

**CARDIFF SCHOOL DISTRICT**  
**1888 Montgomery Avenue, Cardiff-by-the-Sea, California**

**REGULAR MEETING OF THE GOVERNING BOARD**  
**AGENDA**

**THURSDAY, APRIL 14, 2022**

**5:00 PM PUBLIC MEETING**

**ADA HARRIS SCHOOL AUDITORIUM • 1508 WINDSOR ROAD • CARDIFF-BY-THE-SEA, CA 92007**

*In compliance with Government Code 54957.5, agenda-related documents that have been distributed to the Board less than 72 hours prior to the Board meeting are available for inspection upon request at the Cardiff School District, 1888 Montgomery Avenue, Cardiff or on our [website](#).*

*The public's health and well-being are a top priority for the Board of Trustees of the Cardiff School District and you are urged to take all appropriate health and safety precautions.*

*In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Board of Trustees, please contact the Office of the Superintendent at (760) 632-5890, Extension 101. Notification 24 hours prior to the meeting will enable the District to make the necessary arrangements to ensure accommodation and accessibility to this meeting.*

**TO ADDRESS THE GOVERNING BOARD REGARDING AN ITEM ON THE AGENDA:**

*Members of the audience may address the Board of Trustees on items that are within the Board's subject matter jurisdiction. Persons wishing to address the Board concerning items on the agenda are invited to do so when the item is addressed at the meeting. Please complete and submit a written request to the secretary before the meeting. When the Board President invites you to speak, please state your name for the record. In the interest of time and order, each speaker is allotted a maximum of three (3) minutes. When your speaking time is about to expire, you will be prompted with a 15-second warning, after which you will be notified that the time limit has been reached.*

**I. ORGANIZATIONAL ITEMS**

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

Ms. Rhea Stewart, President

Ms. Nancy Orr, Clerk

Mr. Dave Clark, Member

Ms. Siena Randall, Member

Mr. Shad Thielman, Member

Ms. Jill Vinson, Superintendent

D. Approve Agenda for April 14, 2022

*(All items are action unless labeled information.)*

E. Approve [Minutes](#) from the Regular Meeting of March 10, 2022

F. Approve [Minutes](#) from the Special Meeting of March 31, 2022

## II. HEARING SESSION

- A. Public Comments *(The purpose of the Board meeting is to conduct the School Board's business in public. The Board welcomes and encourages public comments, however, in accordance with the Brown Act, Board members may not respond to comments during the public comment portion of the agenda. Any member of the public who wishes to address the Board on an item on the agenda or on another topic which lies within the Governing Board's jurisdiction may do so, but must submit a written request. Please hand your form to the secretary before the meeting. Presentations are limited to 3 minutes per person per topic. The total amount of time to be allowed on any item is fifteen minutes, unless the time limit is waived by a majority vote of the Board. The Board may 1) acknowledge receipt of the information; 2) refer to staff for further study; or 3) refer the matter to a future agenda.)*
- B. Cardiff Elementary Teachers Association
- C. ELAC/DELAC
- D. School Site Council
- E. Cardiff SEA
- F. School Reports
- G. Reports on Workshops/Conferences
- H. Superintendent's Report

## III. CONSENT CALENDAR

*Items listed in the Consent Calendar are considered to be routine and are acted on by the Board in one motion unless members of the Board request specific items to be discussed or pulled. It is understood that the Superintendent recommends approval on all Consent Items. Each item of the Consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.*

- A. Approve Current Business Items:
  - 1. [Purchase Orders](#); March 2022
  - 2. Commercial Warrants #14-869913 to #14-879639; \$327,973.09
  - 3. Payroll Warrants March 2022; \$751,638.08
- B. Approve [Enrollment Report as of April 8, 2022](#)
- C. Approve [Personnel Report for April 14, 2022](#)
- D. Removal of Items from Consent Calendar
- E. Approve Consent Calendar

## IV. GENERAL FUNCTIONS

- A. Approve [CSBA Board Policy Updates](#)

## V. PERSONNEL

- A. Accept the Retirement from Classified Employee #273276, effective June 7, 2022

