SANTA BARBARA COUNTY BOARD OF EDUCATION
4400 Cathedral Oaks Road, P.O. Box 6307
Santa Barbara, CA 93160-6307

REGULAR MEETING
September 2, 2021 – 2:00 p.m.
Auditorium

AGENDA

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact the superintendent’s office at (805) 964-4711 or email afreedland@sbcseo.org by 10:00 a.m. the day before the meeting. Notification at least 72 hours prior to the meeting will assist the superintendent in making suitable arrangements.

Persons wishing to address the board are requested to complete a “Request to Address Board” form, available at the meeting room entrance, and deliver it to the secretary prior to the time the meeting is called to order. During the time for public comment specified on the agenda, the board will acknowledge requests to speak on agenda items as well as topics not on the agenda, but within the subject matter jurisdiction of the board. The total amount of time for public comments will be 15 minutes. The amount of time an individual speaker may speak may be adjusted upon consent of the board depending on the total number of persons wishing to be heard. If the speaker needs more time, they may submit written comments.

GENERAL FUNCTIONS

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Changes to the Agenda
   The president will announce any additions, deletions, or changes in the order of business on the agenda at this time.

4. President and Board Comments

5. Public Comments
   The total amount of time for public comments will be 15 minutes. With board consent, and depending on the number of persons wishing to be heard, the president may increase or decrease the time allowed for individual speakers. If the speaker needs more time, they may submit written comments.
RECOGNITIONS

6. Santa Barbara County Classified School Employees of the Year Recognition
   [Time Approximate: 2:25 p.m.]

7. Presentation on Special Education

   Assistant Superintendent of Special Education Kirsten Escobedo will provide a presentation to the board on special education services provided by the Santa Barbara County Education Office.

8. Presentation on Redistricting

   Cooperative Strategies Executive Director Justin Rich will provide a presentation on the redistricting process for the County Board of Education. The County Committee on School District Organization approves the redistricting of the County Board of Education.

CONSENT AGENDA

At this time, the board will consider all of the items below together and can act upon them with a single vote. These items are considered to be routine and do not require separate discussion. Individual consent items may be removed and considered separately at the request of a board member or staff. The superintendent recommends approval of all consent items.

9. Minutes of Meeting Held August 5, 2021
   (Attachment)

10. Registration of Credentials and Other Certification Documents: Issuance of Temporary County Certificates
    (Attachment)

   The superintendent recommends approval of the registration of credentials and other certification documents registered in the Santa Barbara County Education Office from July 7, 2021 to August 6, 2021, and the issuance of temporary county certificates for that same time period.

11. Recommended Approval for Acceptance of Donations
    (Attachment)

   The superintendent recommends approval for acceptance of donations on the attached donations list for the following department:

   • Teacher Programs and Support
12. **Recommended Approval for Declaration of Surplus**  
   (Attachment)

   The superintendent recommends approval for declaration of surplus on the attached surplus list for the following departments:

   - Educational Technology Services
   - Fiscal Services
   - Maintenance and Operations

   Motion to approve all consent items:

   **MOVED:**      **SECONDED:**      **VOTE:**

**ACTION ITEMS**

13. **Board Policies, Discussion, Reading and Adoption**  
   (Attachment)

   The Board Policy Committee will provide a brief report which will include information about aligning all board policy names and numbers with the California School Boards Association’s (CSBA) sample board policy names and numbers. The following board policies, which have been aligned with CSBA’s sample board policy names and numbers, are being presented for reading and adoption:

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<thead>
<tr>
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<th>New Board Policy Number</th>
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<td>6186</td>
<td>Juvenile Court Schools</td>
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   **MOVED:**      **SECONDED:**      **VOTE:**

**INFORMATION ITEMS**

14. **Personnel Report**  
   (Attachment)

   The certificated and classified personnel reports are presented as an information item.
SUPERINTENDENT’S REPORT

15. The superintendent will give a brief report.

ADJOURNMENT

16. Adjournment to the next regular meeting to be held October 7, 2021.

MOVED: 
SECONDED: 
VOTE: 
Consent Agenda
REGULAR MEETING
August 5, 2021 – 4:15 p.m.
Auditorium

MINUTES

UNAPPROVED

GENERAL FUNCTIONS

1. Call to Order and Pledge of Allegiance

The regular meeting of the County Board of Education was called to order at 4:19 p.m. by Board President Maggi Daane, followed by the Pledge of Allegiance.

2. Roll Call

Board Members Present

Marybeth Carty
Maggi Daane
Michelle de Werd
Judith Frost
Joe Howell
Bruce Porter

Board Members Absent

Peter MacDougall

Staff Members Present

Susan Salcido, superintendent
Cita Torres, legal counsel
Anna Freedland, executive assistant
Brigitte Almquist    Valerie Cantella    Luis Medina    Kate Yamasaki
Mari Baptista    Kirsten Escobedo    Amy Ramos
Ellen Barger    Sibel Goksu    Bill Ridgeway
Debbie Breck    Kathy Koury    Rene Wheeler
3. **Changes to the Agenda**

None.

4. **President and Board Comments**

The president and board members commented on various matters, including:
- The start of school – welcoming students and staff back, and the start of school under COVID conditions
- The Day of Hope in Santa Maria
- The upcoming California County Boards of Education (CCBE) Annual Conference
- A recent meeting with Cheri Rae, director and founder of The Dyslexia Project, and Moni di Wit, about dyslexia
- The EdSource roundtable on community colleges preparing a post-pandemic workforce
- The Nature Conservancy and the Dangermond Preserve, which hired an environmental education coordinator

5. **Public Comments**

None.

### RECOGNITIONS AND PRESENTATIONS

6. **Special Recognition**

The board and the superintendent recognized Kathy Koury on her upcoming retirement after 44 years as the executive director of the Children’s Creative Project and thanked her for her years of service and leadership. Ms. Koury was presented with a crystal apple award, certificate of appreciation and bouquet of flowers.

7. **Presentation on Students Experiencing Homelessness**

Assistant Superintendent of Educational Services Bridget Baublits provided a presentation to the board on students experiencing homelessness.

### CONSENT AGENDA

8. **Minutes of Meeting Held July 1, 2021**
9. **Registration of Credentials and Other Certification Documents: Issuance of Temporary County Certificates**

Registration of credentials and other certification documents registered in the Santa Barbara County Education Office from June 7, 2021 to July 6, 2021, and the issuance of temporary county certificates for that same time period.

10. **Declaration of Surplus**

Declaration of surplus for the following departments:

- Educational Technology Services
- Special Education

11. **Recommended Issuance of High School Graduation Diploma**

Issuance of a high school graduation diploma to the following students:

**Dos Puertas School**
- Student CSIS # 6178830704 – May 19, 2021
- Student CSIS # 9178003631 – June 21, 2021

**Peter B. FitzGerald Community School**
- Student CSIS # 9175673711 – May 21, 2021

Motion to approve all consent items:

MOVED: **Mrs. Frost** SECONDED: **Mr. Porter** VOTE: **Passed 6-0**

**ACTION ITEMS**

12. **Recommended Approval of Grant Application – Consolidated Programs**

The board approved submission of application to the California Department of Education for 2021-22 funding for Consolidated Categorical Programs.

MOVED: **Mrs. Carty** SECONDED: **Mrs. de Werd** VOTE: **Passed 6-0**

13. **Board Policies, Reading and Adoption**

Board Policy Committee Chair Marybeth Carty recommended the following board policy for adoption. The board adopted the board policy.

