board to meet lawfully in closed session
3. Information contained in communications provided to Board members from the district's attorney
4. Information deemed confidential by the Board

Confidential information does not include information that is already publicly disclosed, provided that the initial disclosure did not violate law, this Bylaw, or other Board bylaws or policies.

It is a misdemeanor for any Board member to willfully and knowingly use or disclose for pecuniary gain any information acquired in the course of the Board member's official duties where all of the following conditions are met: (Government Code 1098)

1. The information is not a public record subject to disclosure under the CPRA
2. The information is prohibited from disclosure by law, this Bylaw, or other Board bylaws or policies
3. The information will have, or could reasonably be expected to have, a material financial effect on the Board member if used or disclosed

If a Board member threatens to disclose or does disclose confidential information, the Board may pursue or enact one or more of the following actions as it deems appropriate: (Government Code 54963)

1. Injunctive relief to prevent disclosure
2. Referral to the grand jury
3. Censure or other disciplinary action, provided the Board member has received training or been informed of the requirements of this Bylaw

However, the Board shall not take any action against a Board member for disclosing confidential information, nor shall the disclosure be considered a violation of this Bylaw, when the Board member does any of the following: (Government Code 1098, 54963)

1. Makes a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session
2. Expresses an opinion concerning the propriety or legality of Board action in closed session, including disclosure

of the nature and extent of the illegal or potentially illegal action

3. Discloses information to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities in accordance with law
-



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

**Status:** ADOPTED

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

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

**I. To All Employees**

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

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

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

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

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

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

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

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

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

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

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

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

Education or Other Legal Code: Education Code 49468.2

Board Policy/Administrative Regulation #: AR 5141.21

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

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

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

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

When/Whom to Notify: To all employees

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

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

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

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

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

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

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

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

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

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

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

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

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

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

Subject: AIDS and hepatitis B, methods to prevent exposure

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

Education or Other Legal Code: Government Code 12945.8

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

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

When/Whom to Notify: With each paycheck

Education or Other Legal Code: Labor Code 246

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

Subject: Amount of sick leave available

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

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033

Subject: The district's policy on lactation accommodation

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

Education or Other Legal Code: Labor Code 2800.2

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

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

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

Education or Other Legal Code: Labor Code 2810.7

Board Policy/Administrative Regulation #: None

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

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

Education or Other Legal Code: Labor Code 3550

Board Policy/Administrative Regulation #: AR 4157.1

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

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

Education or Other Legal Code: Labor Code 3551

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

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

When/Whom to Notify: Prior to beginning employment

Education or Other Legal Code: Penal Code 11165.7, 11166.5

Board Policy/Administrative Regulation #: AR 5141.4

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

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

Education or Other Legal Code: Unemployment Insurance Code 2613

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

Subject: Disability insurance rights and benefits

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

Education or Other Legal Code: Welfare and Institutions Code 827

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

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

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

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

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

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

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

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

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

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

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

Education or Other Legal Code: 2 CCR 11095

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

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

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

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

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

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

## **II. To Certificated Employees**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

administrative or supervisory credential, whose services are terminated

Education or Other Legal Code: Education Code 44955.5

Board Policy/Administrative Regulation #: BP 4117.3

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

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

Education or Other Legal Code: Education Code 49079

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

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education or Other Legal Code: Education Code 48201

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

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

### **III. To Classified Employees**

When/Whom to Notify: When a classified employee is subject to disciplinary action for cause, in a nonmerit district

Education or Other Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, right to hearing, timeline for requesting hearing

When/Whom to Notify: By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

When/Whom to Notify: During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify: At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff date, displacement and reemployment rights

When/Whom to Notify: Upon employment and upon each change in classification

Education or Other Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To permanent employee whose leave is exhausted

Education or Other Legal Code: Education Code 45192, 45195

Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11

Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified

documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR 382.113, 382.601

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test

When/Whom to Notify: To school bus drivers, prior to operating school bus

Education or Other Legal Code: 49 CFR 382.303

Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42

Subject: Post accident information, procedures, and instruction

#### **IV. To Administrative/Supervisory Personnel**

When/Whom to Notify: To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 2121, BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

#### **V. To Individual Employees Under Special Circumstances**

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To district police officer, within 30 days of decision to impose discipline

Education or Other Legal Code: Government Code 3304

Board Policy/Administrative Regulation #: AR 3515.3  
Subject: Decision to impose discipline, including the date that discipline will be imposed

When/Whom to Notify: New employees upon hire, to all employees annually, at any time upon request, and any time an employee informs an employer that the employee or the employee's family member is a victim

Education or Other Legal Code: Government Code 12945.8

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

Subject: Accommodations and leave for victims of a qualifying act of violence

When/Whom to Notify: To employee returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime

Education or Other Legal Code: Labor Code 3553, 5401

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

Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification

Education or Other Legal Code: Penal Code 11105, 11105.2

Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5

Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter

Education or Other Legal Code: 8 CCR 3204

Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area in a laboratory setting where hazardous chemicals are present, within 15 working days after receiving a monitoring result related to an employee exposure determination

Education or Other Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Contents of 8 CCR 5191, including location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area

Education or Other Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Requirements of 8 CCR 5194, including any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Education or Other Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave



When/Whom to Notify: Within five business days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave  
Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091  
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8  
Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee  
Education or Other Legal Code: 29 CFR 825.300  
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8  
Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

When/Whom to Notify: To all employees working with families experiencing homelessness  
Education or Other Legal Code: Education Code 48851.3, 42 USC 11432  
Board Policy/Administrative Regulation #: AR 6173  
Subject: Duties of district liaison for homeless students and availability of training and services

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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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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

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

**Status:** DRAFT

**Original Adopted Date:** 09/06/2022 | **Last Revised Date:** 09/03/2024

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

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

**Materials to Prominently Display**

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

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

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

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

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

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

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

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

#### **Other Postings**

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

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

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

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

(Education Code 51224.7)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Post within 10 days of making the provisional appointment. (Education Code 5092)

33. In accordance with Board Policy 5131.6 - Alcohol and Other Drugs, on the website of each school and the district website, post information about the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, and of the possibility that dangerous synthetic drugs can be found in counterfeit pills, and the risks of social media being used as a way to market and sell synthetic drugs (Education Code 48985.5)
  34. In accordance with Administrative Regulation 5131.41 - Use of Seclusion and Restraint, the annual report to CDE on the use of behavioral restraints and seclusion (Education Code 49006)
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**Exhibit 1312.3-E(1): Uniform Complaint Procedures**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

Parents/Guardians, Students, and Teachers:

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

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

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school or district office, or downloaded from the school or district website. You may also download a copy of the California Department of Education (CDE) complaint form when available from the following website: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from CDE.

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**Exhibit 1312.3-E(2): Uniform Complaint Procedures**

**Status:** DRAFT

**Original Adopted Date:** Pending

**PRESCHOOL COMPLAINT FORM:  
UNIFORM COMPLAINT PROCEDURES**

Education Code 8212 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents, as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact information: (if response is requested)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

Location of the problem that is the subject of this complaint:

School name/address: \_\_\_\_\_

Room number/name of room/location of facility: \_\_\_\_\_

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

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

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary and as you wish to fully describe the situation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please file this complaint at the following location:

\_\_\_\_\_

(preschool administrator or designee)

-----  
(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

-----  
(Signature)

-----  
(Date)

\_\_\_\_\_



**Exhibit 4119.12-E(1): Title IX Sexual Harassment Complaint Procedures**

**Status:** DRAFT

**Original Adopted Date:** 09/03/2024

**NOTICE OF TITLE IX SEXUAL HARASSMENT POLICY**

The district shall not discriminate on the basis of sex in any education program or activity that it operates. The prohibition against discrimination on the basis of sex is required by federal law (20 USC 1681-1688; 34 CFR Part 106) and extends to admission and employment. The district also prohibits retaliation against any employee for filing a complaint or exercising any right granted under Title IX.

The district shall take prompt and equitable action to address any potential Title IX violations that are brought to its attention. Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The following employee serves as the district's Title IX Coordinator and is responsible for addressing concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment:

Principal  
370 N. Evans Rd. Tipton, CA 93272  
559-752-4213  
jeverett@tipton.k12.ca.us

Any individual may report sex discrimination, including sexual harassment, to the Title IX Coordinator or any other school employee at any time, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon receiving an allegation of sexual harassment, the Title IX Coordinator shall promptly notify the parties, in writing, of the applicable district complaint procedure.

To view an electronic copy of the district's policies and administrative regulations on sexual harassment, including the grievance process that complies with 34 CFR 106.45, please see Board Policy/Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment, and Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, on the district's website at <https://tiptonschool.org/District/Portal/reports-and-plans>.

To inspect or obtain a copy of the district's sexual harassment policies and administrative regulations, please contact: Jackie Everet at 559-752-4213, [jeverett@tipton.k12.ca.us](mailto:jeverett@tipton.k12.ca.us).

Materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person(s) who facilitates an informal resolution process, are also publicly available on the district's website or at the district office upon request.

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**Exhibit 5125.1-E(1): Release Of Directory Information**

**Status:** DRAFT

**Original Adopted Date:** Pending

**PARENT/GUARDIAN NOTICE  
RELEASE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Tipton Elementary School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include information from your child's education records in certain school and/or district publications. Examples include:

- a playbill, showing your child's role in a drama production
- the annual yearbook
- honor roll or other recognition lists
- graduation programs
- sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), as amended, to provide military recruiters, upon request, with students' names, addresses, and telephone listings, unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose any or all of the information designated below as directory information from your child's education records without your prior written consent, you must notify the district in writing by August 15th. The district has designated the following information as directory information:

1. Student's name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Participation in officially recognized activities and sports
7. Dates of attendance
8. Awards received
9. Most recent previous school attended

Additionally, the district may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

In addition, the district may disclose a student identification number or other unique personal identifier that is displayed on a student identification badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

The district may not disclose a student's Social Security number. Directory information does not include your child's citizenship status, immigration status, place of birth, or any other information indicating national origin.

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

**Status:** DRAFT

**Original Adopted Date:** Pending

**NOTICE OF TITLE IX SEXUAL HARASSMENT POLICY**

The district shall not discriminate on the basis of sex in any education program or activity that it operates. The prohibition against discrimination on the basis of sex is required by federal law (20 USC 1681-1688; 34 CFR Part 106) and extends to admission and employment. The district also prohibits retaliation against any student for filing a complaint or exercising any right granted under Title IX.

The district shall take prompt and equitable action to address any potential Title IX violations that are brought to its attention. Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The following employee serves as the district's Title IX Coordinator and is responsible for addressing concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment:

Principal  
370 N Evans Rd. Tipton, CA 93272  
559-752-4213  
jeverett@tipton.k12.ca.us

Any individual may report sex discrimination, including sexual harassment, to the Title IX Coordinator or any other school employee at any time, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon receiving an allegation of sexual harassment, the Title IX Coordinator shall promptly notify the parties, in writing, of the applicable district complaint procedure.

To view an electronic copy of the district's policies and administrative regulations on sexual harassment, including the grievance process that complies with 34 CFR 106.45, please see Board Policy/Administrative Regulation 5145.7 - Sexual Harassment and Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures on the district's website at <https://tiptonschool.org/District/Portal/reports-and-plans>.

To inspect or obtain a copy of the district's sexual harassment policies and administrative regulations, please contact: Jackie Everett at 559-752-4213, [jeverett@tipton.k12.ca.us](mailto:jeverett@tipton.k12.ca.us).

Materials used to train the Title IX Coordinator, investigator(s), decisionmakers, and any person(s) who facilitates an informal resolution process are also publicly available on the district's website or at the district office upon request.

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**Policy 0410: Nondiscrimination In District Programs And Activities**

**Status:** DRAFT

**Original Adopted Date:** 06/12/2018 | **Last Revised Date:** 09/03/2024

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities.

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the Board and the Superintendent in enacting policies and procedures that govern the district. (Education Code 234.1)

District programs, activities, and practices shall be free from unlawful discrimination against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; parental, marital, and family status; and veteran or military status; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688, 29 USC 621, 42 USC 2000d-2000d-7, 2000e-2)

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

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

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

Additionally, the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be adopted by the Board or district if the use would subject a student to unlawful discrimination as specified in Education Code 220. (Education Code 244)

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

Derogatory Native American terms, including Apaches, Big Reds, Braves, Chiefs, Chieftains, Chippewa, Comanches, Indians, Redskins, Savages, Squaw, and Tribe, shall not be used for any school or athletic team name, mascot, or nickname, unless permitted in accordance with Education Code 221.3.

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

All complaints alleging unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures, for students,

and Administrative Regulation 4030 - Nondiscrimination in Employment, for employees.