- B. Accept the Retirement from Classified Employee #173919, effective June 7, 2022
- C. Approve a .40 FTE Unpaid Leave of Absence Request from Certificated Employee #411290, Effective April 18, 2022 Through June 8, 2022
- D. Approve the Request from Certificated Employee #411290 for a Five-Year Term, .50 FTE Reduced Workload Assignment, Effective Beginning the 2022-23 School Year
- E. Approve the Request from Certificated Employee #413336 for a Three-Year Term, .60 FTE Reduced Workload Assignment, Effective Beginning the 2022-23 School Year

VI. BUSINESS & FINANCE

- A. Approve [Release of Retention](#) to McCarthy Building Companies, Inc. and Delegation of Authority to Superintendent to Take all Additional Actions Needed to Issue Payment of Same

VII. FUTURE AGENDA ITEMS

VIII. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION

- A. Conference with Legal Counsel- Anticipated Litigation- Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): (ONE potential case)
- B. Conference with the District's labor negotiator, Jill Vinson, Regarding Negotiations with the Cardiff Elementary Teachers Association– Government Code Section 54957.6

IX. RECONVENE TO OPEN SESSION

X. REPORT FROM CLOSED SESSION

XI. ADJOURNMENT OF MEETING

CARDIFF SCHOOL DISTRICT  
1888 Montgomery Avenue  
Cardiff-by-the-Sea, California 92007

**MINUTES**  
**REGULAR BOARD MEETING, MARCH 10, 2022**

The Regular Board Meeting of the Governing Board of the Cardiff School District was held on Thursday, March 10, 2022, at Ada Harris Elementary School, located at 1508 Windsor Road, Cardiff-by-the-Sea, California. President Stewart called the meeting to order at 5:00 p.m. and led the trustees and visitors in the Pledge of Allegiance.

Members Present: Clark, Orr, Randall, Stewart, Thielman

Members Absent: 0

Administrators

Present: Vinson, Giroux, Scheftner

The agenda for the March 10, 2022, Regular Board meeting, was approved as presented.

MOTION: Orr  
SECOND: Randall  
AYES: Clark, Orr, Randall, Stewart, Thielman  
NOES: 0  
ABSENT: 0

The minutes from the Regular Board Meeting of February 10, 2022, were approved as presented.

MOTION: Randall  
SECOND: Clark  
AYES: Clark, Orr, Randall, Stewart, Thielman  
NOES: 0  
ABSENT: 0

Hearing Session:

- Cardiff SEA held a meeting last night. They are busy planning teacher treats for conference week and working on spring fundraising.
- Principal Janelle Scheftner shared that the Ada Harris third and fourth grade students are currently focused on their writing projects. Fifth-graders are preparing for the Invention Convention and sixth-graders just took a trip to the San Elijo Water Shed. Ability Awareness Week is coming up, with several great activities planned. The week will culminate on March 18th with Roll to Success, an outdoor wheelchair basketball assembly. Students are looking forward to Rainbow Spirit Day. Teachers are finishing assessments and report cards and are busy preparing for parent-teacher conferences.

- Principal Michelle Giroux reported that the Cardiff School playgrounds are now open for student use before school. Ms. Giroux is looking forward to Ability Awareness Week at Cardiff. The “Pop Into Kinder” event is scheduled for April 27th. Ms. Giroux and the Kindergarten teachers are excited to meet and welcome the incoming Kindergarten students and parents. The first grade students in Ms. Stuart’s class were inspired to complete an Animal Project after having a presentation from a zoo architect. Students then designed and shared their own zoo enclosures.
- Superintendent Vinson reported that a landscape walkabout was just completed on both campuses. The statewide indoor mask mandate for K-12 schools will be lifted after March 11, 2022, and the District protocols will adjust accordingly. The District continues to advocate in support of Universal Transitional Kindergarten funding for all students.

The Consent Calendar was approved as presented.

MOTION: Randall  
 SECOND: Orr  
 AYES: Clark, Orr, Randall, Stewart, Thielman  
 NOES: 0  
 ABSENT: 0

The CSBA policy updates were approved as presented.