- BP 6011 (Revised) Independent Study Programs

MOVED: **Mr. Porter** SECONDED: **Mrs. Frost** VOTE: **Passed 6-0**
14. **Recommended Adoption of Resolution for Exception to 180-day Wait Period**

The board adopted Resolution No. 2205 for an exception to the 180-day wait period to hire a PERS retired annuitant.

Ayes: 6  Noes: 0  Absent: 1  Abstain: 0
MOVED: Mrs. Frost  SECONDED: Mr. Howell  VOTE: Passed 6-0-1-0

**INFORMATION ITEMS**

15. **Personnel Report**

The certificated and classified personnel reports were presented as an information item.

**SUPERINTENDENT’S REPORT**

16. **The superintendent reported on the following topics:**

- Back to school opening dates
- The recent health officer order mandating face coverings in all public indoor locations regardless of vaccination status
- The independent study program as required by AB 130
- Upcoming board meetings and events

**PUBLIC HEARING**

17. **Public Hearing on Textbook and Instructional Materials Compliance**

The public hearing was opened at 5:17 p.m. regarding the Santa Barbara County Education Office’s compliance with regulations regarding the availability of textbooks and instructional materials as required by the Williams Case Settlement. With no comments from the public, the public hearing was closed at 5:17 p.m.

**ACTION ITEMS**

18. **Recommended Adoption of Resolution Regarding Textbook and Instructional Materials Compliance**

The board adopted Resolution No. 2204, the Santa Barbara County Education Office’s compliance with regulations regarding the availability of textbooks and instructional materials as required by the Williams Case Settlement.

Ayes: 6  Noes: 0  Absent: 1  Abstain: 0
MOVED: Mr. Howell  SECONDED: Mrs. Carty  VOTE: Passed 6-0-1-0
19. **Adjournment to the next regular meeting to be held September 2, 2021.**

The meeting was adjourned at 6:12 p.m. to the next regular meeting to be held September 2, 2021.

MOVED: Mr. Howell  
SECONDED: Mrs. Carty  
VOTE: Passed 6-0

Maggi Daane, President  
County Board of Education

Dr. Susan Salcido, Secretary  
County Board of Education
## Registration of Credentials or Other Certification Documents

### Issuance of Temporary County Certificates

**July 7, 2021 - August 6, 2021**

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<th>Type of Credential / Permit</th>
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### County Board of Education

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Kate Ranelletti  Multiple Subject Teaching Credential
Vannesa Reynoso  Multiple Subject Teaching Credential
Diane Rhoades  Education Specialist Instruction Credential
Ross Rivera  Single Subject Teaching Credential
Carol Rivers  Multiple Subject Teaching Credential
Heather Robbins  Pupil Personnel Services Credential
Aracelis Rodriguez  Multiple Subject Teaching Credential
Aracelis Rodriguez  Specialist Instruction Credential in Special Education
Edwin Roque  Education Specialist Instruction Credential
Austria Ryken  Multiple Subject Teaching Credential
Kelly Sanders  Education Specialist Instruction Credential
Gregg Saruwatari  Single Subject Teaching Credential
Rachel Schneble  Single Subject Teaching Credential
Haley Schultz  Multiple Subject Teaching Credential
Jeri Sharpe  Single Subject Teaching Credential
Renee Shekoufeh  Multiple Subject Teaching Credential
Marco Silva  Multiple Subject Teaching Credential
April Sioredas  Multiple Subject Teaching Credential
Eleanor Skladman  Single Subject Teaching Credential
Ashley Smeester  Pupil Personnel Services Credential
Janet Smith  Multiple Subject Teaching Credential
Madison Smits  Single Subject Teaching Credential
Danielle Snyder  Multiple Subject Teaching Credential
Adriana Solano  Multiple Subject Teaching Credential
Heather Somerton  Multiple Subject Teaching Credential
Jennifer Stancliff  Education Specialist Instruction Credential
Anna Strenk  Multiple Subject Teaching Credential
Marlin Sumpter  Administrative Services Credential
Marlin Sumpter  Single Subject Teaching Credential
Jose Tapia  Single Subject Teaching Credential
Matthew Taylor  Single Subject Teaching Credential
John Tormey  Single Subject Teaching Credential
Julie Tremblay  Multiple Subject Teaching Credential
Debora Trujillo  Multiple Subject Teaching Credential
Debora Trujillo  Single Subject Teaching Credential
Jennifer Ursini  Education Specialist Instruction Credential
Christina Valadez  Multiple Subject Teaching Credential
Miranda Vasquez  Single Subject Teaching Credential
Hillary Voigt  Single Subject Teaching Credential
Cynthia Vong  Single Subject Teaching Credential
Stephen Wagner  Single Subject Teaching Credential
Kirsten Wampler  Education Specialist Instruction Credential
Abigail Weingart  Multiple Subject Teaching Credential

7
### County Board of Education

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<td>Sora Young</td>
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Expiration Date: 2027

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### Certificates of Competence

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<td>Lara Eldan</td>
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<td>Casey Hynes</td>
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Santa Barbara County Board of Education
Recommended Approval for Acceptance of Donations
September 2, 2021

Teacher Programs & Support

*Bill Cirone Heart of Education Grant – Donation received in remembrance of Helen Hill*

- $150 from Michael R. & Linda Cordero
Santa Barbara County Board of Education
Recommended Approval for Declaration of Surplus
September 2, 2021

Educational Technology Services
- SB 19853 COMPUTER, Apple, iMAC

Fiscal Services
- SB 15363 PRINTER, Okidata
- SB 19410 COMPUTER, Dell
- SB 19411 COMPUTER, Dell
- SB 19412 COMPUTER, Dell
- SB 19413 COMPUTER, Dell
- SB 19690 COMPUTER, OptiPlex 7010
- SB 19692 COMPUTER, OptiPlex 7010
- SB 19693 COMPUTER, OptiPlex 7010
- SB 19694 COMPUTER, OptiPlex 7010
- SB 19696 COMPUTER, OptiPlex 7010
- SB 19697 COMPUTER, Dell
- SB 20770 COMPUTER, Dell

Maintenance & Operations
- SB 5569 AMPLIFIER, Mark, 2600 amp

The value of items listed above does not exceed $25,000.
Action Items
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Santa Barbara County Education Office (SBCEO)  
Updated Naming & Numbering System

- Series 0000 – Philosophy, Goals, Objectives, and Comprehensive Plans
- Series 1000 – Community Relations
- Series 2000 – Administration
- Series 3000 – Business and Noninstructional Operations
- Series 4000 – Personnel
- Series 5000 – Students
- Series 6000 – Instructions
- Series 7000 – Facilities
- Series 9000 – Bylaws

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The County Board of Education shall adopt instructional materials based on a determination that such materials are aligned with the state content standards, meet other criteria specified in law, and are an effective learning resource to help students achieve grade-level and subject-matter competency.

To ensure that instructional materials effectively support the following Santa Barbara County Education Office programs, the selection of textbooks, technology-based materials, other educational materials, and tests shall be aligned with the development and evaluation of the County Education Office curriculum and state content standards for the following programs:

- Juvenile Court and Community Schools
- Summit High School
- Special Education*
- Regional Occupational Program**

* For students in Grades Kindergarten-12 with significant disabilities, instructional materials are aligned to core content standards and content of the frameworks as appropriate for the student's cognitive function.