Pursuant to 34 CFR 104.8 and 106.8, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed in accordance with Board Policy/Exhibit(1) 5145.6 - Parent/Guardian Notifications and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

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

#### **Access for Individuals with Disabilities**

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

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

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

Principal  
370 N Evans Rd. Tipton, CA 93272  
559-752-4213  
jeverett@tipton.k12.ca.us

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**Policy 0440: District Technology Plan**

**Status:** DRAFT

**Original Adopted Date:** 11/06/2007

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

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

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

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

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

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

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

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**Policy 0441: Artificial Intelligence**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

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

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

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

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**Policy 0450: Comprehensive Safety Plan**

**Status:** DRAFT

**Original Adopted Date:** 02/05/2019 | **Last Revised Date:** 06/04/2024

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

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

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

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

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

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

**Tactical Response Plan**

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

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

**Safety Plan(s) Access and Reporting**

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

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

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

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

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**Policy 1113: District And School Websites**

**Status:** DRAFT

**Original Adopted Date:** 12/05/2017 | **Last Revised Date:** 09/03/2024

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

**Design Standards**

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

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

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

**Website Content**

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

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

**Privacy Rights**

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

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

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

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

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

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

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

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**Policy 1312.3: Uniform Complaint Procedures**

**Status:** DRAFT

**Original Adopted Date:** 06/06/2019 | **Last Revised Date:** 09/03/2024

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

**Complaints Subject to UCP**

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

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500, 52616.18)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, a person's actual or perceived race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55; or based on the person's association with a person or group with one or more of these actual or perceived characteristics (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 5 CCR 4610; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

However, the UCP shall not be used to investigate and resolve employment discrimination complaints. (5 CCR 4611)

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and newcomer students (Education Code 48645.7, 48850, 48853, 48853.5, 48911, 48915.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 12030, 52059.5, 64000; 20 USC 6301 et seq.)
13. Instructional Materials and Curriculum: Diversity (Education Code 243)

A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243, 244)

14. Local control and accountability plan (Education Code 52075)
15. Migrant education (Education Code 54440-54445)
16. Physical education instructional minutes (Education Code 51210, 51222, 51223)
17. Student fees (Education Code 49010-49013)
18. Reasonable accommodations to a lactating student (Education Code 222)
19. Regional occupational centers and programs (Education Code 52300-52334.7)
20. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8200-8488, 33315)
23. State preschool health and safety issues in license-exempt programs (Education Code 8212)
24. School or athletic team names, mascots, or nicknames pursuant to Education Code 221.3
25. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
26. Any other state or federal educational program the SPI or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination, the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

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

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

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

### **Non-UCP Complaints**

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity, was subjected to sexual harassment, as defined in 34 CFR 106.30

Such a complaint shall be addressed through the federal Title IX complaint procedures as specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department
  5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education (5 CCR 3200-3205)
  6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with Board Policy 3555 - Nutrition Program Compliance (5 CCR 15580-15584)
  7. Any complaint alleging discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance (5 CCR 15582)
  8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures (Education Code 35186)
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**Policy 4030: Nondiscrimination In Employment**

**Status:** DRAFT

**Original Adopted Date:** 06/06/2019 | **Last Revised Date:** 09/03/2024

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy and accompanying administrative regulation, employees include interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of one, or a combination of two or more, protected characteristics which include, but may not be limited to, the employee's actual or perceived race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital, and family status; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 230, 260; Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688, 29 USC 621, 42 USC 2000d-2000d-7, 2000e-2)

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that such inquiry is necessary to comply with federal immigration law. (2 CCR 11028)

In addition, unless otherwise provided for in law, the district may not discriminate against an employee in any term or condition of employment, or otherwise penalize a person, including termination, based on the person's use of cannabis off the job and away from the workplace, or on a drug screening which finds that the person has nonpsychoactive cannabis metabolites in the person's hair, blood, urine, or other bodily fluid. However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Hiring, compensation, terms, conditions, and other privileges of employment
2. Taking adverse employment actions such as termination or denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is offensive and so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
  - a. Sex discrimination based on one, or a combination of two or more protected characteristics, which include, but may not be limited to, an employee's pregnancy, childbirth, breastfeeding, or any related medical condition, or on an employee's gender, gender expression, gender identity, or sexual orientation
  - b. Religious creed discrimination based on an employee's religious belief, observance, and practice, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement

- c. Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
- d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee
- e. Requiring an employee to disclose information relating to the employee's reproductive health decision-making
- f. Including a statement in a job advertisement, posting, application, or other material that an applicant is required to have a driver's license, unless the district reasonably expects driving to be one of the job functions for the position and reasonably believes that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, reports an incident, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign a release of the employee's claim or right to file a claim against the district or a nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful. (Government Code 12964.5)

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator within one workday. All other employees shall report such incidents to their supervisor or designated district coordinator within one workday.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other prohibited conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

The district shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the district is notified that a complaint has been filed with the California Civil Rights Department, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions,

appeals, or related proceedings have been terminated. (Government Code 12946)

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**Policy 4033: Lactation Accommodation**

**Status:** DRAFT

**Original Adopted Date:** 03/10/2020 | **Last Revised Date:** 09/03/2024

The Governing Board recognizes the immediate and long-term health benefits of breast milk and desires to provide a supportive environment for any district employee to express breast milk for an infant child upon returning to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation to express breast milk for an infant child while at work.

An employee shall notify the employee's supervisor or other appropriate district administrator in advance of the intent to request an accommodation. The supervisor or appropriate district administrator shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor or appropriate district administrator shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.

Lactation accommodations shall be granted unless there exist limited circumstances, as specified in law. (Labor Code 1031, 1032; 29 USC 218d, 42 USC 2000gg-1)

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s). (Labor Code 1034)

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute this policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave. (Labor Code 1034)

**Break Time and Location Requirements**

For at least a year after the birth of a child, the district shall provide a reasonable amount of break time to accommodate an employee each time the employee has a need to express breast milk for an infant child. (Labor Code 1030; 42 USC 2000gg-1)

To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 218d)

The employee shall be provided a lactation space which may be used by the employee for expressing breast milk as needed. The lactation space shall be a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area and shall meet the following requirements: (Labor Code 1031; 29 USC 218d)

1. Is shielded from view and free from intrusion while the employee is expressing breast milk
2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382
3. Contains a place to sit and a surface to place a breast pump and personal items
4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump
5. Has access to a sink with running water and a refrigerator or, if a refrigerator cannot be provided, another

cooling device suitable for storing breast milk in close proximity to the employee's workspace

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes. (Labor Code 1031)

### **Dispute Resolution**

An employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

Additionally, an employee may file a complaint with the Wage and Hour Division of the U.S Department of Labor for an alleged violation of the Providing Urgent Maternal Protections for Nursing Mothers Act and/or the Equal Employment Opportunity Commission for failure to provide reasonable accommodations pursuant to the Pregnant Workers Fairness Act. (29 USC 218c, 218d, 42 USC 2000gg-2).

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**Policy 4112.9: Employee Notifications**

**Status:** DRAFT

**Original Adopted Date:** 07/16/2020 | **Last Revised Date:** 09/03/2024

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

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

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**Policy 4119.11: Sexual Harassment**

**Status:** DRAFT

**Original Adopted Date:** 05/03/2018 | **Last Revised Date:** 03/04/2025

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to providing a safe work environment that is free of discrimination, harassment, and intimidation, including sexual harassment. The Board prohibits sexual harassment, as defined in the accompanying administrative regulation, in district programs and activities by and against district employees. For purposes of this policy and accompanying administrative regulation, employees include interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sexual harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1; 34 CFR 106.71)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to: (Education Code 231.5; Government Code 12950.1; 2 CCR 11023; 34 CFR 106.8, 106.45)

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Publicize as specified in Exhibit (1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, the required notifications related to Title IX to employees, applicants for employment, and bargaining units
4. Ensuring prompt, thorough, fair, and equitable investigation of complaints through the appropriate state and/or federal procedures
5. Taking timely and appropriate corrective/remedial action(s)

The Superintendent or designee may periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to harassment policy(ies), complaint procedures, or training, as appropriate and in accordance with law.

**Reports and Complaints**

Any district employee who has experienced sexual harassment in the district's education program or activity may file a complaint with the district's Title IX Coordinator. (34 CFR 106.8)

Any employee with knowledge of conduct that reasonably may constitute sexual harassment by or against another district employee, a student, or a third party in a district education program or activity shall notify the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, concurrently meets the requirements of Administrative Regulation 4030 - Nondiscrimination in Employment.

Before or after the filing of a formal complaint or where no formal complaint has been filed, the Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and the respondent, as deemed appropriate under the circumstances. (34 CFR 106.30, 106.44)

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

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**Policy 4219.11: Sexual Harassment**

**Status:** DRAFT

**Original Adopted Date:** 05/03/2018 | **Last Revised Date:** 03/04/2025

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to providing a safe work environment that is free of discrimination, harassment, and intimidation, including sexual harassment. The Board prohibits sexual harassment, as defined in the accompanying administrative regulation, in district programs and activities by and against district employees. For purposes of this policy and accompanying administrative regulation, employees include interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sexual harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1; 34 CFR 106.71)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to: (Education Code 231.5; Government Code 12950.1; 2 CCR 11023; 34 CFR 106.8, 106.45)

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Publicize as specified in Exhibit (1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, the required notifications related to Title IX to employees, applicants for employment, and bargaining units
4. Ensuring prompt, thorough, fair, and equitable investigation of complaints through the appropriate state and/or federal procedures
5. Taking timely and appropriate corrective/remedial action(s)

The Superintendent or designee may periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to harassment policy(ies), complaint procedures, or training, as appropriate and in accordance with law.

**Reports and Complaints**

Any district employee who has experienced sexual harassment in the district's education program or activity may file a complaint with the district's Title IX Coordinator. (34 CFR 106.8)

Any employee with knowledge of conduct that reasonably may constitute sexual harassment by or against another district employee, a student, or a third party in a district education program or activity shall notify the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, concurrently meets the requirements of Administrative Regulation 4030 - Nondiscrimination in Employment.

Before or after the filing of a formal complaint or where no formal complaint has been filed, the Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and the respondent, as deemed appropriate under the circumstances. (34 CFR 106.30, 106.44)

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

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**Policy 4319.11: Sexual Harassment**

**Status:** DRAFT

**Original Adopted Date:** 05/03/2018 | **Last Revised Date:** 03/04/2025

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to providing a safe work environment that is free of discrimination, harassment, and intimidation, including sexual harassment. The Board prohibits sexual harassment, as defined in the accompanying administrative regulation, in district programs and activities by and against district employees. For purposes of this policy and accompanying administrative regulation, employees include interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sexual harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1; 34 CFR 106.71)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to: (Education Code 231.5; Government Code 12950.1; 2 CCR 11023; 34 CFR 106.8, 106.45)

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Publicize as specified in Exhibit (1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, the required notifications related to Title IX to employees, applicants for employment, and bargaining units
4. Ensuring prompt, thorough, fair, and equitable investigation of complaints through the appropriate state and/or federal procedures
5. Taking timely and appropriate corrective/remedial action(s)

The Superintendent or designee may periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to harassment policy(ies), complaint procedures, or training, as appropriate and in accordance with law.

**Reports and Complaints**

Any district employee who has experienced sexual harassment in the district's education program or activity may file a complaint with the district's Title IX Coordinator. (34 CFR 106.8)

Any employee with knowledge of conduct that reasonably may constitute sexual harassment by or against another district employee, a student, or a third party in a district education program or activity shall notify the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, concurrently meets the requirements of Administrative Regulation 4030 - Nondiscrimination in Employment.



Before or after the filing of a formal complaint or where no formal complaint has been filed, the Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and the respondent, as deemed appropriate under the circumstances. (34 CFR 106.30, 106.44)

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

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**Policy 5125.1: Release Of Directory Information**

**Status:** DRAFT

**Original Adopted Date:** 12/22/2005

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee may release student directory information to representatives of the news media or nonprofit organizations in accordance with law, Board policy and administrative regulation.

The Superintendent or designee may limit or deny the release of specific categories of directory information to any public or private nonprofit organization based on a determination of the best interests of district students. (Education Code 49073)

A student's directory information shall only be included in the minutes of the Board's meeting in accordance with Board Bylaw 9324 - Minutes and Recordings.

Colleges and prospective employers, including military recruiters, shall have access to a student's name, address, email address, and telephone number, unless the student's parent/guardian, or the student, if the student is 18 years of age or older, has specified that the information not be released. (10 USC 503, 20 USC 7908)

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for representatives of the news media and prospective employers, in accordance with law, Board policy, and administrative regulation. Private schools and colleges may be given the names and addresses of 12th-grade students and students who are no longer enrolled, provided that they use this information only for purposes directly related to the institution's academic or professional goals. (Education Code 49073)

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**Policy 5145.3: Nondiscrimination/Harassment**

**Status:** DRAFT

**Original Adopted Date:** 06/12/2018 | **Last Revised Date:** 09/03/2024

The Governing Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities.

This policy shall apply to all acts constituting unlawful discrimination or harassment related to district activity or attendance, to acts which occur off campus or outside of district-related or district-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Board and the Superintendent in enacting policies and procedures that govern the district.

The Board prohibits, at any district school or activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in district programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination could occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates, participates, or refuses to participate in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6; 34 CFR 106.8)

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to

student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination related to a district activity, attendance, or district-related or district-sponsored activity, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

When a student has been suspended, or other means of correction have been implemented against the student for an incident of racist bullying, harassment, or intimidation, the principal or designee may engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee may also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Complaints alleging unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures, when required by law. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.

