

Policy 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 12/16/2015 | **Last Revised Date:** 02/23/2022 | **Last Reviewed Date:** 02/23/2022

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)

18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School safety plans (Education Code 32280-32289)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8207-8225)
23. State preschool health and safety issues in license-exempt programs (Education Code 8212)
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

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

State References

Description

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| 2 CCR 11023 | Harassment and discrimination prevention and correction - https://simbli.eboardsolutions.com/SU/haAgKnrQhVJbsh34hY5zslsh5Q== |
| 5 CCR 15580-15584 | Child nutrition programs complaint procedures |
| 5 CCR 3200-3205 | Special education compliance complaints |
| 5 CCR 4600-4670 | Uniform complaint procedures |
| 5 CCR 4680-4687 | Williams uniform complaint procedures |
| 5 CCR 4690-4694 | Complaints regarding health and safety issues in license-exempt preschool programs |
| 5 CCR 4900-4965 | Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance |
| Ed. Code 200-262.4 | Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAAbNL6kKkgxQ== |
| Ed. Code 18100-18203 | School libraries |
| Ed. Code 32280-32289.5 | School safety plans |
| Ed. Code 35186 | Williams uniform complaint procedures |
| Ed. Code 46015 | Parental leave for students |
| Ed. Code 48645.7 | Juvenile court schools |
| Ed. Code 48853-48853.5 | Foster youth |
| Ed. Code 48985 | Notices to parents in language other than English |
| Ed. Code 49010-49014 | Student fees |
| Ed. code 49060-49079 | Student records |
| Ed. Code 49069.5 | Records of foster youth |

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| Ed. Code 49490-49590 | Child nutrition programs |
| Ed. Code 49701 | Interstate Compact on Educational Opportunity for Military Children |
| Ed. Code 51210 | Course of study for grades 1-6 |
| Ed. Code 51222 | Physical education |
| Ed. Code 51223 | Physical education, elementary schools |
| Ed. Code 51225.1-51225.2 | Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements |
| Ed. Code 51226-51226.1 | Career technical education |
| Ed. Code 51228.1-51228.3 | Course periods without educational content |
| Ed. Code 52059.5 | Statewide system of support |
| Ed. Code 52060-52077 | Local control and accountability plan |
| Ed. Code 52075 | Complaint for lack of compliance with local control and accountability plan requirements |
| Ed. Code 52300-52462 | Career technical education |
| Ed. Code 52500-52617 | Adult schools |
| Ed. Code 54400-54425 | Compensatory education programs |
| Ed. Code 54440-54445 | Migrant education |
| Ed. Code 54460-54529 | Compensatory education programs |
| Ed. Code 59000-59300 | Special schools and centers |
| Ed. Code 64000-64001 | Consolidated application process; school plan for student achievement |
| Ed. Code 65000-65001 | School site councils |
| Ed. Code 8200-8488 | Child care and development programs |
| Ed. Code 8500-8538 | Adult basic education |
| Gov. Code 11135 | Nondiscrimination; accessibility to state web sites - https://simbli.eboardsolutions.com/SU/PcUFWeMcCJnzBrKAL0EtfQ== |
| Gov. Code 12900-12996 | Fair Employment and Housing Act |
| H&S Code 1596.792 | California Child Day Care Act; general provisions and definitions |
| H&S Code 1596.7925 | California Child Day Care Act; health and safety regulations |
| Pen. Code 422.55 | Definition of hate crime |
| Pen. Code 422.6 | Crimes, harassment |

Federal References

20 USC 1221
20 USC 1232g
20 USC 1681-1688
20 USC 6301-6576
20 USC 6801-7014
28 CFR 35.107
29 USC 794
34 CFR 100.3
34 CFR 104.7
34 CFR 106.1-106.82

Description

Application of laws
Family Educational Rights and Privacy Act (FERPA) of 1974
Title IX of the Education Amendments of 1972; discrimination based on sex
Title I Improving the Academic Achievement of the Disadvantaged
Title III language instruction for limited English proficient and immigrant students
Nondiscrimination on basis of disability; complaints
Rehabilitation Act of 1973; Section 504
Prohibition of discrimination on basis of race, color or national origin
Designation of responsible employee for Section 504
Nondiscrimination on the basis of sex in education programs