** For students in Regional Occupational Program classes that offer credit for mathematics, reading-language arts, science, or history-social science, instructional materials are aligned to core content standards and the content of the frameworks as required by the Williams Lawsuit Settlement.

The County Board desires that instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diverse values, and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The County Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the County Office's curriculum.

The County Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE), have been determined to be aligned with the state academic content standards adopted by SBE, or are adopted/approved by the school district(s) contracting for community school services. (Education Code 60200, 60210).
The County Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying administrative regulation, or are adopted/approved by the school district(s) contracting for community school services. (Education Code 60400)

Instructional materials shall be reviewed for recommendation to the board. This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members.

All instructional materials recommended for adoption by the county board shall be available for public inspection at the County Education Office (Cathedral Oaks address).

Individuals who participate in selecting and evaluating instructional materials shall not have a conflict of interest in the materials being reviewed.

In selecting or adopting instructional materials, the County Board shall consider the recommendation of the County Superintendent or designee and/or an advisory committee established to review the materials.

PUBLIC HEARING ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS

The County Board shall annually conduct a public hearing on the sufficiency of the County Office's instructional materials, including textbooks, technology-based materials, other educational materials, and tests. (Education Code 60010, 60119)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

Ten days prior to the hearing, the County Superintendent or designee shall post a notice in three public places within the County Office containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

At the hearing(s), the County Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or other instructional materials that are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE in each of the following subjects: (Education Code 60119)

1. Mathematics
2. Science
3. History-social science
4. English language arts, including the English language development component of an adopted program
5. World languages
6. Health

BP 7005
The County Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119).

In making these determinations, the County Board shall consider whether each student has sufficient textbooks or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119).

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same County Office class or course, and has the ability to use and access them at home. (Education Code 60119).

If the County Board determines that there are insufficient textbooks or other instructional materials, the County Office shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The County Board shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the County Office’s local control and accountability plan. (Education Code 52060)

COMPLAINTS

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

When the Board determines that standards-aligned textbooks and instructional materials have been provided to all students in accordance with Education Code Section 60422, it shall so certify. A copy of the certification shall be kept on file in the County Education Office.

Legal Reference:
EDUCATION CODE
220 Prohibition against discrimination
1240 County superintendent, general duties
33050-33053 General waiver authority
33126 School accountability report card
35272 Education and athletic materials
44805 Enforcement of course of studies; use of textbooks, rules and regulations
49415 Maximum textbook weight

BP 7005
51501 Nondiscriminatory subject matter
52060-52077 Local control and accountability plan
60000-60005 Instructional materials, legislative intent
60010 Definitions
60040-60052 Instructional requirements and materials
60060-60063.5 Requirements for publishers and manufacturers
60070-60076 Prohibited acts (re instructional materials)
60110-60115 Instructional materials on alcohol and drug education
60119 Public hearing on sufficiency of materials
60200-60210 Elementary school materials
60226 Requirements for publishers and manufacturers
60350-60352 Core reading program instructional materials
60400-60411 High school textbooks
60510-60511 Donation for sale of obsolete instructional materials
60605 State content standards
60605.8 Common Core State Standards
60605.86-60605.88 Supplemental instructional materials aligned with Common Core State Standards

CODE OF REGULATIONS, TITLE 5
9505-9530 Instructional materials

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Instructional Materials FAQ
01-05 Guidelines for Piloting Textbooks and Instructional Materials, rev. January 2015
Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES
CSBA: http://www.csba.org
California Academic Content Standards Commission, Common Core State Standards: http://www.scoe.net/castandards
California Department of Education: http://www.cde.ca.gov

ADOPTED BY COUNTY BOARD: March 6, 2008
REVISED:
INSTRUCTION

POLICY – SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The County Board desires that instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diverse values, and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The County Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the County Office's curriculum.

The County Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE), have been determined to be aligned with the state academic content standards adopted by SBE, or are adopted/approved by the district(s) contracting for community school services. (Education Code 60200, 60210)

The County Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying administrative regulation, or are adopted/approved by the district(s) contracting for community school services. (Education Code 60400)

Instructional materials shall be reviewed for recommendation to the board. This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members.

In selecting or adopting instructional materials, the County Board shall consider the recommendation of the County Superintendent or designee and/or an advisory committee established to review the materials.

PUBLIC HEARING ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS

The County Board shall annually conduct a public hearing on the sufficiency of the County Office's instructional materials, including textbooks, technology-based materials, other educational materials, and tests. (Education Code 60010, 60119)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)
Ten days prior to the hearing, the County Superintendent or designee shall post a notice in three public places within the County Office containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

At the hearing(s), the County Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or other instructional materials that are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE in each of the following subjects: (Education Code 60119)

1. Mathematics
2. Science
3. History-social science
4. English language arts, including the English language development component of an adopted program
5. World languages
6. Health

The County Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the County Board shall consider whether each student has sufficient textbooks or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same County Office class or course, and has the ability to use and access them at home. (Education Code 60119)

If the County Board determines that there are insufficient textbooks or other instructional materials, the County Office shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The County Board shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the County Office's local control and accountability plan. (Education Code 52060)

Selection And Evaluation of Instructional Materials – Board Policy 6161.1
COMPLAINTS

Complaints concerning instructional materials shall be handled in accordance with law, Board Policy, and Administrative Regulation.

Legal Reference:
EDUCATION CODE
220 Prohibition against discrimination
1240 County superintendent, general duties
33050-33053 General waiver authority
33126 School accountability report card
35272 Education and athletic materials
44805 Enforcement of course of studies; use of textbooks, rules and regulations
49415 Maximum textbook weight
51501 Nondiscriminatory subject matter
52060-52077 Local control and accountability plan
60000-60005 Instructional materials, legislative intent
60010 Definitions
60040-60052 Instructional requirements and materials
60060-60063.5 Requirements for publishers and manufacturers
60070-60076 Prohibited acts (re instructional materials)
60110-60115 Instructional materials on alcohol and drug education
60119 Public hearing on sufficiency of materials
60200-60210 Elementary school materials
60226 Requirements for publishers and manufacturers
60350-60352 Core reading program instructional materials
60400-60411 High school textbooks
60510-60511 Donation for sale of obsolete instructional materials
60605 State content standards
60605.8 Common Core State Standards
60605.86-60605.88 Supplemental instructional materials aligned with Common Core State Standards

CODE OF REGULATIONS, TITLE 5
9505-9530 Instructional materials

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Instructional Materials FAQ
01-05 Guidelines for Piloting Textbooks and Instructional Materials, rev. January 2015
Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES
CSBA: http://www.csba.org

Selection And Evaluation of Instructional Materials – Board Policy 6161.1
The County Board of Education and the County Superintendent of Schools recognize that maintaining an environment which promotes learning and protects the health, safety and welfare of all students may require the suspension or expulsion of a student from programs operated by the County Education Office. Each program has developed rules and procedures, which clearly identify expected behavior standards and the disciplinary process and procedures for addressing violations of those standards, including suspension and/or expulsion.

The County Board desires to provide students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The County Board shall develop rules and regulations setting the standards of behavior expected of students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

Expulsion is an action taken by the County Superintendent or designee for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is usually used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school activity or school attendance occurring within any County Office school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

Staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the County Education Office's nondiscrimination policies.
Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

No student in grades K-8 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the County Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Authority to Expel

A student may be expelled only by the County Board. (Education Code 48918(j))

As required by law, the County Superintendent or designee shall recommend expulsion and the County Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For other violations, the County Superintendent or designee shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the County Board shall
order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e)).