### **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

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**Policy 5145.6: Parent/Guardian Notifications**

**Status:** DRAFT

**Original Adopted Date:** 05/03/2018 | **Last Revised Date:** 09/03/2024

The Governing Board desires to promote effective communication from the district and/or school to families to keep families informed regarding educational programs, school operations, and the legal rights of students and parents/guardians. The Superintendent or designee shall send parents/guardians all notifications required by law and any other notifications the Superintendent or designee believes will promote familial understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless the student's parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is not required. Any signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls in a district school during the school year, the student's parents/guardians shall be given all required parental notifications at that time.

Notifications shall be presented in an understandable and uniform format.

When necessary, the district shall provide notifications to qualified individuals with disabilities in alternative formats, such as braille, large font, or audio recordings, to enable such individuals to effectively participate in any program, service, or activity, as required by law.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

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**Policy 5145.7: Sexual Harassment**

**Status:** DRAFT

**Original Adopted Date:** 07/11/2017 | **Last Revised Date:** 09/03/2024

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to maintaining a welcoming, safe, and supportive school environment that is free from discrimination and harassment. The Board prohibits at district or at district-sponsored or district-related activities, sexual harassment, as defined in the accompanying administrative regulation, targeted at any student.

Additionally, the Board prohibits retaliatory behavior or action against any person who reports, files a complaint, testifies about, assists with, or otherwise supports a complainant in alleging sexual harassment, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1, 221.8; 34 CFR 106.71)

The district strongly encourages students who feel that they are being or have experienced sexual harassment on district grounds or at a district-sponsored or district-related activity, or off-campus when the conduct has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee.

Any employee who receives a report or observes an incident of sexual harassment by or against a student in a district education program or activity shall report the incident to the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures or Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures concurrently meets the requirements of Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures.

The Title IX Coordinator shall offer and coordinate supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of this policy in the manner specified in the accompanying administrative regulation.

The Superintendent or designee shall ensure that all district staff are trained regarding this policy, and that employees required to receive training related to their duties under Title IX receive training as specified in Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment. (Government Code 12950.1; 2 CCR 11023, 11024; 34 CFR 106.45)

**Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to the harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

### **Disciplinary Actions**

Upon completion of an investigation of sexual harassment, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon completion of an investigation of sexual harassment, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

### **Record-Keeping**

The Superintendent or designee shall maintain records in accordance with law, including in accordance with Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures, and district policies and regulations, of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

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**Regulation 0450: Comprehensive Safety Plan**

**Status:** DRAFT

**Original Adopted Date:** 02/05/2019 | **Last Revised Date:** 06/04/2024

**Development and Review of Comprehensive School Safety Plan**

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

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

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

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

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

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

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

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

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

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



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

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

### **Content of the Comprehensive Safety Plan**

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

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

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

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

CSSP, the CSSP shall specify that:

- a. The school will not conduct a high-intensity drill, as defined in Education Code 32282
  - b. Real weapons, gunfire blanks, or explosions will not be used in the conducting of the drill
  - c. A trauma-informed approach as specified in Education Code 32282 will be used in the design and execution of any drill
12. Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school
  13. Procedures to respond to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds
  14. For schools that serve students in any of grades 7-12, a protocol in the event a student is suffering or is reasonably believed to be suffering from an opioid overdose
  15. An instructional continuity plan to establish communication with students and their families and provide instruction to students when in-person instruction is disrupted due to an emergency, as specified in Education Code 32282

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

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

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

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

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

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

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

22. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants
  23. Continuity of operations procedures to ensure that the district's essential functions are not disrupted during an emergency, to the extent possible
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**Regulation 1113: District And School Websites**

**Status:** DRAFT

**Original Adopted Date:** 12/05/2017 | **Last Revised Date:** 09/03/2024

### **Design Standards**

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

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

### **Website Content**

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

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

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

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

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

### **Roles and Responsibilities**

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

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

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

school webmasters, and/or other appropriate staff.

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**Regulation 1312.3: Uniform Complaint Procedures**

**Status:** DRAFT

**Original Adopted Date:** 06/06/2019 | **Last Revised Date:** 09/03/2024

Except as may otherwise be specifically provided in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in the accompanying Board policy.

**Compliance Officers**

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment, who is responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying, and in Administrative Regulation 5145.7 - Sexual Harassment, who is responsible for handling complaints regarding sexual harassment.

Principal  
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The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

**Notifications**

The district's UCP policy and administrative regulation shall be posted in all schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include, but need not be limited to, all of the following:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such person(s) will be knowledgeable about the laws and programs

that they are assigned to investigate

3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the district, students who are migratory, and newcomer students as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 and 34 CFR 106.8 shall be posted on district and school websites, published in handbooks or catalogs, and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

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

### **Filing of Complaints**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)



Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance (Education Code 49013, 52075)

A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. (Education Code 49013)

3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred (5 CCR 4630)

For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)

4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination (5 CCR 4630)

The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation
7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action

When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

## **Mediation**

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the complaint within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

### **Investigation of Complaint**

The compliance officer shall begin an investigation into the complaint within 10 business days of receiving the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

### **Timeline for Investigation Report**

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

If the Board decides not to hear the complaint, the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

### **Investigation Report**

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered

2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE (Education Code 262.3)
2. The 60-day moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education's Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination

### **Corrective Actions**

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school practices or procedures; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation

6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact

necessary to reach a conclusion of law

3. The material findings of fact in the district's investigation report are not supported by substantial evidence
4. The legal conclusion in the district's investigation report is inconsistent with the law
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's UCP
6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

### **Health and Safety Complaints in License-Exempt Preschool Programs**

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

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

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

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

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

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

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

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

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

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

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

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**Regulation 3512: Equipment**

**Status:** DRAFT

**Original Adopted Date:** 07/11/2017

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

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

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

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

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

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

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

**Equipment Acquired with Federal Funds**

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

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

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

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

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

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

program. (2 CFR 200.313)

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**Regulation 3542: School Bus Drivers**

**Status:** DRAFT

**Original Adopted Date:** 05/03/2005

In order to provide a safe and efficient student transportation service, the district may employ its own school bus or student activity bus drivers or may contract with an agency that provides such transportation service. Such school bus or student activity bus drivers shall be required to comply with Board Policy 3540 - Transportation and other applicable district policies and regulations.

**Qualifications**

All drivers employed to operate a school bus or student activity bus shall: (Education Code 39877, 39878)

1. Hold a valid California driver's license for the appropriate class of vehicle
2. Be at least 18 years of age
3. Pass a criminal background check, including fingerprint clearance consistent with Education Code 45125 for district employees and Education Code 45125.1 for all other compensated drivers
4. Have a satisfactory driving record that does not include any of the following:
  - a. Within three years, has committed any violation that results in a conviction assigned a violation point count of two or more, as defined in Vehicle Code 12810 and 12810.5
  - b. Within three years, has had driving privilege suspended, revoked, or on probation for any reason involving the unsafe operation of a motor vehicle
  - c. Has been determined by the Department of Motor Vehicles (DMV) to be a negligent or incompetent operator
5. Not have demonstrated irrational behavior to the extent that a reasonable and prudent person would have reasonable cause to believe that the driver's ability to perform the duties of a driver may be impaired
6. Not have been convicted of an offense listed in Vehicle Code 13370(a)(1), (a)(5) or (b)
7. Provide the district or the private entity contracting with the district a report showing the driver's current public record as recorded by the DMV and participate in the DMV's pull-notice system
8. Comply with the district's drug and alcohol testing in accordance with Administrative Regulation 4112.42 - Drug and Alcohol Testing for School Bus Drivers, subject to the cannabis discrimination limitations specified in Government Code 12954
9. Complete a medical examination not more than two years prior to the driver performing student transportation by a qualified health professional
  - a. The driver shall provide a copy of the medical certificate to the district or the private entity contracting with the district
  - b. The driver shall complete a medical examination pursuant to this paragraph every two years after the initial examination and provide a copy of the medical examiner's certificate of clearance to the district or the private entity contracting with the district
  - c. Within the same month of reaching age 65 years, and annually thereafter, the driver shall undergo a medical examination and provide a copy of the medical examiner's certificate of clearance to the district or the private entity contracting with the district
10. Submit and clear a tuberculosis risk assessment pursuant to Education Code 49406

Additionally, all drivers employed to operate school buses or student activity buses shall possess, and retain in their immediate possession while operating the bus, a certificate issued by the California Highway Patrol (CHP) which permits the operation of school buses or student activity buses, as applicable. (Vehicle Code 12517, 12517.4)

The Superintendent or designee may use an electronic fingerprinting system, managed by the California Department of Justice, to fingerprint an applicant for an initial certificate to drive a school bus or student activity bus. (Vehicle Code 12517.3)

When initially applying for or renewing a license or certificate to drive a school bus or student activity bus, and annually upon reaching age 65 years, the driver shall submit to the DMV and to the Superintendent or designee a report of a medical examination conducted in accordance with the timelines and procedures specified in Vehicle Code 12517.2. (13 CCR 1234)

The Superintendent or designee shall notify each driver of the expiration date of the individual's driver's license, certificate, and medical certificate, and shall ensure each document is renewed prior to expiration. (13 CCR 1234)

The Superintendent or designee shall notify the DMV within five days whenever any driver refuses, fails to comply, or receives a positive test result on a drug or alcohol test; is dismissed for a cause related to student transportation safety; or is reinstated after being dismissed for a cause related to student transportation safety. (Vehicle Code 1808.8, 13376)

## **Training**

In addition to any other training required to obtain or renew the certificate authorizing operation of a school bus or student activity bus, drivers shall receive training which includes, but is not limited to:

1. The proper installation of mobile seating devices in the bus securement systems (Education Code 56195.8)
2. The proper actions to be taken in the event that a school bus is hijacked (Education Code 39831)
3. The district's Transportation Safety Plan

All drivers employed to operate school buses or student activity buses shall complete training at least equivalent to the American Red Cross first aid training program, or hold a valid and current first aid certificate issued by the American Red Cross or equivalent. Additionally, all drivers shall complete training sufficient to gain proficiency in all of the following: (Education Code 39877, 39878)

- a. Pretrip vehicle inspections
- b. Safe loading and unloading of passengers
- c. Proper use of seatbelts and child safety restraints
- d. Handling accidents, incidents, and emergency situations
- e. Providing proper accommodations for students with disabilities
- f. Defensive driving
- g. Operations in inclement weather
- h. Operations at night or under impaired visibility conditions

To determine any other needs for professional development, the Superintendent or designee shall periodically review accident reports involving district drivers and may seek input from drivers, district and school administrators,

students, and/or other stakeholders on desired topics for professional development.

### **Authority**

Students transported in a school bus or student activity bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road. (5 CCR 14103)

The driver shall have the authority to discontinue the operation of a school bus or student activity bus whenever the driver determines that it is unsafe to continue.

This regulation and Administrative Regulation 5131.1 - Bus Conduct shall be made available to parents/guardians, students, teachers, and other interested parties. (5 CCR 14103)

### **Responsibilities**

The driver's primary responsibility is to safely transport students to and from school and school activities. The driver shall follow procedures contained in district plans and regulations pertaining to transportation safety.

The driver shall stop to load or unload students only at school bus stops designated by the Superintendent or designee, or authorized by the Superintendent or designee for school activity trips. (Vehicle Code 22112)

The driver shall activate the amber warning light system, flashing red signal lights, and stop arm signal and shall escort students in accordance with Vehicle Code 22112.

The driver shall not require any student to leave the bus en route between home and school or other destinations. (5 CCR 14103)

The driver shall not drive a school bus or student activity bus while using a wireless telephone or using a wireless communications device for text-based communication, except when otherwise authorized by law and Administrative Regulation 3543 - Transportation Safety and Emergencies.