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| 34 CFR 106.30 | Discrimination on the basis of sex in education programs and activities; definitions |
| 34 CFR 106.44 | Recipient's response to sexual harassment |
| 34 CFR 106.45 | Grievance process for formal complaints of sexual harassment |
| 34 CFR 106.8 | Designation of responsible employee and adoption of grievance procedures |
| 34 CFR 110.25 | Notification of nondiscrimination on the basis of age |
| 34 CFR 99.1-99.67 | Family Educational Rights and Privacy |
| 42 USC 11431-11435 | McKinney-Vento Homeless Assistance Act |
| 42 USC 12101-12213 | Americans with Disabilities Act |
| 42 USC 2000d-2000e-17 | Title VI and Title VII Civil Rights Act of 1964, as amended |
| 42 USC 2000h-2-2000h-6 | Title IX of the Civil Rights Act of 1964 |
| 42 USC 6101-6107 | Age Discrimination Act of 1975 |

Management Resources References

Description

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| California Department of Education Publication | Uniform Complaint Procedure 2021-22 Program Instrument |
| California Department of Education Publication | Sample UCP Board Policies and Procedures |
| U.S. DOE, Office for Civil Rights Publication | Part 1: Questions and Answers Regarding the Department's Title IX Regulations, January 2021 |
| U.S. DOE, Office for Civil Rights Publication | Questions and Answers on the Title IX Regulations on Sexual Harassment, July 2021 |
| U.S. DOE, Office for Civil Rights Publication | Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014 |
| U.S. DOJ Publication | Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2007 |
| Website | Student Privacy Policy Office - https://simbli.eboardsolutions.com/SU/vQvG7O4R64DgKeNodKIAAQ== |
| Website | U.S. Department of Agriculture - https://simbli.eboardsolutions.com/SU/njpdBqDfo1Mslsh1ZLplusszTslshRw== |
| Website | California Department of Social Services - https://simbli.eboardsolutions.com/SU/TFIW0AAhRHb4PYNSjIzKIQ== |
| Website | U.S. Department of Justice - https://simbli.eboardsolutions.com/SU/BPwrkTmFhG0SXt3hKCVuBw== |
| Website | California Department of Education - https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ== |
| Website | CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg== |
| Website | U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg== |
| Website | California Department of Fair Employment and Housing - https://simbli.eboardsolutions.com/SU/RRvNseNogmlnMLyI8K40jw== |

Cross References

Description

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| 0410 | Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/7zcByByFiCsxSIVqyDxQ4g== |
| 0420 | School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/RHeMWBMe0cLxSD1EefsAQ== |

0420 School Plans/Site Councils -
<https://simbli.eboardsolutions.com/SU/25PRa4hko4pA4ciyJ4FRgw==>

0430 Comprehensive Local Plan For Special Education -
<https://simbli.eboardsolutions.com/SU/37YusjNhNYhmoipsAvPquw==>

0430 Comprehensive Local Plan For Special Education -
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0450 Comprehensive Safety Plan -
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0460 Local Control And Accountability Plan -
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0470 COVID-19 Mitigation Plan -
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1100 Communication With The Public -
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1113 District And School Web Sites -
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1113 District And School Web Sites -
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1220 Citizen Advisory Committees -
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1250 Visitors/Outsiders -
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1312.1 Complaints Concerning District Employees -
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1312.2 Complaints Concerning Instructional Materials -
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1312.4 Williams Uniform Complaint Procedures -
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1312.4-E PDF(1) Williams Uniform Complaint Procedures -
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1340 Access To District Records -
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3260 Fees And Charges -
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4030 Nondiscrimination In Employment -
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4112.9 Employee Notifications -
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4112.9-E PDF(1) Employee Notifications -
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4118 Dismissal/Suspension/Disciplinary Action -
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<https://simbli.eboardsolutions.com/SU/slsh7lgPeHa6fd9C2AWZtSXplusA==>