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

Student Due Process

The County Superintendent will provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff of the County Education Office shall comply with procedures for notices and appeals as specified in regulations. Procedures governing student due process shall conform in all aspects to provisions in law.

The County Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The County Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

Maintenance and Monitoring of Outcome Data

The County Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the County Board, the types of referrals made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the County Board annually and to the California Department of Education when so required.

Legal Reference:
EDUCATION CODE
212.5 Sexual harassment
233 Hate violence
1981-1981.5 Enrollment of students in community school
8239.1 Prohibition against expulsion of preschool student
17292.5 Program for expelled students
32261 Interagency School Safety Demonstration Act of 1985
35145 Open board meetings
35146 Closed sessions (regarding suspensions)
35291 Rules (for government and discipline of schools)
35291.5 Rules and procedures on school discipline
48645.5 Readmission; contact with juvenile justice system
48660-48666 Community day schools
48853.5 Foster youth
48900-48927 Suspension and expulsion
48950 Speech and other communication
48980 Parental notifications
49073-49079 Privacy of student records
52052 Numerically significant student subgroups
52060-52077 Local control and accountability plan
64000-64001 Consolidated application

CIVIL CODE
47 Privileged communication
48.8 Defamation liability

CODE OF CIVIL PROCEDURE
1985-1997 Subpoenas: means of production

GOVERNMENT CODE
11455.20 Contempt
54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE
11014.5 Drug paraphernalia
11053-11058 Standards and schedules

LABOR CODE
230.7 Employee time off to appear in school on behalf of a child

PENAL CODE
31 Principal of a crime, defined
240 Assault defined
241.2 Assault fines
242 Battery defined
243.2 Battery on school property
243.4 Sexual battery
245 Assault with deadly weapon
245.6 Hazing
261 Rape defined
266c Unlawful sexual intercourse
286 Sodomy defined
288 Lewd or lascivious acts with child under age 14
288a Oral copulation
289 Penetration of genital or anal openings

BP 6006
417.27 Laser pointers
422.55 Hate crime defined
422.6 Interference with exercise of civil rights
422.7 Aggravating factors for punishment
422.75 Enhanced penalties for hate crimes
626.2 Entry upon campus after written notice of suspension or dismissal without permission
626.9 Gun-Free School Zone Act of 1995
626.10 Dirks, daggers, knives, razors, or stun guns
868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE
729.6 Counseling

UNITED STATES CODE, TITLE 18
921 Definitions, firearm

UNITED STATES CODE, TITLE 20
1415(K) Placement in alternative educational setting
7961 Gun-free schools

UNITED STATES CODE, TITLE 42
11432-11435 Education of homeless children and youths

COURT DECISIONS
Board of Education of Sacramento City Unified School District v. Sacramento County

ATTORNEY GENERAL OPINIONS

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES
CSBA: http://www.csba.org
STUDENTS

POLICY – SUSPENSION AND EXPULSION / DUE PROCESS

The County Board desires to provide students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The County Board shall develop rules and regulations setting the standards of behavior expected of students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school activity or school attendance occurring within any County Office school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

Staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the County Education Office’s nondiscrimination policies.

Appropriate Use of Suspension Authority

Except when a student’s act violates Education Code 48900(a)-(e), or when the student’s presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

No student in grades K-8 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)
A student’s parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

**On-Campus Suspension**

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the County Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

**Authority to Expel**

A student may be expelled only by the County Board. (Education Code 48918(j))

As required by law, the County Superintendent or designee shall recommend expulsion and the County Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
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For other violations, the County Superintendent or designee shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the County Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct

Suspension and Expulsion / Due Process– Board Policy 5144.1
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

Due Process

The County Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The County Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

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49073-49079 Privacy of student records
52052 Numerically significant student subgroups

Suspension and Expulsion / Due Process– Board Policy 5144.1
52060-52077 Local control and accountability plan
64000-64001 Consolidated application

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1985-1997 Subpoenas; means of production

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54950-54963 Ralph M. Brown Act

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422.7 Aggravating factors for punishment
422.75 Enhanced penalties for hate crimes
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626.10 Dirks, daggers, knives, razors, or stun guns
868.5 Supporting person; attendance during testimony of witness

Suspension and Expulsion / Due Process- Board Policy 5144.1
WELFARE AND INSTITUTIONS CODE
729.6 Counseling

UNITED STATES CODE, TITLE 18
921 Definitions, firearm

UNITED STATES CODE, TITLE 20
1415(K) Placement in alternative educational setting
7961 Gun-free schools

UNITED STATES CODE, TITLE 42
11432-11435 Education of homeless children and youths

COURT DECISIONS
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ATTORNEY GENERAL OPINIONS

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES
CSBA: http://www.csba.org
California Attorney General's Office: http://www.oag.ca.gov
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education, Office of Safe and Healthy Students: http://www2.ed.gov/about/offices/list/oese/osh

ADOPTED BY COUNTY BOARD: January 6, 1994
REVISED: April 7, 1994
December 12, 2013

Suspension and Expulsion / Due Process—Board Policy 5144.1
PROVISIONS RELATING TO STUDENTS

POLICY — **CHRONIC ABSENCE AND TRUANCY**

Truancy is defined as a student's absence from school without a valid excuse three full days in one school year, or tardiness or absence for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.

Parents or guardians shall be notified when students are initially classified as truants. Whenever possible, both parents/guardians will be notified. The notice shall include the following information:

1. Specific dates of unexcused absences or tardies are identified;
2. The parent/guardian is responsible for compelling the student's attendance;
3. Failure to compel attendance is an infraction subject to prosecution;
4. The parent/guardian is entitled to meet with school personnel to discuss the problem;
5. Alternative educational programs are available.

Any student reported as truant three or more times during the school year shall be deemed an habitual truant. Habitual truants may be referred to the School Attendance Review Board. The School Attendance Review Board may direct that a petition on behalf of an habitual truant be filed in the juvenile court of the County.

 Exceptions to this policy may be granted to students attending alternative programs.

The County Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The County Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the County Office.

The County Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout County Office schools.

The County Superintendent, attendance supervisor, or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.
The County Superintendent, attendance supervisor, or designee shall develop a tiered approach to reducing chronic absence. Such an approach shall include strategies for preventing attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, letters alerting parents/guardians to the value of regular school attendance, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

The tiered approach shall also provide for early outreach to students as soon as they show signs of poor attendance or if they were chronically absent in the prior school year. Early intervention may include personalized outreach, individual attendance plans, and/or mentoring to students with moderate levels of chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.

Students with serious attendance problems shall be provided with interventions specific to their needs, which may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. The County Superintendent, attendance supervisor, or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

The County Superintendent or designee shall ensure that staff assigned to fulfill attendance-related duties are trained in implementing a trauma-informed approach to chronic absence and receive information about the high correlation between chronic absence and exposure to adverse childhood experiences.

Students who are identified as chronically absent or truant shall be subject to the interventions specified in law and administrative regulation.