All drivers employed to operate school buses or student activity buses shall not drive for more than 10 hours within a work period, or after the end of the 16th hour after coming on duty following eight consecutive hours off duty. Additionally, drivers shall maintain a daily log sheet and complete the daily pretrip inspection of the vehicle before the vehicle is driven. The pretrip inspection shall include a check of the vehicle for fluid leaks and the operability of all lights and the brakes, each of which shall be initialed by the driver. (Education Code 39877, 39878)

The driver shall report at the completion of each day's work on each vehicle operated by the driver, all of the following to the Superintendent or designee:

1. The condition of the driver's bus at the completion of each work day (13 CCR 1215; 49 CFR 396.11, 396.13)
2. The driver's duty status for each 24-hour period, including, but not limited to, the number of hours on and off duty (13 CCR 1213)
3. Any traffic accident involving the driver's bus (13 CCR 1219)

In addition to notifying the Superintendent or designee, the driver shall immediately notify the CHP of any traffic accident and, if the bus is operated under contract, the driver's employer. (13 CCR 1219)

4. Traffic violations by the driver
5. Consistently late school dismissals which cause transportation delays for the driver's bus
6. Overload runs by the driver
7. Recurring and serious student misbehavior on the driver's bus

8. Parent/guardian and student complaints regarding the driver or related to the driver's bus

### **Vehicle Idling**

The driver of a school bus or student activity bus shall do both of the following: (13 CCR 2480)

1. Turn off the bus engine upon stopping at a school or within 100 feet of a school and not restart the engine more than 30 seconds before beginning to depart
2. Not cause or allow the bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or for an aggregated period of more than five minutes in any one hour

However, vehicle idling may be allowed under limited conditions, including, but not limited to, all of the following occasions when idling is necessary to: (13 CCR 2480)

1. Stop for an official traffic control signal or device, for traffic conditions under which the driver has no control, or at the direction of law enforcement
2. Ascertain that the bus is in safe operating condition and properly equipped
3. Operate equipment designed to safely load, unload, or transport students with disabilities
4. Operate a heater, air conditioner, defroster, or other equipment as necessary to ensure the safety or health of passengers
5. Cool down a turbo-charged diesel engine before turning off the engine
6. Recharge a battery or other energy storage unit of a hybrid electric bus or vehicle

The Superintendent or designee shall notify all drivers, upon employment and at least once per year thereafter, of the requirements specified above and the potential legal and employment consequences of failure to comply. All complaints of noncompliance shall be reviewed and remedial action taken as necessary. The Superintendent or designee shall retain records of the training and of any complaints and enforcement actions for at least three years. (13 CCR 2480)

### **Reports**

The Superintendent or designee shall retain records of all of the following: (13 CCR 1234)

1. Each driver's duty status and supporting documents provided pursuant to 13 CCR 1201 and 1213  
Such records shall be retained for six months and made available to the CHP upon request.
2. The different types of vehicles and vehicle combinations each driver has demonstrated capability to operate
3. Records of each driver's license, certificate, medical certificate, first aid certificate, and training as specified in 13 CCR 1234
4. Daily vehicle inspection reports prepared by drivers pursuant to 13 CCR 1215
5. School bus accident reports

A report of each accident that occurred on public or private property involving a school bus with students aboard, including pertinent details of the accident, shall be retained for 12 months from the date of the accident. If the accident was not investigated by CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five business days of the date of the accident.

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**Regulation 4030: Nondiscrimination In Employment**

**Status:** DRAFT

**Original Adopted Date:** 06/06/2019 | **Last Revised Date:** 09/03/2024

All complaints alleging discrimination in employment, as defined in the accompanying Board policy, shall be investigated and resolved in accordance with procedures specified in this administrative regulation. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to organize and manage the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Principal  
370 N Evans Rd. Tipton, CA 93272  
559-752-4213  
jeverett@tipton.k12.ca.us

**Measures to Prevent Discrimination**

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees, and post electronically in a conspicuous location on computers for employee use, up-to-date California Civil Rights Department (CRD) posters on the prohibition of workplace discrimination and harassment, the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth (Government Code 12950; 2 CCR 11013, 11023, 11049)
2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (Education Code 234.1; 5 CCR 4960; 34 CFR 100.6, 106.8)
  - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
  - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
  - c. Posting them on the district's website and providing easy access to them through district-supported social media, when available
3. Disseminate the district's nondiscrimination policy and administrative regulation to all employees by one or more of the following methods: (2 CCR 11023)
  - a. Printing and providing a copy to all employees, with an acknowledgment form for each employee to sign and return
  - b. Sending a copy via email with an acknowledgment return form
  - c. Posting a copy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
  - d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation session
  - e. Any other way that ensures employees receive and understand the policy

4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior
5. Provide training regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

The district may also provide bystander intervention training to employees that includes information and practical guidance on how to recognize potentially problematic behaviors and which may motivate them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law and Board Policy 4111 - Recruitment and Selection
7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce (2 CCR 11023)

### **Complaint Procedure**

Any complaint alleging unlawful discrimination or harassment covered by this administrative regulation and accompanying Board policy shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman

The complainant's direct supervisor may be bypassed in filing a complaint when the supervisor is the subject of the complaint.

The complainant may first attempt to resolve the situation informally with the complainant's supervisor before filing a complaint.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a complaint.

The complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, any available evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a complaint has been filed or whether the complaint is complete

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed as necessary to conduct an effective investigation.

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person(s) accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out the investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed in order to prevent further incidents. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings

This timeline may be extended by the coordinator for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

4. **Appeal to the Governing Board:** The complainant or any of the person(s) accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings

The Superintendent or designee shall provide the Board with all information presented during the investigation and the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

### **Other Remedies**

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either CRD or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. For filing a complaint with CRD alleging a violation of Government Code 12940-12952, within three years of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)
2. For filing a complaint with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. For filing a complaint with EEOC after first filing a complaint with CRD, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by CRD, whichever is earlier (42 USC 2000e-5)

An employee may also file a complaint with the Wage and Hour Division of the U.S. Department of Labor for an alleged violation of the PUMP Act and/or EEOC for failure to provide reasonable accommodations pursuant to the Pregnant Workers Fairness Act. (29 USC 218c, 218d, 42 USC 2000gg-2)

Additionally, an employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

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**Regulation 4119.11: Sexual Harassment**

**Status:** DRAFT

**Original Adopted Date:** 05/03/2018 | **Last Revised Date:** 03/04/2025

**Definitions**

*Sexual harassment* is a form of sex discrimination and means sexual harassment and other harassment on the basis of one, or a combination of two or more protected characteristics, which include, but may not be limited to, sex; gender; gender identity; gender expression; sexual orientation; sex stereotypes; pregnancy, false pregnancy, childbirth, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital, and family status. (Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688)

*Sexual harassment* includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature, regardless of whether the conduct is motivated by sexual desire. Conduct is considered to be sexual harassment when made against another person of the same or opposite sex in the work or educational setting under any of the following conditions: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual
3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance or of creating an intimidating, hostile, or offensive work environment
4. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district

For purposes of applying the complaint procedures specified in Title IX, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the person's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

**Title IX Coordinator/Compliance Officer**

The district designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX in accordance with Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, and oversee the district's response to sexual harassment complaints processed under Administrative Regulation 4030 - Nondiscrimination in Employment. The Title IX Coordinator(s) may be contacted at:

Principal  
370 N Evans Rd. Tipton, CA 93272  
559-752-4213  
jeverett@tipton.k12.ca.us

**Training**



The Superintendent or designee shall ensure that employees receive training regarding sexual harassment in accordance with state and federal law.

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours, and nonsupervisory employees receive at least one hour, of classroom or other effective interactive training and education regarding sexual harassment as specified in Government Code 12950.1. All newly hired employees and employees promoted to a supervisory position shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

Such training may be completed by employees individually or as part of a group presentation, may be completed in shorter segments as long as the applicable hourly requirement is met, and may be provided in conjunction with other training provided to the employees. The training shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1)

The district's sexual harassment training and education program shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws concerning the prohibition, prevention, and correction of sexual harassment
2. The types of conduct that constitute sexual harassment
3. Remedies available for victims in civil actions, and potential employer/individual exposure/liability
4. Strategies to prevent harassment in the workplace
5. Supervisors' obligation to report sexual harassment, discrimination, and retaliation of which they become aware
6. Practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
7. The limited confidentiality of the complaint process
8. Resources for victims of unlawful harassment, such as to whom they should report any alleged harassment
9. Steps necessary to take appropriate remedial measures to correct harassing behavior, which includes the district's obligation to conduct an effective workplace investigation of a harassment complaint
10. What to do if the supervisor is personally accused of harassment
11. The essential elements of the district's anti-harassment policy, and how to use the policy if a harassment complaint is filed

Employees shall receive a copy of the district's sexual harassment policy and administrative regulations, which they shall read and acknowledge that they have received.

12. Information, including practical examples, of harassment based on sex, gender identity, gender expression, and sexual orientation
13. Prevention of abusive conduct, including a review of the definition and elements of abusive conduct pursuant to Government Code 12950.1, the negative effects that abusive conduct has on the victim and others in the workplace, the detrimental consequences of this conduct on employee productivity and morale, and that a single act does not constitute abusive conduct unless the act is severe or egregious

The Superintendent or designee shall retain for at least two years the records of any training provided to employees.

Such records shall include, but are not limited to, the names of trained employees, date of the training, the sign in sheet, a copy of all certificates of attendance or completion issued, the type of training, a copy of all written or recorded materials that comprise the training, and name of the training provider. (2 CCR 11024)

Additionally, the Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR 106.45, including the definition of sexual harassment specified in 34 CFR 106.30, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

In addition, the district's Title IX sexual harassment training shall include additional training for investigators and decisionmakers. (34 CFR 106.45)

The Superintendent or designee shall retain for seven years the materials used to provide training as specified in 34 CFR 106.45, make these materials publicly available on its website, or, if the district does not maintain a website make these materials available upon request, to members of the public.

### **Notifications**

The Superintendent or designee shall notify employees that the district does not discriminate on the basis of sex as required by Title IX, that the Title IX nondiscrimination requirement extends to employment, and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

The district shall notify employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

The Superintendent or designee shall ensure that a copy of the accompanying Board policy and this administrative regulation:

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired (Education Code 231.5)
3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's website (34 CFR 106.8)
5. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to employees or employee organizations (34 CFR 106.8)

All employees shall receive a copy of an information sheet prepared by the California Civil Rights Department (CRD) or the district that contains, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through CRD and the Equal Employment Opportunity Commission (EEOC)

6. Directions on how to contact CRD and the EEOC

7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by CRD and the EEOC

Additionally, the district shall post, in a prominent and accessible location, the CRD poster on discrimination in employment and the illegality of sexual harassment, and the CRD poster regarding transgender rights. (Government Code 12950)

### **Complaint Procedures**

All complaints alleging sexual harassment by and against employees shall be investigated and resolved in accordance with law and district procedures. The district's Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved in accordance with Administrative Regulation 4030 - Nondiscrimination in Employment.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Title IX Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, and address any continuing effects.

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**Regulation 4119.12: Title IX Sexual Harassment Complaint Procedures**

**Status:** DRAFT

**Original Adopted Date:** 01/12/2021

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a district employee, while in an education program or activity, in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on a person's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person's equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

For a complaint governed by Title IX based on conduct that occurred, in whole or in part, between August 1, 2024 and January 9, 2025, or prior to August 14, 2020, the Title IX Coordinator shall consult with district legal counsel to determine which procedures to use.

All other complaints alleging sexual harassment brought by or against employees shall be investigated and resolved in accordance with Administrative Regulation 4030 - Nondiscrimination in Employment. The determination over which process shall be used to investigate and resolve a complaint shall be made by the district's Title IX Coordinator.

The Title IX Coordinator shall ensure that all requirements and timelines for Administrative Regulation 4030 - Nondiscrimination in Employment are concurrently met while implementing the Title IX procedure.

**Basic Requirements**

When implementing Title IX grievance procedures, the district shall: (34 CFR 106.45)

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following a grievance process in accordance with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures, as defined in 34 CFR 106.30, against a respondent

Remedies following a determination of responsibility for sexual harassment shall be designed to restore or preserve equal access to the district's education program or activity, and shall be provided in accordance with "Remedies," below.

2. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determination may not be based on a person's status as complainant, respondent, or witness
3. Ensure that the Title IX Coordinator, investigator, or decisionmaker, any person that facilitates an information resolution process, does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such individuals receive training in accordance with 34 CFR 106.45
4. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process
5. Include reasonably prompt timeframes for the conclusion of the grievance procedures, including reasonably prompt timeframes for filing and resolving appeals, and informal resolution processes if appropriate and offered by the district

The district's procedures shall also include a process that allows for the temporary delay of the grievance procedures or the limited extension of timeframes for good cause with written notice to the complainant and

the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

6. Describe the range of, or list, the possible disciplinary sanctions and remedies that the district may implement following any determination of responsibility
7. State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard, and apply the same standard of evidence to formal complaints against students and employees and to all formal complaints of sexual harassment
8. Include the procedures and permissible bases for the complainant and respondent to appeal
9. Describe the range of supportive measures available to complainants and respondents
10. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege

Additionally, the district shall not disclose the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act statute or regulations, as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising under Title IX. (34 CFR 106.30, 106.71)

### **Reporting Allegations/Filing a Formal Complaint**

An employee who is the alleged victim of sexual harassment may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment, or to any other available school employee, who shall forward the report to the Title IX Coordinator within one workday of receiving the report.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint. (34 CFR 106.44)

A formal complaint shall include the complainant's physical or digital signature, or another indication that the complainant is the person filing the complaint, and be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

If the district has actual knowledge of sexual harassment or allegations of sexual harassment but the alleged victim does not file a formal complaint, the Title IX Coordinator may file a formal complaint and, in situations when an imminent safety threat exists, shall file a formal complaint. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

### **Supportive Measures**

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or even if no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the

extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

### **Emergency Removal from School**

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

If a student is the respondent, the district may remove the student from the district's education program or activity, on an emergency basis, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

Any such removal may not constitute discipline for student record purposes or Board Policy 5144 - Discipline. Additionally, this authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

### **Dismissal of Complaint**

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30. Additionally, the Title IX Coordinator shall dismiss a formal complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States. In addition, the Title IX Coordinator may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties, and shall inform them of their right to appeal the dismissal in accordance with the appeal procedures described in the section "Appeals," below. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable.