4119.1 Civil And Legal Rights -
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4119.11 Sexual Harassment -
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4119.23 Unauthorized Release Of Confidential/Privileged Information -
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4131 Staff Development -
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4212.9 Employee Notifications -
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5137 Positive School Climate -
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5141.22 Infectious Diseases -
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5141.4 Child Abuse Prevention And Reporting -
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5144 Discipline -
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| 5144 | Discipline - https://simbli.eboardsolutions.com/SU/9otlyPk8PYu9d3w9UU95Zw== |
| 5144.1 | Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/F3Rj3C9aFLGM6SplusHBHplusRcQ== |
| 5144.1 | Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/grzy4nZuQXN8Y6JqplusMvPhA== |
| 5145.3 | Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/X6gTzKVenjHWPwYcP2k8hg== |
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| 5145.6 | Parental Notifications - https://simbli.eboardsolutions.com/SU/oHQBSTJKDCyeQyelkybnBg== |
| 5145.6-E PDF(1) | Parental Notifications - https://simbli.eboardsolutions.com/SU/JPABuuelnP5kts1GLwvmvfg== |
| 5145.7 | Sexual Harassment - https://simbli.eboardsolutions.com/SU/ILZ7CUaBX5rqa4Z95ITgcA== |
| 5145.7 | Sexual Harassment - https://simbli.eboardsolutions.com/SU/7o55P2fPrh1IMDy6HRKbVA== |
| 5145.71 | Title IX Sexual Harassment Complaint Procedures - https://simbli.eboardsolutions.com/SU/21qWKNPiplusjtLSfVeJMIB8g== |
| 5145.9 | Hate-Motivated Behavior - https://simbli.eboardsolutions.com/SU/o4u1cfRDzGTm9q2QImpc2w== |
| 5148.2 | Before/After School Programs - https://simbli.eboardsolutions.com/SU/IJHodGfSjIHffhffplus6XszQ== |
| 6142.1 | Sexual Health And HIV/AIDS Prevention Instruction - https://simbli.eboardsolutions.com/SU/U5nkq0cb6RtMoRc7YDkIFQ== |
| 6142.1 | Sexual Health And HIV/AIDS Prevention Instruction - https://simbli.eboardsolutions.com/SU/ygWlf3OVtTLra1658wf4bg== |
| 6142.7 | Physical Education And Activity - https://simbli.eboardsolutions.com/SU/cZ0UMsjrXY18lomQbjDimw== |
| 6142.7 | Physical Education And Activity - https://simbli.eboardsolutions.com/SU/y4EslshjHOplus5rRW57sOyzslshIA== |
| 6145 | Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/plusslshNFprctKEzHKFBKms9yjQ== |
| 6145 | Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/94vp5xRHrJEj9mOWBnXsBw== |
| 6145.2 | Athletic Competition - https://simbli.eboardsolutions.com/SU/1glaopjvilZWPhuBFPNiyw== |
| 6145.2 | Athletic Competition - https://simbli.eboardsolutions.com/SU/5b8M3ANGUqvVEGq70b9zug== |
| 6159 | Individualized Education Program - https://simbli.eboardsolutions.com/SU/p2rTieBslshEk6CHqxNOrck7w== |
| 6159 | Individualized Education Program - https://simbli.eboardsolutions.com/SU/plus2t7mKaWhHsqHtseQm5iaw== |
| 6159.1 | Procedural Safeguards And Complaints For Special Education - https://simbli.eboardsolutions.com/SU/ZLMCOte10g1Ne3eylAslsho6Q== |
| 6159.1 | Procedural Safeguards And Complaints For Special Education - https://simbli.eboardsolutions.com/SU/g0kX2tzex5iOikx8g3Xyxw== |
| 6159.2 | Nonpublic, Nonsectarian School And Agency Services For Special Education - https://simbli.eboardsolutions.com/SU/eslshX44ny3rWslsh7Z2is9NjHDg== |