A student's truancy, tardiness, or other absence from school shall not be the basis for suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

The attendance supervisor or designee shall periodically report to the County Board regarding student attendance patterns, including rates of chronic absence and truancy systemwide and for each school, grade level, and numerically significant student subgroup as defined in Education Code 52052. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to develop annual goals and specific actions for student attendance and engagement to be included in the County Office's local control and accountability plan and other applicable
school and County Office’s plans. As appropriate, the County Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

Legal References:
EDUCATION CODE
1740-1742 Employment of personnel to supervise attendance (county superintendent)
37223 Weekend classes
46000 Records (attendance)
46010-46014 Absences
46110-46119 Attendance in kindergarten and elementary schools
46140-46147 Attendance in junior high and high schools
48200-48208 Children ages 6-18 (compulsory full-time attendance)
48225.5 Work permits, entertainment and allied industries
48240-48246 Supervisors of attendance
48260-48273 Truants
48290-48297 Failure to comply; complaints against parents
48320-48325 School attendance review boards
48340-48341 Improvement of student attendance
48400-48403 Compulsory continuation education
48900 Suspension and expulsion
49067 Unexcused absences as cause of failing grade
52052 Accountability; numerically significant student subgroups
60901 Chronic absence

GOVERNMENT CODE
54950-54963 The Ralph M. Brown Act

PENAL CODE
270.1 Chronic truancy; parent/guardian misdemeanor
272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy
830.1 Peace officers

VEHICLE CODE
13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE
256-258 Juvenile hearing officer
601-601.4 Habitually truant minors
11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5
306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes
COURT DECISIONS

Management Resources:

ATTENDANCE WORKS PUBLICATIONS
District Attendance Tracking Tool
For School Board Members: Frequently Asked Questions About Chronic Absence
School Attendance Tracking Tool
Bringing Attendance Home: Engaging Parents in Preventing Chronic Absence, 2015
The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority
Early Outreach for Positive Linkages and Engagement, 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
School Attendance Review Board: A Road Map for Improved School Attendance and
Behavior, rev. 2018

WEB SITES
CSBA: http://www.csba.org
Attendance Works: http://www.attendanceworks.org
California Association of Supervisors of Child Welfare and
Attendance: http://www.cascwa.org
California Department of Education: http://www.cde.ca.gov
California Healthy Kids Survey: http://chks.wested.org
California School Climate, Health, and Learning Survey System: http://www.cal­
schls.wested.org

ADOPTED BY COUNTY BOARD: June 7, 1984
REVISED: January 6, 1994
April 7, 1994
April 3, 1997
The County Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The County Board desires to ensure that all students attend school in accordance with the state’s compulsory education law and take full advantage of educational opportunities provided by the County Office.

The County Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout County Office schools.

The County Superintendent, attendance supervisor, or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

The County Superintendent, attendance supervisor, or designee shall develop a tiered approach to reducing chronic absence. Such an approach shall include strategies for preventing attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, letters alerting parents/guardians to the value of regular school attendance, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

The tiered approach shall also provide for early outreach to students as soon as they show signs of poor attendance or if they were chronically absent in the prior school year. Early intervention may include personalized outreach, individual attendance plans, and/or mentoring to students with moderate levels of chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.

Students with serious attendance problems shall be provided with interventions specific to their needs, which may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. The County Superintendent,
attendance supervisor, or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

The County Superintendent or designee shall ensure that staff assigned to fulfill attendance-related duties are trained in implementing a trauma-informed approach to chronic absence and receive information about the high correlation between chronic absence and exposure to adverse childhood experiences.

Students who are identified as chronically absent or truant shall be subject to the interventions specified in law and administrative regulation.

A student's truancy, tardiness, or other absence from school shall not be the basis for suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

The attendance supervisor or designee shall periodically report to the County Board regarding student attendance patterns, including rates of chronic absence and truancy systemwide and for each school, grade level, and numerically significant student subgroup as defined in Education Code 52052. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to develop annual goals and specific actions for student attendance and engagement to be included in the County Office's local control and accountability plan and other applicable County Office plans. As appropriate, the County Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

Legal References:
EDUCATION CODE
1740-1742 Employment of personnel to supervise attendance (county superintendent)
37223 Weekend classes
46000 Records (attendance)
46010-46014 Absences
46110-46119 Attendance in kindergarten and elementary schools
46140-46147 Attendance in junior high and high schools
48200-48208 Children ages 6-18 (compulsory full-time attendance)
48225.5 Work permits, entertainment and allied industries
48240-48246 Supervisors of attendance
48260-48273 Truants
48290-48297 Failure to comply; complaints against parents
48320-48325 School attendance review boards
48340-48341 Improvement of student attendance
48400-48403 Compulsory continuation education

Chronic Absence and Truancy – Board Policy 5113.1
Suspension and expulsion
Unexcused absences as cause of failing grade
Accountability; numerically significant student subgroups
Chronic absence

GOVERNMENT CODE
The Ralph M. Brown Act

PENAL CODE
Chronic truancy; parent/guardian misdemeanor
Parent/guardian duty to supervise and control minor child; criminal liability for truancy
Peace officers

VEHICLE CODE
Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE
Juvenile hearing officer
Habitually truant minors
Compulsory school attendance

CODE OF REGULATIONS, TITLE 5
Explanation of absence
Record of verification of absence due to illness and other causes

COURT DECISIONS

Management Resources:

ATTENDANCE WORKS PUBLICATIONS
District Attendance Tracking Tool
For School Board Members: Frequently Asked Questions About Chronic Absence
School Attendance Tracking Tool
Bringing Attendance Home: Engaging Parents in Preventing Chronic Absence, 2015
The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE:
Priority Early Outreach for Positive Linkages and Engagement, 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
School Attendance Review Board: A Road Map for Improved School Attendance and Behavior, rev. 2018

WEB SITES

Chronic Absence and Truancy – Board Policy 5113.1
The County Board of Education believes pupil records are a necessary element of describing a student’s development in school. It also recognizes that it is essential for the records to be accurate, appropriate, secure, and consistent with various legal statutes.

Therefore, it is the commitment of the County Board of Education that all policies and administrative regulations pertinent to pupil records be in accordance with state and federal law. Such policies and procedures shall:

1. Guarantee access to authorized persons within five (5) working days of a request.
2. Assure security of all records.
3. Enumerate and describe pupil records collected and maintained.
4. Provide for the annual notification of right of access by parent, legal guardian, or eligible student.
5. State that a nominal fee may be charged for copies of records.
6. Specify access restrictions, including criteria for disclosure to school officials with legitimate educational interest.
7. Provide for an access or disclosure log.
8. Provide for the correction or removal of information.

The County Board recognizes the importance of keeping accurate, comprehensive student records as required by law. The County Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records consistent with state and federal law.

The County Superintendent shall designate an appropriate certificated administrative employee in each instructional program operated by the County Education Office as custodians of pupil records. These administrative designees shall be responsible for the development and implementation of regulations and procedures to assure compliance with this policy, and with state and federal mandates regarding pupil records.

All appropriate personnel shall receive training regarding County Education Office policies and procedures for gathering and handling sensitive student information.
The County Education Office shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The County Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena. If a County Office employee receives such a request, they shall immediately report the request to the County Superintendent or designee.