### **Informal Resolution Process**

When a formal complaint of sexual harassment is filed the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. (34 CFR 106.45)

The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint, including that the district shall not require such waiver as a condition of enrollment or employment or continuing employment. (34 CFR 106.45)

As a part of an informal resolution, the parties may agree upon discipline such as suspension or expulsion without the need for an investigation.

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations; the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; the right to withdraw from the informal process and resume the formal complaint process at any time prior to agreeing to a resolution; and any consequences resulting from the informal resolution process, including that records will be maintained or could be shared
2. Obtains the parties' voluntary, written consent to the informal resolution process
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

## **Written Notice**

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident

Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview. If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

The above notice may also include the name of the investigator, facilitator of an informal process, and decisionmaker and inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

## **Consolidation of Complaints**

When the allegations of sexual harassment arise out of the same facts or circumstances, the district may consolidate formal complaints alleging sexual harassment against more than one respondent; by more than one complainant against one or more respondents; or by one party against another party. (34 CFR 106.45)

## **Investigation Procedures**

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate
6. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the

investigation that is directly related to the allegations raised in a formal complaint including evidence that the district does not intend to rely on in reaching a determination regarding responsibility and inculpatory and exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to conclusion of the investigation

7. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

### **Written Decision**

The Superintendent shall designate an employee as the decisionmaker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation. (34 CFR 106.45)

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decisionmaker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decisionmaker shall issue, and simultaneously provide to both parties, a written decision as to the scope of the respondent's responsibility for the alleged conduct, if any. (34 CFR 106.45)

The written decision shall be issued within 60 calendar days of the receipt of the complaint.

The district may extend the timeline for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decisionmaker shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the district's code of conduct or policies to the facts



5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant
6. The district's procedures and permissible bases for the complainant and respondent to appeal

## **Appeals**

Either party may appeal the written decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decisionmaker(s) affected the outcome.

If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decisionmaker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decisionmaker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal shall be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

## **Remedies**

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant as appropriate. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

## **Disciplinary Actions**

The district may impose disciplinary sanctions or other actions after the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44, 106.45)

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

## Record-Keeping

The Superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances
3. All materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person who facilitates an informal resolution process

The district shall make such training materials publicly available on its website, or if the district does not maintain a website, available upon request by members of the public.

For complaints containing allegations of childhood sexual assault, the Superintendent or designee shall also indefinitely maintain the following: (Code of Civil Procedure 340.1)

1. A record of the allegation(s)
2. A record of the investigation procedures followed
3. A record of the written determination
4. A record of the corrective action implemented, if any
5. A record of any appeals and the outcome of the same
6. All training materials addressing the prohibition and investigation of childhood sexual assault

Additionally, the Superintendent or designee shall indefinitely maintain a record of insurance which evidences the district's coverage for acts of sexual assault.

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**Regulation 4219.11: Sexual Harassment**

**Status:** DRAFT

**Original Adopted Date:** 05/03/2018 | **Last Revised Date:** 03/04/2025

**Definitions**

*Sexual harassment* is a form of sex discrimination and means sexual harassment and other harassment on the basis of one, or a combination of two or more protected characteristics, which include, but may not be limited to, sex; gender; gender identity; gender expression; sexual orientation; sex stereotypes; pregnancy, false pregnancy, childbirth, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital, and family status. (Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688)

*Sexual harassment* includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature, regardless of whether the conduct is motivated by sexual desire. Conduct is considered to be sexual harassment when made against another person of the same or opposite sex in the work or educational setting under any of the following conditions: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual
3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance or of creating an intimidating, hostile, or offensive work environment
4. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district

For purposes of applying the complaint procedures specified in Title IX, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the person's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity
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**Title IX Coordinator/Compliance Officer**

The district designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX in accordance with Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, and oversee the district's response to sexual harassment complaints processed under Administrative Regulation 4030 - Nondiscrimination in Employment. The Title IX Coordinator(s) may be contacted at:

Principal  
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**Training**

The Superintendent or designee shall ensure that employees receive training regarding sexual harassment in

accordance with state and federal law.

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours, and nonsupervisory employees receive at least one hour, of classroom or other effective interactive training and education regarding sexual harassment as specified in Government Code 12950.1. All newly hired employees and employees promoted to a supervisory position shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

Such training may be completed by employees individually or as part of a group presentation, may be completed in shorter segments as long as the applicable hourly requirement is met, and may be provided in conjunction with other training provided to the employees. The training shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1)

The district's sexual harassment training and education program shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws concerning the prohibition, prevention, and correction of sexual harassment
  2. The types of conduct that constitute sexual harassment
  3. Remedies available for victims in civil actions, and potential employer/individual exposure/liability
  4. Strategies to prevent harassment in the workplace
  5. Supervisors' obligation to report sexual harassment, discrimination, and retaliation of which they become aware
  6. Practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
  7. The limited confidentiality of the complaint process
  8. Resources for victims of unlawful harassment, such as to whom they should report any alleged harassment
  9. Steps necessary to take appropriate remedial measures to correct harassing behavior, which includes the district's obligation to conduct an effective workplace investigation of a harassment complaint
  10. What to do if the supervisor is personally accused of harassment
  11. The essential elements of the district's anti-harassment policy, and how to use the policy if a harassment complaint is filed
- Employees shall receive a copy of the district's sexual harassment policy and administrative regulations, which they shall read and acknowledge that they have received.
12. Information, including practical examples, of harassment based on sex, gender identity, gender expression, and sexual orientation
  13. Prevention of abusive conduct, including a review of the definition and elements of abusive conduct pursuant to Government Code 12950.1, the negative effects that abusive conduct has on the victim and others in the workplace, the detrimental consequences of this conduct on employee productivity and morale, and that a single act does not constitute abusive conduct unless the act is severe or egregious

The Superintendent or designee shall retain for at least two years the records of any training provided to employees. Such records shall include, but are not limited to, the names of trained employees, date of the training, the sign in

sheet, a copy of all certificates of attendance or completion issued, the type of training, a copy of all written or recorded materials that comprise the training, and name of the training provider. (2 CCR 11024)

Additionally, the Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR 106.45, including the definition of sexual harassment specified in 34 CFR 106.30, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

In addition, the district's Title IX sexual harassment training shall include additional training for investigators and decisionmakers. (34 CFR 106.45)

The Superintendent or designee shall retain for seven years the materials used to provide training as specified in 34 CFR 106.45, make these materials publicly available on its website, or, if the district does not maintain a website make these materials available upon request, to members of the public.

### **Notifications**

The Superintendent or designee shall notify employees that the district does not discriminate on the basis of sex as required by Title IX, that the Title IX nondiscrimination requirement extends to employment, and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

The district shall notify employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

The Superintendent or designee shall ensure that a copy of the accompanying Board policy and this administrative regulation:

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired (Education Code 231.5)
3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's website (34 CFR 106.8)
5. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to employees or employee organizations (34 CFR 106.8)

All employees shall receive a copy of an information sheet prepared by the California Civil Rights Department (CRD) or the district that contains, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through CRD and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact CRD and the EEOC

7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by CRD and the EEOC

Additionally, the district shall post, in a prominent and accessible location, the CRD poster on discrimination in employment and the illegality of sexual harassment, and the CRD poster regarding transgender rights. (Government Code 12950)

### **Complaint Procedures**

All complaints alleging sexual harassment by and against employees shall be investigated and resolved in accordance with law and district procedures. The district's Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved in accordance with Administrative Regulation 4030 - Nondiscrimination in Employment.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Title IX Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, and address any continuing effects.

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**Regulation 4219.12: Title IX Sexual Harassment Complaint Procedures**

**Status:** DRAFT

**Original Adopted Date:** 10/06/2020

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a district employee, while in an education program or activity, in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on a person's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person's equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

For a complaint governed by Title IX based on conduct that occurred, in whole or in part, between August 1, 2024 and January 9, 2025, or prior to August 14, 2020, the Title IX Coordinator shall consult with district legal counsel to determine which procedures to use.

All other complaints alleging sexual harassment brought by or against employees shall be investigated and resolved in accordance with Administrative Regulation 4030 - Nondiscrimination in Employment. The determination over which process shall be used to investigate and resolve a complaint shall be made by the district's Title IX Coordinator.

The Title IX Coordinator shall ensure that all requirements and timelines for Administrative Regulation 4030 - Nondiscrimination in Employment are concurrently met while implementing the Title IX procedure.

**Basic Requirements**

When implementing Title IX grievance procedures, the district shall: (34 CFR 106.45)

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following a grievance process in accordance with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures, as defined in 34 CFR 106.30, against a respondent

Remedies following a determination of responsibility for sexual harassment shall be designed to restore or preserve equal access to the district's education program or activity, and shall be provided in accordance with "Remedies," below.

2. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determination may not be based on a person's status as complainant, respondent, or witness
3. Ensure that the Title IX Coordinator, investigator, or decisionmaker, any person that facilitates an information resolution process, does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such individuals receive training in accordance with 34 CFR 106.45
4. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process
5. Include reasonably prompt timeframes for the conclusion of the grievance procedures, including reasonably prompt timeframes for filing and resolving appeals, and informal resolution processes if appropriate and offered by the district

The district's procedures shall also include a process that allows for the temporary delay of the grievance procedures or the limited extension of timeframes for good cause with written notice to the complainant and

the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

6. Describe the range of, or list, the possible disciplinary sanctions and remedies that the district may implement following any determination of responsibility
7. State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard, and apply the same standard of evidence to formal complaints against students and employees and to all formal complaints of sexual harassment
8. Include the procedures and permissible bases for the complainant and respondent to appeal
9. Describe the range of supportive measures available to complainants and respondents
10. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege

Additionally, the district shall not disclose the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act statute or regulations, as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising under Title IX. (34 CFR 106.30, 106.71)

### **Reporting Allegations/Filing a Formal Complaint**

An employee who is the alleged victim of sexual harassment may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment, or to any other available school employee, who shall forward the report to the Title IX Coordinator within one workday of receiving the report.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint. (34 CFR 106.44)

A formal complaint shall include the complainant's physical or digital signature, or another indication that the complainant is the person filing the complaint, and be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

If the district has actual knowledge of sexual harassment or allegations of sexual harassment but the alleged victim does not file a formal complaint, the Title IX Coordinator may file a formal complaint and, in situations when an imminent safety threat exists, shall file a formal complaint. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

### **Supportive Measures**

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or even if no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the



extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

### **Emergency Removal from School**

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

If a student is the respondent, the district may remove the student from the district's education program or activity, on an emergency basis, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

Any such removal may not constitute discipline for student record purposes or Board Policy 5144 - Discipline. Additionally, this authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

### **Dismissal of Complaint**

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30. Additionally, the Title IX Coordinator shall dismiss a formal complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States. In addition, the Title IX Coordinator may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties, and shall inform them of their right to appeal the dismissal in accordance with the appeal procedures described in the section "Appeals," below. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable.

### **Informal Resolution Process**

When a formal complaint of sexual harassment is filed the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. (34 CFR 106.45)

The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint, including that the district shall not require such waiver as a condition of enrollment or employment or continuing employment. (34 CFR 106.45)

As a part of an informal resolution, the parties may agree upon discipline such as suspension or expulsion without the need for an investigation.

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations; the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; the right to withdraw from the informal process and resume the formal complaint process at any time prior to agreeing to a resolution; and any consequences resulting from the informal resolution process, including that records will be maintained or could be shared
2. Obtains the parties' voluntary, written consent to the informal resolution process
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

## **Written Notice**

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident

Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview. If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

The above notice may also include the name of the investigator, facilitator of an informal process, and decisionmaker and inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

## **Consolidation of Complaints**

When the allegations of sexual harassment arise out of the same facts or circumstances, the district may consolidate formal complaints alleging sexual harassment against more than one respondent; by more than one complainant against one or more respondents; or by one party against another party. (34 CFR 106.45)

## **Investigation Procedures**

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate
6. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the

investigation that is directly related to the allegations raised in a formal complaint including evidence that the district does not intend to rely on in reaching a determination regarding responsibility and inculpatory and exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to conclusion of the investigation

7. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

### **Written Decision**

The Superintendent shall designate an employee as the decisionmaker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation. (34 CFR 106.45)

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decisionmaker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decisionmaker shall issue, and simultaneously provide to both parties, a written decision as to the scope of the respondent's responsibility for the alleged conduct, if any. (34 CFR 106.45)

The written decision shall be issued within 60 calendar days of the receipt of the complaint.

The district may extend the timeline for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decisionmaker shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the district's code of conduct or policies to the facts

5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant
6. The district's procedures and permissible bases for the complainant and respondent to appeal

## **Appeals**

Either party may appeal the written decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decisionmaker(s) affected the outcome.

If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decisionmaker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decisionmaker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal shall be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

## **Remedies**

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant as appropriate. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

## **Disciplinary Actions**

The district may impose disciplinary sanctions or other actions after the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44, 106.45)

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

## Record-Keeping

The Superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances
3. All materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person who facilitates an informal resolution process

The district shall make such training materials publicly available on its website, or if the district does not maintain a website, available upon request by members of the public.