6159.2 Nonpublic, Nonsectarian School And Agency Services For Special Education - <https://simbli.eboardsolutions.com/SU/3tw2Th4lfanW1JMbB2Xiaw==>

6159.3 Appointment Of Surrogate Parent For Special Education Students - <https://simbli.eboardsolutions.com/SU/lmplusvHSX9SJXjaPBMGIFLQ==>

6159.3 Appointment Of Surrogate Parent For Special Education Students - <https://simbli.eboardsolutions.com/SU/VzfMDXTBu5mtiuvsIshSB4hhQ==>

6164.2 Guidance/Counseling Services - <https://simbli.eboardsolutions.com/SU/NVFaplusQiplusYgplusN775nnRSM4g==>

6164.4 Identification And Evaluation Of Individuals For Special Education - <https://simbli.eboardsolutions.com/SU/D1uSuSluOiUHSOX6LQMpAA==>

6164.4 Identification And Evaluation Of Individuals For Special Education - <https://simbli.eboardsolutions.com/SU/DkUYpluskXXXLGHbdSC3IU1EA==>

6164.5 Student Success Teams - <https://simbli.eboardsolutions.com/SU/Xt7jJvOomdC1GVQjnsIsh9tw==>

6164.5 Student Success Teams - <https://simbli.eboardsolutions.com/SU/sIshCNirrHRSF8TuhK1J3w==>

6171 Title I Programs - <https://simbli.eboardsolutions.com/SU/FplusMI2U12ZOKX98MJ8zhp7Q==>

6171 Title I Programs - <https://simbli.eboardsolutions.com/SU/kXPP0ZVwvL54GO98xxWkGA==>

6173 Education For Homeless Children - <https://simbli.eboardsolutions.com/SU/aFBFku7SLJQqDjX53PSKwQ==>

6173 Education For Homeless Children - <https://simbli.eboardsolutions.com/SU/YK4CAUfiHHWUr27qi4ZEKQ==>

6173-E PDF(1) Education For Homeless Children - <https://simbli.eboardsolutions.com/SU/auKEAx8rV4Cqfplus5g19fM0A==>

6173.1 Education For Foster Youth - <https://simbli.eboardsolutions.com/SU/4mBsvhYHVbALEAKag3bM8Q==>

6173.1 Education For Foster Youth - <https://simbli.eboardsolutions.com/SU/nbKmx1pb8ydbcvfBlatNuw==>

6173.2 Education Of Children Of Military Families - <https://simbli.eboardsolutions.com/SU/RUMCrhe2xWwuUkrzDyOrKw==>

6173.2 Education Of Children Of Military Families - <https://simbli.eboardsolutions.com/SU/v0OQlZOrKQslshTksIsh4zt2d8WA==>

6175 Migrant Education Program - <https://simbli.eboardsolutions.com/SU/UoHUfdypCniXOhS655hDzQ==>

6175 Migrant Education Program - <https://simbli.eboardsolutions.com/SU/pW8RAozBj7vh6Cf0TRyjBw==>

9000 Role Of The Board - <https://simbli.eboardsolutions.com/SU/RpnMPMYCy5WmZ6S6his0VQ==>

9011 Disclosure Of Confidential/Privileged Information - <https://simbli.eboardsolutions.com/SU/4iXYslsh9IGxzQiYH9yIkiFlg==>

9012 Board Member Electronic Communications - <https://simbli.eboardsolutions.com/SU/jnZlrc2O2oQ45IKpluskplLQ==>

9124 Attorney - <https://simbli.eboardsolutions.com/SU/FaPZY9MlqXeitdbbVJfCdA==>

9200 Limits Of Board Member Authority - <https://simbli.eboardsolutions.com/SU/6Eo9HfedJ7IshKClgyD2Eaw==>

9321 Closed Session - <https://simbli.eboardsolutions.com/SU/myUuoixyXKC1bh76xtepw==>

9322 Agenda/Meeting Materials - <https://simbli.eboardsolutions.com/SU/SkwxpIdBbyAiR7Eix2ZOjA==>