The County Superintendent or designee shall not, for the purpose of immigration enforcement, compile a list, registry, or database based on students' national origin, ethnicity, religious belief, practice, or affiliation, nor shall they disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated for instructional or educational purposes. (Government Code 8310.3)

CONTRACT FOR DIGITAL STORAGE, MANAGEMENT, AND RETRIEVAL OF STUDENT RECORDS

The County Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

Legal Reference:
EDUCATION CODE
234.7 Student protections relating to immigration and citizenship status
17604 Contracts
48201 Student records for transfer students who have been suspended/expelled
48853.5 Foster youth; placement, immunizations
48902 Notification of law enforcement of specified violations
48904-48904.3 Withholding grades, diplomas, or transcripts
48918 Rules governing expulsion procedures
48980 Parental notifications
48985 Notices in parent/guardian's primary language
49060-49079 Student records
49091.14 Parental review of curriculum
51747 Independent study
56041.5 Rights of students with disabilities
56050 Surrogate parents
56055 Foster parents
69432.9 Cal Grant program; notification of grade point average

BUSINESS AND PROFESSIONS CODE
22580-22582 Digital privacy
22584-22585 Student Online Personal Information Protection Act
22586-22587 Early Learning Personal Information Protection Act

CODE OF CIVIL PROCEDURE
1985.3 Subpoena duces tecum

FAMILY CODE
3025 Access to records by noncustodial parents
6552 Caregiver's authorization affidavit

GOVERNMENT CODE
6252-6260 Inspection of public records

HEALTH AND SAFETY CODE
120440 Immunizations; disclosure of information

PENAL CODE
245 Assault with deadly weapon

WELFARE AND INSTITUTIONS CODE
681 Truancy petitions
701 Juvenile court law
16010 Health and education records of a minor

CODE OF REGULATIONS, TITLE 5
430-438 Individual student records
16020-16027 Destruction of records of school districts

UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
1232h Protection of Pupil Rights Amendment

UNITED STATES CODE, TITLE 26
152 Definition of dependent child

UNITED STATES CODE, TITLE 42
11434a McKinney-Vento Homeless Assistance Act; definitions

CODE OF FEDERAL REGULATIONS, TITLE 16
Part 312 Children's Online Privacy Protection Rule

CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
300.501 Opportunity to examine records for parents of student with disability

Management Resources:
CSBA PUBLICATIONS
Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS
Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

FEDERAL REGISTER

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS
Data in the Cloud: A Legal and Policy Guide for School Boards on Student Data Privacy in the Cloud Computing Era, April 2014

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
IDEA and FERPA Confidentiality Provisions, 2014
Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records, 2008

WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
National School Boards Association: http://www.nsba.org

ADOPTED BY COUNTY BOARD: November 2, 1978
REVISED: January 6, 1994

BP 6010
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FAMILY CODE
3025 Access to records by noncustodial parents
6552 Caregiver's authorization affidavit

GOVERNMENT CODE
6252-6260 Inspection of public records

HEALTH AND SAFETY CODE
120440 Immunizations; disclosure of information

Student Records – Board Policy 5125
PENAL CODE
245 Assault with deadly weapon

WELFARE AND INSTITUTIONS CODE
681 Truancy petitions
701 Juvenile court law
16010 Health and education records of a minor

CODE OF REGULATIONS, TITLE 5
430-438 Individual student records
16020-16027 Destruction of records of school districts

UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
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11434a McKinney-Vento Homeless Assistance Act; definitions

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CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS
Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

FEDERAL REGISTER

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Student Records – Board Policy 5125
Data in the Cloud: A Legal and Policy Guide for School Boards on Student Data Privacy in the Cloud Computing Era, April 2014

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
IDEA and FERPA Confidentiality Provisions, 2014
Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records, 2008

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National School Boards Association: http://www.nsba.org

ADOPTED BY COUNTY BOARD: November 2, 1978
REVISED: January 6, 1994

Student Records – Board Policy 5125
PROVISIONS RELATING TO STUDENTS

POLICY – ALCOHOL AND OTHER DRUGS

The County Board of Education and the County Superintendent of Schools believes that the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. Based on this recognition, the County Board and County Superintendent intend that students in programs administered by the County Education Office are kept free of alcohol and other drugs. The Superintendent or designee shall develop comprehensive programs and activities to foster safe, healthy, and drug-free environments that support academic achievement.

The County Board and County Superintendent desire that every effort be made to reduce the chances that students in our programs will begin or continue the use of alcohol and other drugs. Alcohol, like any other controlled substance, is illegal for use by minors.

Appropriate procedures shall be developed to implement this policy for each program.

The County Education Office's alcohol and drug prevention and intervention programs shall be coordinated with other school and community-based services and programs and shall promote the involvement of parents/guardians. The County Superintendent or designee may collaborate with community-based organizations, health providers, law enforcement agencies, local child welfare agencies, postsecondary institutions, businesses, and other public and private entities in program planning, implementation, and evaluation.

Prevention and intervention programs and activities may include, but are not limited to:

(20 USC 7118)

1. Evidence-based drug and violence prevention activities and programs that educate students against the use of alcohol, tobacco, cannabis, smokeless tobacco products, and electronic cigarettes

2. Professional development and training for school staff, specialized instructional support personnel, and interested community members on drug prevention, education, early identification, intervention mentoring, recovery support services, and, where appropriate, rehabilitation referral

3. School-based mental health services, including early identification of drug use and referrals to counseling services, and/or partnerships with public or private health care entities that have qualified mental and behavioral health professionals

4. Programs and activities that provide mentoring and school counseling to all students, including students who are at risk of drug use and abuse
INSTRUCTION

The County Education Office shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

Instructional materials shall consistently state that unlawful use of alcohol or other drugs is prohibited. Instruction shall not include any message on responsible use of drugs or alcohol when such use is illegal. (Health and Safety Code 11999.2)

INTERVENTION, REFERRAL, AND STUDENT ASSISTANCE PROGRAMS

The County Superintendent or designee shall inform school staff, students, and parents/guardians about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral, and other student assistance programs.

The County Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

ENFORCEMENT/DISCIPLINE

Students shall not possess, use, or sell alcohol or other drugs and related paraphernalia on school grounds or at school-sponsored activities.

The County Superintendent or designee shall clearly communicate to students, staff, and parents/guardians regarding policies, regulations and school rules related to the use of alcohol and other drugs.

A student who is found to be in possession of or intoxicated by drugs or alcohol shall be referred to appropriate behavioral interventions or student assistance programs, and may be subject to discipline on a case-by-case basis.

Legal Reference:
EDUCATION CODE
44049 Known or suspected alcohol or drug abuse by student
44645 In-service training anabolic steroids
48900 Suspension or expulsion (grounds)
48900.5 Suspension, limitation on imposition; exception
48901 Smoking or use of tobacco prohibited
48901.5 Prohibition of electronic signaling devices
48902 Notification of law enforcement authorities; civil or criminal immunity
48909 Narcotics or other hallucinogenic drugs
48915 Expulsion; particular circumstances
49602 Confidentiality of pupil information
51202 Instruction in personal and public health and safety
51203 Instruction on alcohol, narcotics and restricted dangerous drugs
51210 Areas of study
51220 Areas of study, grades 7 to 12
51260-51269 Drug education
60041 Instructional materials
60110-60115 Instructional materials on alcohol and drug education

BUSINESS AND PROFESSIONS CODE
25608 Alcohol on school property; use in connection with instruction

HEALTH AND SAFETY CODE
11032 Narcotics, restricted dangerous drugs and marijuana
11053-11058 Standards and schedules
11353.6 Juvenile Drug Trafficking and Schoolyard Act
11357 Unauthorized possession of marijuana; possession in school or on school grounds
11361.5 Destruction of arrest or conviction records
11372.7 Drug program fund; uses
11802 Joint school-community alcohol abuse primary education and prevention program
11999-11999.3 Alcohol and drug program funding; no unlawful use
124175-124200 Adolescent family life program

PENAL CODE
13860-13864 Suppression of drug abuse in schools

VEHICLE CODE
13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over

WELFARE AND INSTITUTIONS CODE
828 Disclosure of information re minors
828.1 Disclosure of criminal records; protection of vulnerable staff & students

UNITED STATES CODE, TITLE 20
5812 National education goals
7101-7122 Student Support and Academic Enrichment Grants

Management Resources:

WEB SITES
California Department of Education, Alcohol, Tobacco and Other Drug Prevention: http://www.cde.ca.gov/ls/he/at
California Healthy Kids: http://www.californiahealthykids.org

Office of Safe and Healthy Students: https://www2.ed.gov/about/offices/list/oese/osh

ADOPTED BY COUNTY BOARD: November 2, 1995

BP 6012
STUDENTS

POLICY – ALCOHOL AND OTHER DRUGS

BP 5131.6
Clean Copy

The County Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The County Superintendent or designee shall develop comprehensive programs and activities to foster safe, healthy, and drug-free environments that support academic achievement.