For complaints containing allegations of childhood sexual assault, the Superintendent or designee shall also indefinitely maintain the following: (Code of Civil Procedure 340.1)

1. A record of the allegation(s)
2. A record of the investigation procedures followed
3. A record of the written determination
4. A record of the corrective action implemented, if any
5. A record of any appeals and the outcome of the same
6. All training materials addressing the prohibition and investigation of childhood sexual assault

Additionally, the Superintendent or designee shall indefinitely maintain a record of insurance which evidences the district's coverage for acts of sexual assault.

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**Regulation 4319.11: Sexual Harassment**

**Status:** DRAFT

**Original Adopted Date:** 05/03/2018 | **Last Revised Date:** 03/04/2025

**Definitions**

*Sexual harassment* is a form of sex discrimination and means sexual harassment and other harassment on the basis of one, or a combination of two or more protected characteristics, which include, but may not be limited to, sex; gender; gender identity; gender expression; sexual orientation; sex stereotypes; pregnancy, false pregnancy, childbirth, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital, and family status. (Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688)

*Sexual harassment* includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature, regardless of whether the conduct is motivated by sexual desire. Conduct is considered to be sexual harassment when made against another person of the same or opposite sex in the work or educational setting under any of the following conditions: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual
3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance or of creating an intimidating, hostile, or offensive work environment
4. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district

For purposes of applying the complaint procedures specified in Title IX, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the person's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

**Title IX Coordinator/Compliance Officer**

The district designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX in accordance with Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, and oversee the district's response to sexual harassment complaints processed under Administrative Regulation 4030 - Nondiscrimination in Employment. The Title IX Coordinator(s) may be contacted at:

Principal  
370 N Evans Rd. Tipton, CA 93272  
559-752-4213  
jeverett@tipton.k12.ca.us  
(email)

**Training**

The Superintendent or designee shall ensure that employees receive training regarding sexual harassment in accordance with state and federal law.

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours, and nonsupervisory employees receive at least one hour, of classroom or other effective interactive training and education regarding sexual harassment as specified in Government Code 12950.1. All newly hired employees and employees promoted to a supervisory position shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

Such training may be completed by employees individually or as part of a group presentation, may be completed in shorter segments as long as the applicable hourly requirement is met, and may be provided in conjunction with other training provided to the employees. The training shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1)

The district's sexual harassment training and education program shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws concerning the prohibition, prevention, and correction of sexual harassment
2. The types of conduct that constitute sexual harassment
3. Remedies available for victims in civil actions, and potential employer/individual exposure/liability
4. Strategies to prevent harassment in the workplace
5. Supervisors' obligation to report sexual harassment, discrimination, and retaliation of which they become aware
6. Practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
7. The limited confidentiality of the complaint process
8. Resources for victims of unlawful harassment, such as to whom they should report any alleged harassment
9. Steps necessary to take appropriate remedial measures to correct harassing behavior, which includes the district's obligation to conduct an effective workplace investigation of a harassment complaint
10. What to do if the supervisor is personally accused of harassment
11. The essential elements of the district's anti-harassment policy, and how to use the policy if a harassment complaint is filed

Employees shall receive a copy of the district's sexual harassment policy and administrative regulations, which they shall read and acknowledge that they have received.

12. Information, including practical examples, of harassment based on sex, gender identity, gender expression, and sexual orientation
13. Prevention of abusive conduct, including a review of the definition and elements of abusive conduct pursuant to Government Code 12950.1, the negative effects that abusive conduct has on the victim and others in the workplace, the detrimental consequences of this conduct on employee productivity and morale, and that a single act does not constitute abusive conduct unless the act is severe or egregious

The Superintendent or designee shall retain for at least two years the records of any training provided to employees.

Such records shall include, but are not limited to, the names of trained employees, date of the training, the sign in sheet, a copy of all certificates of attendance or completion issued, the type of training, a copy of all written or recorded materials that comprise the training, and name of the training provider. (2 CCR 11024)

Additionally, the Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR 106.45, including the definition of sexual harassment specified in 34 CFR 106.30, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

In addition, the district's Title IX sexual harassment training shall include additional training for investigators and decisionmakers. (34 CFR 106.45)

The Superintendent or designee shall retain for seven years the materials used to provide training as specified in 34 CFR 106.45, make these materials publicly available on its website, or, if the district does not maintain a website make these materials available upon request, to members of the public.

### **Notifications**

The Superintendent or designee shall notify employees that the district does not discriminate on the basis of sex as required by Title IX, that the Title IX nondiscrimination requirement extends to employment, and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

The district shall notify employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

The Superintendent or designee shall ensure that a copy of the accompanying Board policy and this administrative regulation:

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired (Education Code 231.5)
3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's website (34 CFR 106.8)
5. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to employees or employee organizations (34 CFR 106.8)

All employees shall receive a copy of an information sheet prepared by the California Civil Rights Department (CRD) or the district that contains, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through CRD and the Equal Employment Opportunity Commission (EEOC)



6. Directions on how to contact CRD and the EEOC

7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by CRD and the EEOC

Additionally, the district shall post, in a prominent and accessible location, the CRD poster on discrimination in employment and the illegality of sexual harassment, and the CRD poster regarding transgender rights. (Government Code 12950)

### **Complaint Procedures**

All complaints alleging sexual harassment by and against employees shall be investigated and resolved in accordance with law and district procedures. The district's Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved in accordance with Administrative Regulation 4030 - Nondiscrimination in Employment.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Title IX Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, and address any continuing effects.

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**Regulation 4319.12: Title IX Sexual Harassment Complaint Procedures**

**Status:** DRAFT

**Original Adopted Date:** 10/06/2020 | **Last Revised Date:** 06/12/2025

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a district employee, while in an education program or activity, in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on a person's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person's equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

For a complaint governed by Title IX based on conduct that occurred, in whole or in part, between August 1, 2024 and January 9, 2025, or prior to August 14, 2020, the Title IX Coordinator shall consult with district legal counsel to determine which procedures to use.

All other complaints alleging sexual harassment brought by or against employees shall be investigated and resolved in accordance with Administrative Regulation 4030 - Nondiscrimination in Employment. The determination over which process shall be used to investigate and resolve a complaint shall be made by the district's Title IX Coordinator.

The Title IX Coordinator shall ensure that all requirements and timelines for Administrative Regulation 4030 - Nondiscrimination in Employment are concurrently met while implementing the Title IX procedure.

**Basic Requirements**

When implementing Title IX grievance procedures, the district shall: (34 CFR 106.45)

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following a grievance process in accordance with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures, as defined in 34 CFR 106.30, against a respondent

Remedies following a determination of responsibility for sexual harassment shall be designed to restore or preserve equal access to the district's education program or activity, and shall be provided in accordance with "Remedies," below.

2. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determination may not be based on a person's status as complainant, respondent, or witness
3. Ensure that the Title IX Coordinator, investigator, or decisionmaker, any person that facilitates an information resolution process, does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such individuals receive training in accordance with 34 CFR 106.45
4. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process
5. Include reasonably prompt timeframes for the conclusion of the grievance procedures, including reasonably prompt timeframes for filing and resolving appeals, and informal resolution processes if appropriate and offered by the district

The district's procedures shall also include a process that allows for the temporary delay of the grievance procedures or the limited extension of timeframes for good cause with written notice to the complainant and

the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

6. Describe the range of, or list, the possible disciplinary sanctions and remedies that the district may implement following any determination of responsibility
7. State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard, and apply the same standard of evidence to formal complaints against students and employees and to all formal complaints of sexual harassment
8. Include the procedures and permissible bases for the complainant and respondent to appeal
9. Describe the range of supportive measures available to complainants and respondents
10. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege

Additionally, the district shall not disclose the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act statute or regulations, as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising under Title IX. (34 CFR 106.30, 106.71)

### **Reporting Allegations/Filing a Formal Complaint**

An employee who is the alleged victim of sexual harassment may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment, or to any other available school employee, who shall forward the report to the Title IX Coordinator within one workday of receiving the report.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint. (34 CFR 106.44)

A formal complaint shall include the complainant's physical or digital signature, or another indication that the complainant is the person filing the complaint, and be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

If the district has actual knowledge of sexual harassment or allegations of sexual harassment but the alleged victim does not file a formal complaint, the Title IX Coordinator may file a formal complaint and, in situations when an imminent safety threat exists, shall file a formal complaint. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

### **Supportive Measures**

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or even if no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the

extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

### **Emergency Removal from School**

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

If a student is the respondent, the district may remove the student from the district's education program or activity, on an emergency basis, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

Any such removal may not constitute discipline for student record purposes or Board Policy 5144 - Discipline. Additionally, this authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

### **Dismissal of Complaint**

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30. Additionally, the Title IX Coordinator shall dismiss a formal complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States. In addition, the Title IX Coordinator may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties, and shall inform them of their right to appeal the dismissal in accordance with the appeal procedures described in the section "Appeals," below. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable.

### **Informal Resolution Process**

When a formal complaint of sexual harassment is filed the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. (34 CFR 106.45)

The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint, including that the district shall not require such waiver as a condition of enrollment or employment or continuing employment. (34 CFR 106.45)

As a part of an informal resolution, the parties may agree upon discipline such as suspension or expulsion without the need for an investigation.

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations; the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; the right to withdraw from the informal process and resume the formal complaint process at any time prior to agreeing to a resolution; and any consequences resulting from the informal resolution process, including that records will be maintained or could be shared
2. Obtains the parties' voluntary, written consent to the informal resolution process
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

## **Written Notice**

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident

Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview. If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

The above notice may also include the name of the investigator, facilitator of an informal process, and decisionmaker and inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

## **Consolidation of Complaints**

When the allegations of sexual harassment arise out of the same facts or circumstances, the district may consolidate formal complaints alleging sexual harassment against more than one respondent; by more than one complainant against one or more respondents; or by one party against another party. (34 CFR 106.45)

## **Investigation Procedures**

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate
6. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the

investigation that is directly related to the allegations raised in a formal complaint including evidence that the district does not intend to rely on in reaching a determination regarding responsibility and inculpatory and exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to conclusion of the investigation

7. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

### **Written Decision**

The Superintendent shall designate an employee as the decisionmaker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation. (34 CFR 106.45)

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decisionmaker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decisionmaker shall issue, and simultaneously provide to both parties, a written decision as to the scope of the respondent's responsibility for the alleged conduct, if any. (34 CFR 106.45)

The written decision shall be issued within 60 calendar days of the receipt of the complaint.

The district may extend the timeline for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decisionmaker shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the district's code of conduct or policies to the facts

5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant
6. The district's procedures and permissible bases for the complainant and respondent to appeal

## **Appeals**

Either party may appeal the written decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decisionmaker(s) affected the outcome.

If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decisionmaker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decisionmaker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal shall be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

## **Remedies**

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant as appropriate. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

## **Disciplinary Actions**

The district may impose disciplinary sanctions or other actions after the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44, 106.45)

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

## Record-Keeping

The Superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances
3. All materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person who facilitates an informal resolution process

The district shall make such training materials publicly available on its website, or if the district does not maintain a website, available upon request by members of the public.

For complaints containing allegations of childhood sexual assault, the Superintendent or designee shall also indefinitely maintain the following: (Code of Civil Procedure 340.1)

1. A record of the allegation(s)
2. A record of the investigation procedures followed
3. A record of the written determination
4. A record of the corrective action implemented, if any
5. A record of any appeals and the outcome of the same
6. All training materials addressing the prohibition and investigation of childhood sexual assault

Additionally, the Superintendent or designee shall indefinitely maintain a record of insurance which evidences the district's coverage for acts of sexual assault.

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**Regulation 5125.1: Release Of Directory Information**

**Status:** DRAFT

**Original Adopted Date:** 06/12/2018

**Definition**

*Directory information* means information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (Education Code 49061; 20 USC 1232g; 34 CFR 99.3)

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation record in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

Directory information does not include a student's social security number or student identification number. However, for purposes of accessing or communicating in electronic systems, directory information may include a student identification number, user identification, or other personal identifier used by the student provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (34 CFR 99.3)

Directory information does not include the citizenship status, immigration status, place of birth, or any other information indicating national origin of a student or the student's family member.

**Notification to Parents/Guardians**

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the district plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the district designate any or all types of information as directory information, how to refuse release, and the period of time within which a parent/guardian must notify the district in writing that the parent/guardian does not want a certain category of information designated as directory information. (Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37)

Additionally, the annual parental notification shall include a statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin and that the district will not release such information without parent/guardian consent or a court order.