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Alcohol and Other Drugs – Board Policy 5131.6
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48915 Expulsion; particular circumstances
49602 Confidentiality of pupil information
51202 Instruction in personal and public health and safety
51203 Instruction on alcohol, narcotics and restricted dangerous drugs
51210 Areas of study

Alcohol and Other Drugs – Board Policy 5131.6
Areas of study, grades 7 to 12
Drug education
Instructional materials
Instructional materials on alcohol and drug education

BUSINESS AND PROFESSIONS CODE
Alcohol on school property; use in connection with instruction

HEALTH AND SAFETY CODE
Narcotics, restricted dangerous drugs and marijuana
Standards and schedules
Juvenile Drug Trafficking and Schoolyard Act
Unauthorized possession of marijuana; possession in school or on school grounds
Destruction of arrest or conviction records
Drug program fund; uses
Joint school-community alcohol abuse primary education and prevention program
Alcohol and drug program funding; no unlawful use
Adolescent family life program

PENAL CODE
Suppression of drug abuse in schools

VEHICLE CODE
Drug and alcohol related offenses by person under age of 21, but aged 13 or over

WELFARE AND INSTITUTIONS CODE
Disclosure of information re minors
Disclosure of criminal records; protection of vulnerable staff & students

UNITED STATES CODE, TITLE 20
National education goals
Student Support and Academic Enrichment Grants

Management Resources:

WEB SITES
California Department of Education, Alcohol, Tobacco and Other Drug Prevention: http://www.cde.ca.gov/ls/he/at
California Healthy Kids: http://www.californiahealthykids.org
Office of Safe and Healthy Students: https://www2.ed.gov/about/offices/list/oese/osh
51220 Areas of study, grades 7 to 12
51260-51269 Drug education
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California Healthy Kids: http://www.californiahealthykids.org
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ADOPTED BY COUNTY BOARD: November 2, 1995
REVISED:

Alcohol and Other Drugs – Board Policy 5131.6
INSTRUCTION

POLICY – CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY  

The County Board desires that every student have the opportunity to earn a high school diploma through successful completion of County Office graduation requirements. However, when a student is unable to do so, the County Board encourages completion of an alternative program that allows the student to obtain an equivalent certificate.

Eligible persons who pass the California High School Proficiency Examination may obtain a certificate of proficiency from the State Board of Education (SBE). Eligible persons who pass a general educational development test designated by the SBE may obtain a high school equivalency certificate from the testing service.

The County Superintendent or designee shall make information available to interested persons regarding the eligibility and examination requirements of each program.

Interested persons shall register for the test directly with the testing service and pay the applicable fee. However, the fee shall be waived for a homeless or foster youth who is under age 25 years, meets all other registration requirements, and submits certification of homeless or foster youth status. (Education Code 48412; 5 CCR 11524-11526, 11533-11534.1)

Legal Reference:

EDUCATION CODE
48400-48403 Persons subject to compulsory continuation education
48410 Persons exempt from continuation classes
48412 Certificate of proficiency; examination fees
48413 Enrollment in continuation classes
48414 Reenrollment in district
51420-51427 High school equivalency certificate
52052 Accountability; numerically significant student subgroups

CODE OF REGULATIONS, TITLE 5
11520-11523 Proficiency examination and certificate
11530-11532 High school equivalency certificate

Management Resources:

Certificate of Proficiency/High School Equivalency – Board Policy 6146.2
WEB SITES
California Department of Education, California High School Proficiency Examination: http://www.cde.ca.gov/ta/tg/sp
California High School Proficiency Examination: http://www.chspe.net
General Educational Development Test: http://ged.com
High School Equivalency Test: http://hiset.ets.org

APPROVED BY COUNTY BOARD:
STUDENTS

POLICY – BULLYING

The County Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The County Superintendent or designee shall develop strategies for addressing bullying in County schools with the involvement of students, parents/guardians, and staff. As appropriate, the County Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the local control and accountability plan, as applicable.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the County Education Office’s uniform complaint procedures.

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
32282 Comprehensive safety plan
32283.5 Bullying; online training
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
46600 Student transfers
48900-48925 Suspension or expulsion
48985 Translation of notices
52060-52077 Local control and accountability plan

PENAL CODE
422.55 Definition of hate crime
647 Use of camera or other instrument to invade person's privacy; misdemeanor

Bullying – Board Policy 5131.2
647.7 Use of camera or other instrument to invade person's privacy; punishment
653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5
4600-4670 Uniform complaint procedures

UNITED STATES CODE, TITLE 47
254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Management Resources:
CSBA PUBLICATIONS
Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010
Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Bullying Module
California's Social and Emotional Learning: Guiding Principles, 2018
Social and Emotional Learning in California: A Guide to Resources, 2018
Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008
Bullying at School, 2003

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS
Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018

Bullying – Board Policy 5131.2
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
Guidance to America's Schools: Bullying of Students with Disabilities, October 2014
Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010
Dear Colleague Letter: Harassment and Bullying, October 2010

Web Sites:
CSBA: http://www.csba.org
California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss
Center on Great Teachers and Leaders: http://gtlcenter.org
Common Sense Media: http://www.commonsensemedia.org
National School Safety Center: http://www.schoolsafety.us
Partnership for Children and Youth: http://www.partnerforchildren.org

APPROVED BY COUNTY BOARD:

Bullying – Board Policy 5131.2
INSTRUCTION

POLICY – JUVENILE COURT SCHOOLS

The County Board shall provide for the administration and operation of juvenile court schools that meet the needs of students who are under the protection or authority of the county juvenile justice system and have been placed in juvenile hall or the boys camp. (Education Code 48645)

The County Superintendent shall be responsible for the administration of juvenile court schools. (Education Code 48645.2)

The County Superintendent or juvenile court director may, in accordance with Education Code 48646, enter into a memorandum of understanding or other agreement with the county chief probation officer to establish a process for communication, decision making, mutual goals, and conflict resolution to support the needs of students who are receiving their education in juvenile court schools. (Education Code 48646)

Unless otherwise provided by law, the minimum school day shall be 240 minutes. (Education Code 48645.3)

EDUCATIONAL PROGRAMS

Juvenile court schools shall offer a curriculum that meets state academic standards and a course of study that prepares students for a high school diploma or equivalency certificate, career entry, and college admission. The County Superintendent or designee shall regularly evaluate the established educational program.