The Superintendent or designee shall notify parents/guardians that they may request that the district not release the

name, address, email address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (10 USC 503, 20 USC 7908)

#### **Parent/Guardian Consent**

A student's directory information shall not be released if the student's parent/guardian has notified the district in writing that such information shall not be disclosed. (Education Code 49073; 20 USC 1232g, 7908)

The directory information of a student identified as a student experiencing homelessness shall not be released, unless the student's parent/guardian, or the student if 18 years of age or older, has provided written consent that directory information may be released. (Education Code 49073; 20 USC 1232g, 7908)

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded. (34 CFR 99.37)

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**Regulation 5131.41: Use Of Seclusion And Restraint**

**Status:** DRAFT

**Original Adopted Date:** 02/05/2019 | **Last Revised Date:** 05/02/2023

District staff shall enforce standards of appropriate student conduct in order to provide a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except as authorized by law when the behavior poses a clear and present danger of serious physical harm to the student, other students, or others on campus, and that cannot be immediately prevented by a less restrictive response.

**Definitions**

*Behavioral restraint* includes mechanical restraint or physical restraint used as an intervention when a student presents an immediate danger to self or to others. Behavioral restraint does not include postural restraints or devices used to improve a student's mobility and independent functioning rather than to restrict movement. (Education Code 49005.1)

*Mechanical restraint* means the use of a device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include the use of devices as prescribed by an appropriate medical or related services professional, including, but not limited to, adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment; vehicle safety restraints during the transport of a student; restraints for medical immobilization; or orthopedically prescribed devices which permit a student to participate in activities without risk of harm. Mechanical restraint also does not include the use of devices by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

*Physical restraint* means a personal restriction that immobilizes or reduces the ability of a student to move the torso, arms, legs, or head freely. Physical restraint does not include a physical escort in which a staff member temporarily touches or holds the student's hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint also does not include the use of force by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

*Seclusion* means the involuntary confinement of a student alone in a room or an area from which the student is physically prevented from leaving. Seclusion does not include a timeout involving the monitored separation of the student in an unlocked setting, which is implemented for the purpose of calming the student. (Education Code 49005.1)

**Prohibitions**

Seclusion and behavioral restraint of students shall not be used in any form as a means of coercion, discipline, convenience, or retaliation. (Education Code 49005.8)

Additionally, staff shall not take any of the following actions: (Education Code 49005.2, 49005.8)

1. Administer a drug that is not a standard treatment for a student's medical or psychiatric condition in order to control the student's behavior or restrict the student's freedom of movement
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use as a locked room
3. Use a physical restraint technique that obstructs a student's respiratory airway or impairs a student's breathing or respiratory capacity, including a technique in which a staff member places pressure on the student's back or places the staff member's body weight against the student's torso or back
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, the use of a pillow, blanket, carpet, mat, or other item to cover a student's face
5. Use prone restraint, defined as the application of a behavioral restraint on a student in a facedown position for any period of time and includes prone containment (Education Code 49005.1)
6. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present

danger of serious physical harm to the student or others

### **Limited Use of Seclusion or Restraint**

Staff shall avoid the use of seclusion and behavioral restraint of students whenever possible. Seclusion or behavioral restraint may be used only to control student behavior that poses a clear and present danger of serious physical harm to the student or others, which cannot be immediately prevented by a response that is less restrictive. (Education Code 49005.4, 49005.6, 49005.8)

When used, seclusion or restraint shall not be applied for longer than is necessary to contain the dangerous behavior. For any situation that requires a prolonged use of an emergency intervention, staff shall seek the assistance of the principal or law enforcement agency, as applicable to the situation. (Education Code 56521.1)

If a student is put in seclusion, the student shall be under constant, direct observation of a staff member. Such observation may be through a window or another barrier through which the staff member is able to make direct eye contact with the student, but shall not be made through indirect means such as a security camera or closed-circuit television. (Education Code 49005.8)

If a student is restrained, staff shall afford the student the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the student and others. (Education Code 49005.8)

Seclusion or restraint may only be applied to a student with disabilities in accordance with rules specified in Administrative Regulation 6159.4 - Behavioral Interventions for Special Education Students. Staff may not apply seclusion or restraint to students with disabilities based on assumptions or stereotypes about disabilities or students with disabilities or for behavior that would not result in restraint or seclusion for students without disabilities.

The Superintendent or designee shall provide training to staff in the safe and effective use of seclusion and restraint, as appropriate.

### **Documentation of Seclusion and Restraint**

Parents/guardians and, if appropriate, residential care providers shall be notified within one school day whenever an emergency intervention is used or serious property damage occurs. (Education Code 56521.1)

A behavior emergency report shall be completed and forwarded to the Superintendent or designee for review. This report shall include: (Education Code 56521.1)

1. The name and age of the student
2. The setting and location of the incident
3. The name of the staff or other persons involved
4. A description of the incident and the emergency intervention used
5. A statement of whether the student is currently engaged in a systematic behavior intervention plan
6. Details of any injuries sustained by the student or others, including staff, as a result of the incident

### **Reports**

The Superintendent or designee shall annually collect data on the number of times that seclusion, mechanical restraint, and physical restraint were used on students and the number of students subjected to such techniques. The data shall be disaggregated by race/ethnicity and gender, and reported for students with a Section 504 plan, students with an individualized education program, and all other students. This report shall be posted on the district's website and submitted to the California Department of Education no later than three months after the end of each school year, and shall be available as a public record pursuant to Government Code 7920.000-7930.215. (Education Code 49006)



**Regulation 5145.3: Nondiscrimination/Harassment**

**Status:** DRAFT

**Original Adopted Date:** 06/12/2018 | **Last Revised Date:** 09/03/2024

The district designates the individual(s) identified below as the Compliance Officer(s). The employee(s) is responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the Compliance Officer(s) specified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination of a student, and the Title IX Coordinator specified in Administrative Regulation 5145.7 - Sexual Harassment as the responsible employee to handle complaints alleging unlawful sexual harassment, as permitted by law. The Compliance Officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Principal  
370 N Evans Rd. Tipton, CA 93272  
559-752-4213  
jeverett@tipton.k12.ca.us

**Measures to Prevent Discrimination**

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

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the Compliance Officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.1, 234.6)
3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Post in a prominent location on the district website in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, including the following: (Education Code 221.6, 221.61, 234.6)
  - a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
  - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the websites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
  - c. A description of how to file a complaint of noncompliance under Title IX, which shall include:
    - i. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
    - ii. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on OCR's website

- iii. A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
  - d. A link to the Title IX information included on the California Department of Education's (CDE) website
5. Post CDE's standardized incident form to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, including information on how to submit a completed incident form to the district (Education Code 33353)
  6. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5. 234.6)

Such resources shall be posted in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

7. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior
8. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students

The notice shall inform students and parents/guardians that they may request to meet with the Compliance Officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

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

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

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

Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students.

11. Provide to certificated employees serving students in grades 7-12 information on existing school and community resources related to the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) students, or related to the support of students who may face bias or bullying on the basis of any of the actual or perceived characteristics in Penal Code 422.55, including immigration status; Education Code 220; and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation; or association with a person or group with one or more of these actual or perceived characteristics (Education Code 234.1)
12. For the 2025-2026 school year through the 2029-2030 school year, provide annually to certificated employees serving students in grades 7-12 at least one hour of training to support LGBTQ+ cultural competency in accordance with Education Code 218.3

13. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so (Education Code 234.1)
14. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights

### **Process for Initiating and Responding to Complaints**

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the Compliance Officer, Title IX Coordinator, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the Compliance Officer, Title IX Coordinator, or principal, regardless of whether the alleged victim files a complaint.

Any district employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported, shall report the incident to the Compliance Officer, Title IX Coordinator, or principal within one workday, regardless of whether the alleged victim files a complaint.

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

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

Any report or complaint alleging unlawful discrimination by the principal, Compliance Officer, Title IX Coordinator, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

### **Support for Intersex, Nonbinary, Transgender and Gender-Nonconforming Students**

*Gender* refers to a student's sex, and includes a student's gender identity and gender expression. (Education Code 210.7)

*Gender identity* refers to a student's gender-related identity, appearance, or behavior as determined from the student's internal sense, regardless of whether that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

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

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

*Gender-nonconforming* refers to when a student's gender expression differs from stereotypical expectations.

*Intersex* refers to when a student has natural bodily variations in anatomy, hormones, chromosomes, and other traits



that differ from expectations generally associated with female and male bodies.

*Nonbinary* refers to when a student's gender identity falls outside of the traditional conception of strictly either female or male, regardless of whether the student identifies as transgender, was born with intersex traits, uses gender-neutral pronouns, or uses agender, genderqueer, pangender, gender nonconforming, gender variant, or such other more specific term to describe their gender.

*Sex* refers to the biological condition of being a female or male human being. (5 CCR 4910)

*Transgender* refers to when a student's gender identity is different from the sex assigned at birth.

The district shall ensure that all students, regardless of sex, gender, gender identity or gender expression, are afforded the same rights, benefits, and protections provided to students by law and Board policy. To do so, the Superintendent or designee shall address each situation that arises on a case-by-case basis and in accordance with the following guidelines:

1. **Acceptance of a Student's Gender Identity:** The district shall accept the student's assertion of the student's gender identity and treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose
2. **Use of Names and Pronouns:** Upon request by a student, district personnel shall address the student by the requested name and pronoun(s), without the necessity of a court order or a change to the student's mandatory permanent student record

Inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or pronouns may not constitute a violation of this administrative regulation or the accompanying Board policy.

3. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity

Additionally, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by sex, such as for class discussions, yearbook pictures, and field trips.

To address any student's privacy concerns in using sex-segregated facilities, the district shall consider offering a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, in no case shall the district require a student to utilize these options because of the student's sex, gender, gender identity, or gender expression. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

Beginning July 1, 2026, each school shall provide and maintain at least one all-gender restroom for student use that meets the requirements of Education Code 35292.5.

4. **Adherence to Uniforms/Dress Code:** A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site, which may not discriminate on the basis of sex, gender, gender identity or gender expression
5. **Equal Access to Educational Programs and Activities:** Upon request by a student based on the student's gender identity or gender expression, the Compliance Officer shall identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained

The Compliance Officer shall consider the rights of all students and how those rights may affect and be affected by the rights of other students. Additionally, the Compliance Officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's sex, gender, gender identity, or gender expression so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are providing equal access to programs and activities.

6. Right to privacy: A student's sex, gender, gender identity, and gender status is private information

The district may only disclose such information to others when the disclosure is permitted by law, with the student's prior written consent, or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. (Education Code 220.3, 220.5; 34 CFR 99.31, 99.36)

7. Student Records: A student's sex and legal name shall be maintained as part of a student's mandatory permanent student record as specified in 5 CCR 432 and shall only be changed with proper documentation (Education Code 49061-49072)

When a request to change a student's gender or name is submitted without proper documentation, any change to the student's gender or name shall be applied only to documents not included in the mandatory permanent student record such as attendance sheets, report cards, and school identification.

The Superintendent or designee shall follow this guideline such that it does not change or alter the obligations of the district to maintain student records in accordance with Board Policy/Administrative Regulation 5125 - Student Records, and to ensure access to such records in accordance with Board Policy/Administrative Regulation 1340 - Access to District Records.

The district prohibits any act of verbal, nonverbal, or physical aggression, intimidation, or hostility, including any such act based on sex, gender, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature, including, but not limited to:

1. Refusing to address or refer to a student in a manner consistent with the student's gender identity
  2. Disciplining a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity
  3. Blocking, prohibiting, or restricting a student's entry to the restroom that corresponds to the student's gender identity
  4. Disclosing student records that reveal a student's gender identity to individuals who do not have a legitimate need for the information except as permitted by law
  5. Verbally or physically assaulting a student because of the student's sex, gender, gender identity, or gender expression, including, but not limited to, causing, attempting to cause, threatening to cause, or participating in an act of hate violence on the basis of sex, gender, gender identity, or gender expression
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**Regulation 5145.7: Sexual Harassment**

**Status:** DRAFT

**Original Adopted Date:** 07/11/2017 | **Last Revised Date:** 09/03/2024

**Definitions**

*Sexual harassment* is a form of sex discrimination and means sexual harassment and other harassment on the basis of one, or a combination of two or more protected characteristics, which include, but may not be limited to, sex; gender; gender identity; gender expression; sexual orientation; sex stereotypes; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status. (Education Code 200, 210.2, 220, 221.51, 230, 260; Government Code 11135; 20 USC 1681-1688)

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Any prohibited conduct that occurs off campus or outside of district-related or district-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

**Title IX Coordinator/Compliance Officer**

The district designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX. The individual shall also serve as the Compliance Officer specified in Administrative Regulation 1312.3 - Uniform Complaint Procedures and Administrative Regulation 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle student complaints alleging unlawful discrimination, as permitted by law. The Title IX Coordinator may be contacted at:

Principal  
370 N Evans Rd. Tipton, CA 93272  
559-752-4213  
jeverett@tipton.k12.ca.us

## Notifications

The Superintendent or designee shall notify students and parents/guardians that the district does not discriminate on the basis of sex as required by Title IX and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

The district shall notify students and parents/guardians of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

The Superintendent or designee shall ensure that a copy of the district's sexual harassment policy and regulation:

1. Is included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Is displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
3. Is summarized on a poster, which shall be prominently and conspicuously displayed in each bathroom and locker room at each school

The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)

4. Is posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.6; 34 CFR 106.8)
5. Is provided as part of any orientation program conducted for new and continuing students at the time the student is enrolled or at the beginning of each quarter, semester, or summer session (Education Code 231.5)
6. Appears in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

## Reports and Complaints

A student or a student's parent(s)/guardian(s) who believes that the student has been subjected to sexual harassment in a district program or activity or who has witnessed sexual harassment is strongly encouraged to report the incident to the district's Title IX Coordinator, a teacher, the principal, or any other available school employee. Within one workday of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment shall, within one workday, report the observation to the Title IX Coordinator as specified in the accompanying Board policy. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

All complaints alleging sexual harassment against students in the school setting shall be investigated and resolved in accordance with law and district procedures. The district's Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with Administrative Regulation 5145.71 -

Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Title IX Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

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**Regulation 5145.71: Title IX Sexual Harassment Complaint Procedures**

**Status:** DRAFT

**Original Adopted Date:** 01/12/2021 | **Last Revised Date:** 03/04/2025

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a student, while in an education program or activity in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

For a complaint governed by Title IX based on conduct that occurred, in whole or in part, between August 1, 2024 and January 9, 2025, or prior to August 14, 2020, the Title IX Coordinator shall consult with district legal counsel to determine which procedures to use.