The prescribed courses of study shall be kept on file for public review. (Education Code 51040)

Students enrolled in a juvenile court school shall participate in physical education courses unless exempted by law. (Education Code 51241)

Any student who completes the graduation requirements of the student's school district of residence while attending juvenile court school shall receive a diploma from the school last attended in the district of residence or from the County Superintendent. (Education Code 48645.5)
The County Board shall ensure that the County Education Office (CEO) and the county department of probation have a joint transition planning policy for the purposes of improving communication regarding dates of release and educational needs of students who have had contact with the juvenile justice system, coordinating immediate school placement and enrollment, and ensuring that probation officers in the community have the information they need to support the return of students who are being transferred from juvenile court schools to public schools in their communities. The transition planning policy shall include the assignment of transition oversight responsibilities to CEO personnel who will work in collaboration with the county probation department, as needed, and relevant local educational agencies to facilitate: (Education Code 48647)

1. The transfer of complete and accurate education records, including the student's individualized education program (IEP) or Section 504 plan, if applicable, when a student enters the juvenile court school

2. Access to information about postsecondary academic and vocational opportunities, including college financial aid programs

3. The implementation of the student's transition plan, if one exists

4. The transition of a student from a juvenile court school to a public school in the community, including procedures for the student's immediate enrollment, transfer of course credits, placement in appropriate courses based on completed coursework, and the transfer of complete and accurate education records, including any IEP or Section 504 plan, within 72 hours of the student's release from the juvenile detention facility

Individualized Transition Plan

As needed, each student detained for more than 20 consecutive school days shall have an individualized transition plan developed by the school in collaboration with the county probation department in accordance with Education Code 48647. (Education Code 48647)

For any student detained for 20 consecutive school days or fewer, a copy of the student's individualized learning plan, if one exists, shall be made available by the CEO to the student upon the student's release, if possible. (Education Code 48647)

Legal Reference:
EDUCATION CODE
48645-48647 Juvenile court schools
51040 Prescribed courses
51041 Educational program
51220 Areas of study
51222 Physical education
51241 Exemptions from physical education
60200 Adoption of instructional materials

WELFARE AND INSTITUTIONS CODE
602 Minors violating law; ward of court
880-893 Wards and dependent children; juvenile homes, ranches and camps

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Juvenile Court Schools: http://www.cde.ca.gov/sp/eo/jc

APPROVED BY COUNTY BOARD:
Information Items
Santa Barbara County Board of Education  
Santa Barbara County Education Office  
Certificated Personnel Report  
September 2, 2021

**Appointments**

<table>
<thead>
<tr>
<th>Offer of Employment</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrillo, Monica, Monica</td>
<td>August 11, 2021</td>
</tr>
<tr>
<td>Cervantes, Maria, Maria</td>
<td>August 11, 2021</td>
</tr>
<tr>
<td>Garcia, Melissa, Melissa</td>
<td>August 17, 2021</td>
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<tr>
<td>Munoz, Graciela, Graciela</td>
<td>August 11, 2021</td>
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</tbody>
</table>

**Separations**

<table>
<thead>
<tr>
<th>Resignations</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradley, Letitia, Letitia</td>
<td>August 13, 2021</td>
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</tbody>
</table>
Appointments

Limited Term/Substitute

Esparza, Melanie
Paraprofessional • Special Education • Various Sites
• Hourly as needed
August 10, 2021

Probationary

Garcia Mendoza, Adriana
Child Care Assistant • Early Care and Education • De Colores State Preschool
75% • 10 months
August 12, 2021

Garcia, Breanna
Accounting Technician • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months
August 2, 2021

Goksu, Sibel
Educational Data Analyst • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months
August 2, 2021

Limon, Victor
Vocational Assistant • Special Education • Vocational Services
75% • 10 months
August 10, 2021

Moody, Catherine
Paraprofessional • Special Education • Cold Spring School
81.25% • 10 months
August 18, 2021

Muniz, Alicia
Paraprofessional • Special Education • Cuyama Elementary School
81.25% • 10 months
August 10, 2021
Changes

Anniversary Increase

Aceves Garcia, Alejandra
Paraprofessional • Special Education • Clarence Ruth Preschool
75% • 10 months
August 1, 2021

Aguilar, Xochitl
Child Care Assistant • Early Care and Education • Early Steps to Learning
75% • 12 months
August 1, 2021

Furman, Timothy
Technology Support Administrative Assistant • IT Services • IT Services
100% • 12 months
August 1, 2021

Lazaer, Daisy
Financial Analyst • School Business Advisory Services • School Business Advisory Services
100% • 12 months
August 1, 2021

Montero, Lupe
Clerical Assistant • Early Care and Education • Early Care and Education - Lompoc
100% • 12 months
August 1, 2021

Noronha, Patricia
Senior Administrative Analyst • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months
August 1, 2021

Santos, Jessica
Liaison/Clerk, Child Development and Child Care Food Program • Early Care and Education • Hope Center
100% • 12 months
August 1, 2021

Steelman, Marcella
Accounting Technician, Senior • Internal Services • Accounting - Fiscal Services
100% • 12 months
August 1, 2021

Prepared on: 08-18-2021
**Differential - Add**

**Aguirre, Ancelmo**  
Paraprofessional • Special Education • Cabrillo High School  
83.75% • 10 months  
Specialized Health Care  
*August 11, 2021*

**Cahill, Joan**  
Paraprofessional • Special Education • Cabrillo High School  
81.25% • 10 months  
Specialized Health Care  
*August 11, 2021*

**Deines, Jenia**  
Paraprofessional • Special Education • Olga Reed Elementary  
77.5% • 10 months  
Specialized Health Care  
*August 16, 2021*

**Nuno, Ellen**  
Paraprofessional • Special Education • Cuyama High School  
81.25% • 10 months  
Specialized Health Care  
*August 10, 2021*

**Differential - Remove**

**Teran, Ruby**  
Paraprofessional • Special Education • Olga Reed Elementary  
77.5% • 10 months  
Specialized Health Care  
*August 16, 2021*

**Increased Time (Voluntary)**

**Aguirre, Ancelmo**  
Paraprofessional • Special Education • Cabrillo High School  
83.75% • 10 months  
From .8125  
*August 11, 2021*

**Castaneda, Gloria**  
Child Care Assistant • Early Care and Education • Los Alamos State Preschool  
62.5% • 10 months  
From .50  
*August 11, 2021*
Gomez, Berenize
Child Care Assistant • Early Care and Education • Santa Ynez Valley State Preschool
50% • 11 months
From .375

Probation to Permanent
Broeffle, Alondra
Office Assistant • Transitional Youth Services • Transitional Youth
100% • 12 months

Stojanovski, Rachel
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Transfer
Acheoual, Nancy
Paraprofessional • Special Education • Robert Bruce Preschool
67.5% • 10 months
From School Nurse, Santa Maria

Carpio, Andrew
Paraprofessional • Special Education • Lenora Fillmore Preschool
35% • 10 months
From Orcutt Academy Preschool

Deines, Jenia
Paraprofessional • Special Education • Olga Reed Elementary
77.5% • 10 months
From Regency Preschool

Montgomery, Karyn
Paraprofessional • Special Education • Vision Services
75% • 10 months
From Alice Shaw

Rodriguez, Brenda
Paraprofessional • Special Education • Ontiveros Preschool
75% • 10 months
From Meridian Head Start and Los Padres Head Start

Prepared on: 08-18-2021
Separation

Released

Jimenez, Elizabeth  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkage - North County  
100% • 12 months  
Non completion of Probation  

August 16, 2021

Resignation

Niz, Ruth  
Office Assistant • Special Education • Special Education Support Staff, Lompoc  
100% • 11 months  

August 20, 2021

Williams, Jenelle  
School District Financial Advisor • School Business Advisory Services • School Business Advisory Services  
100% • 12 months  

August 13, 2021