All other complaints alleging sexual harassment brought by or on behalf of students shall be investigated and resolved in accordance with Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures. The determination over which process shall be used to investigate and resolve a complaint shall be made by the district's Title IX Coordinator.

The Title IX Coordinator shall ensure that all requirements and timelines for Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures are concurrently met while implementing the Title IX procedure.

**Basic Requirements**

When implementing Title IX grievance procedures, the district shall: (34 CFR 106.45)

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following a grievance process in accordance with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures, as defined in 34 CFR 106.30, against a respondent

Remedies following a determination of responsibility for sexual harassment shall be designed to restore or preserve equal access to the district's education program or activity, and shall be provided in accordance with "Remedies," below.

2. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determination may not be based on a person's status as complainant, respondent, or witness
3. Ensure that the Title IX Coordinator, investigator, decisionmaker, or any person that facilitates an informal resolution process, does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such individuals receive training in accordance with 34 CFR 106.45
4. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process
5. Include reasonably prompt timeframes for the conclusion of the grievance process, including reasonably prompt timeframes for filing and resolving appeals, and informal resolution processes if appropriate and offered by the district

The district's procedures shall also include a process that allows for the temporary delay of the grievance procedures or the limited extension of timeframes for good cause with written notice to the complainant and

the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

6. Describe the range of, or list, the possible disciplinary sanctions and remedies that the district may implement following any determination of responsibility
7. State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard, and apply the same standard of evidence to formal complaints against students and employees and to all formal complaints of sexual harassment
8. Include the procedures and permissible bases for the complainant and respondent to appeal
9. Describe the range of supportive measures available to complainants and respondents
10. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege

Additionally, the district shall not disclose the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act statute or regulations, as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising under Title IX. (34 CFR 106.30, 106.71)

### **Reporting Allegations/Filing a Formal Complaint**

A student who is the alleged victim of sexual harassment or the student's parent/guardian may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in Administrative Regulation 5145.7 - Sexual Harassment, or to any other available school employee, who shall forward the report to the Title IX Coordinator within one workday of receiving the report.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint. (34 CFR 106.44)

A formal complaint shall include the complainant's physical or digital signature, or another indication that the complainant is the person filing the complaint, and be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

If the district has actual knowledge of sexual harassment or allegations of sexual harassment but the alleged victim does not file a formal complaint, the Title IX Coordinator may file a formal complaint and, in situations when an imminent safety threat exists, shall file a formal complaint. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

### **Supportive Measures**

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or even if no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the

extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

### **Emergency Removal from School**

If a student is the respondent, the district may remove the student from the district's education program or activity on an emergency basis, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal. Any such removal may not constitute discipline for student record purposes or Board Policy 5144 - Discipline. Additionally, this authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

### **Dismissal of Complaint**

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30. Additionally, the Title IX Coordinator shall dismiss a formal complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States. In addition, the Title IX Coordinator may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties, and shall inform them of their right to appeal the dismissal in accordance with the appeal procedures described in the section "Appeals" below. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures, as applicable.

### **Informal Resolution Process**

When a formal complaint of sexual harassment is filed the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. (34 CFR 106.45)

The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint, including that the district shall not require such waiver as a condition of enrollment or employment or continuing enrollment or employment. (34 CFR 106.45)

As part of an informal resolution, the parties may agree upon discipline such as suspension or expulsion without the need for an investigation.

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations; the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; the right to withdraw from the informal process and resume the formal complaint process at any time prior to agreeing to a resolution; and any consequences resulting from the informal resolution process, including that records will be maintained or could be shared
2. Obtains the parties' voluntary, written consent to the informal resolution process
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

### **Written Notice**



If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known

Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview. If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

The above notice may also include the name of the investigator, facilitator of an informal process, and decisionmaker and inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

### **Consolidation of Complaints**

When the allegations of sexual harassment arise out of the same facts or circumstances, the district may consolidate formal complaints alleging sexual harassment against more than one respondent; by more than one complainant against one or more respondents; or by one party against another party. (34 CFR 106.45)

### **Investigation Procedures**

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate
6. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint including evidence that the district does not intend to rely on in reaching a determination regarding responsibility and inculpatory and

exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to conclusion of the investigation

7. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

### **Written Decision**

The Superintendent shall designate an employee as the decisionmaker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation. (34 CFR 106.45)

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decisionmaker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decisionmaker shall issue, and simultaneously provide to both parties, a written decision as to the scope of the respondent's responsibility for the alleged conduct, if any. (34 CFR 106.45)

The written decision shall be issued within 60 calendar days of the receipt of the complaint.

The district may extend the timeline for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decisionmaker shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the district's code of conduct or policies to the facts
5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the

complainant

6. The district's procedures and permissible bases for the complainant and respondent to appeal

### **Appeals**

Either party may appeal the written decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decisionmaker(s) affected the outcome.

If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decisionmaker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decisionmaker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal shall be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

### **Remedies**

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant as appropriate. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

### **Corrective/Disciplinary Actions**

The district may impose disciplinary sanctions or other actions after the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44, 106.45)

For students in grades 4-12, discipline for sexual harassment may include suspension and/or expulsion in accordance with Board Policy and Administrative Regulation 5144.1 - Suspension/Expulsion and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities). (Education Code 48900.2, 48915)

Other actions that may be taken with a student who is determined to be responsible for sexual harassment include, but are not limited to:

1. Transfer from a class or school as permitted by law
2. Conference with parent/guardian
3. Educating the student regarding the impact of the student's conduct on others
4. Positive behavior support
5. Referral of the student to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

### **Record-Keeping**

The Superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances
3. All materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person who facilitates an informal resolution process

The district shall make such training materials publicly available on its website, or if the district does not maintain a website, available upon request by members of the public.

For complaints containing allegations of childhood sexual assault, the Superintendent or designee shall also indefinitely maintain the following: (Code of Civil Procedure 340.1)

1. A record of the allegation(s)
2. A record of the investigation procedures followed
3. A record of the written determination
4. A record of the corrective action implemented, if any
5. A record of any appeals and the outcome of the same
6. All training materials addressing the prohibition and investigation of childhood sexual assault

Additionally, the Superintendent or designee shall indefinitely maintain a record of insurance which evidences the district's coverage for acts of sexual assault.

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**Regulation 6159.4: Behavioral Interventions For Special Education Students**

**Status:** DRAFT

**Original Adopted Date:** 08/02/2005

Generally, any student identified as a student with a disability pursuant to the Individuals with Disabilities Education Act, 20 USC 1400-1482, is subject to the same disciplinary measures applicable to all students for violations of the code of conduct, except when the student's behavior is determined to be a manifestation of the student's disability.

However, when the behavior of a student with a disability impedes the student's learning or the learning of others, the student's individualized education program (IEP) team shall consider the use of positive behavioral interventions and supports and other strategies consistent with 20 USC 1414(d) to address the student's behavior. (Education Code 56521.2; 34 CFR 300.324)

If, pursuant to a manifestation determination conducted as specified in 34 CFR 300.530, the student's behavior is determined to be a manifestation of the student's disability, the IEP team shall conduct a functional behavioral assessment (FBA) and implement a behavioral intervention plan (BIP) for the student. If a BIP is already in place for the student, the IEP team shall review and modify the BIP to address the student's behavior. (Education Code 56520; 34 CFR 300.324, 300.530)

In addition, when the disciplinary removal of a student with a disability will result in a change in the student's placement as specified in 34 CFR 300.530, the student shall receive an FBA and behavioral intervention services and modifications designed to address the student's behavior so that it does not recur. (34 CFR 300.530)

**Functional Behavioral Assessment**

Any FBA to be conducted for a student with a disability shall focus on identifying the function or purpose of the student's behavior.

Before any FBA is conducted, the Superintendent or designee shall notify the student's parent/guardian in accordance with Education Code 56321 and obtain the parent/guardian's consent. (Education Code 56321; 34 CFR 300.324)

If the parent/guardian disagrees with the result of an FBA, the parent/guardian has the right to obtain an independent educational evaluation at district expense, subject to the conditions specified in 34 CFR 300.502.

**Behavioral Intervention Plan and Services**

When any behavioral intervention, support, or other strategy is to be used by the district, the Superintendent or designee shall consider the student's physical freedom and social interaction, administer the intervention, support, or other strategy in a manner that respects the student's dignity and personal privacy, and ensure the student's right to be placed in the least restrictive educational environment. (Education Code 56520)

When a student for whom a BIP is to be developed is also the responsibility of another agency for residential care or related services, the Superintendent or designee shall cooperate with the other agency to ensure that the BIP, to the extent possible, is developed and implemented in a consistent manner. (Education Code 56520)

Behavior assessments and behavioral intervention services shall be provided only by individuals who possess the qualifications specified in Education Code 56525 or 5 CCR 3051.23.

**Emergency Interventions**

Emergency interventions may be used only to control unpredictable, spontaneous behavior that poses clear and present danger of serious physical harm to the student or others and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. Emergency interventions shall not be used as a substitute for a systematic BIP that is designed to change, replace, modify, or eliminate a targeted behavior. (Education Code 56521.1)

No emergency intervention shall be used for longer than is necessary to contain the behavior. For any situation that requires a prolonged use of an emergency intervention, staff shall seek assistance of the principal or law enforcement agency, as applicable to the situation. (Education Code 56521.1)

Emergency interventions shall not involve the use of force exceeding what is reasonable and necessary under the circumstances. In addition, use of locked seclusion, prone restraint, or a device, material, or objects that simultaneously immobilize all hands and feet shall not be allowed except as allowed authorized by law. (Education Code 56521.1)

Parents/guardians and, if appropriate, residential care providers shall be notified within one school day whenever emergency intervention is used or serious property damage occurs. A behavior emergency report shall immediately be completed, kept in the student's file, and forwarded to the Superintendent or designee for review. This report shall include all of the following information: (Education Code 56521.1)

1. The name and age of the student
2. The setting and location of the incident
3. The name of the staff or other persons involved
4. A description of the incident and the emergency intervention used
5. A statement of whether the student is currently engaged in a systematic BIP
6. Details of any injuries sustained by the student or others, including staff, as a result of the incident

If the behavior emergency report is for a student who does not have a BIP, the Superintendent or designee shall, within two days, schedule an IEP team meeting to review the emergency report, determine the necessity for an FBA, and determine the necessity for an interim BIP. The IEP team shall document the reasons for not conducting the FBA and/or not developing the interim BIP. (Education Code 56521.1)

If the behavior emergency report is for a student who has a BIP, any incident involving a previously unseen serious behavior problem or where a previously designed intervention is not effective shall be referred to the IEP team. The IEP team shall review the incident and determine whether the student's plan needs to be modified. (Education Code 56521.1)

The Superintendent or designee shall annually collect data on the number of times that seclusion, mechanical restraint, and physical restraint were used on students and the number of students subjected to such techniques. The data shall be disaggregated by race/ethnicity and gender, and reported for students with a Section 504 plan, students with an IEP, and all other students. This report shall be posted on the district's website and submitted to the California Department of Education no later than three months after the end of each school year and shall be available as a public record pursuant to Government Code 7920.000-7930.215. (Education Code 49006)

### **Prohibited Interventions**

The district prohibits the use of corporal punishment as defined in Education Code 49001 as an intervention. In addition, the district prohibits all of the following: (Education Code 56521.2)

1. Any intervention designed or likely to cause physical pain, including, but not limited to, electric shock
2. Any intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances near the student's face
3. Any intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities
4. Any intervention that is designed to subject, used to subject, or likely to subject the student to verbal abuse, ridicule, or humiliation or that can be expected to cause excessive emotional trauma

5. Any restrictive intervention that uses a device, material, or objects which simultaneously immobilize all hands and feet, including the procedure known as prone containment
  6. Prone restraint
  7. Locked seclusion, unless in a facility otherwise licensed or permitted by state law to use a locked room
  8. Any intervention that precludes adequate supervision of the student
  9. Any intervention that deprives the student of one or more of the student's senses
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