MOTION: Randall  
 SECOND: Orr  
 AYES: Clark, Orr, Randall, Stewart, Thielman  
 NOES: 0  
 ABSENT: 0

Trustees voted for the following six (6) candidates in the 2022 CSBA Delegate Assembly Election, Region 17:

|                                   |                                      |
|-----------------------------------|--------------------------------------|
| Eleanor Evans (Oceanside USD)     | Gee Wah Mok (Del Mar Union SD)       |
| Humberto Gurmilan (San Ysidro SD) | Tamara Otero (Cajon Valley Union SD) |
| Claudine Jones (Carlsbad USD)     | Marla Strich (Encinitas Union SD)    |

MOTION: Orr  
 SECOND: Randall  
 AYES: Clark, Orr, Randall, Stewart, Thielman  
 NOES: 0  
 ABSENT: 0

The Impact Teacher job description was approved as presented.

MOTION: Randall  
 SECOND: Orr

AYES: Clark, Orr, Randall, Stewart, Thielman  
NOES: 0  
ABSENT: 0

Aubrey Mann from Wilkinson Hadley, King & Co. LLP reported on the Annual Audit period ending June 30, 2021. The Annual Audit was reviewed and accepted.

MOTION: Orr  
SECOND: Clark  
AYES: Clark, Orr, Randall, Stewart, Thielman  
NOES: 0  
ABSENT: 0

The budget changes through January 31, 2022 were approved as presented.

MOTION: Orr  
SECOND: Clark  
AYES: Clark, Orr, Randall, Stewart, Thielman  
NOES: 0  
ABSENT: 0

The District certification of the Second Period Interim State Report for period ending January 31, 2022 was authorized.

MOTION: Randall  
SECOND: Clark  
AYES: Clark, Orr, Randall, Stewart, Thielman  
NOES: 0  
ABSENT: 0

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 5:29 p.m. The meeting reconvened to open session at 7:44 p.m. President Stewart reported that no action was taken during closed session.

There being no other business to come before the Board, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

---

Nancy Orr, Clerk

---

Jill Vinson, Superintendent

CARDIFF SCHOOL DISTRICT  
1888 Montgomery Avenue  
Cardiff-by-the-Sea, California 92007

**MINUTES**  
**SPECIAL BOARD MEETING, MARCH 31, 2022**

The Special Board Meeting of the Governing Board of the Cardiff School District was held on Thursday, March 31, 2022, at Ada Harris Elementary School, located at 1508 Windsor Road, Cardiff-by-the-Sea, California. President Stewart called the meeting to order at 5:00 p.m. and led the trustees and visitors in the Pledge of Allegiance.

Members Present: Orr, Randall, Stewart, Thielman

Members Absent: Clark

Administrators

Present: 0

The agenda for the March 31, 2022, Special Board meeting, was approved as presented.

MOTION: Orr  
SECOND: Randall  
AYES: Orr, Randall, Stewart, Thielman  
NOES: 0  
ABSENT: Clark

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 5:01 p.m. The meeting reconvened to open session at 8:09 p.m. President Stewart reported that no action was taken during closed session.

There being no other business to come before the Board, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

---

Nancy Orr, Clerk

---

Jill Vinson, Superintendent

# MARCH 2022 PO LISTING

| PO                     | Date    | Supplier                     | Fund | Resource | Goal | Function | Object  | Site | Description                 | Inv Amount  |
|------------------------|---------|------------------------------|------|----------|------|----------|---------|------|-----------------------------|-------------|
| INSTRUCTIONAL SUPPLIES |         |                              |      |          |      |          |         |      |                             |             |
|                        | 3/3/22  | MISSION FEDERAL CREDIT UNION | 0100 | 6500000  | 5760 | 3120     | 4300000 | 000  | SPED Instructional Supplies | \$ 223.19   |
|                        | 3/10/22 | MARTA REINOSO                | 0100 | 1100000  | 1110 | 1000     | 4300000 | 111  | Instructional Supplies      | \$ 233.20   |
|                        | 3/10/22 | MARTA REINOSO                | 0100 | 1100000  | 1110 | 1000     | 4300000 | 111  | Instructional Supplies      | \$ 48.42    |
| 4124                   | 3/17/22 | SOUTHWEST SCHOOL &           | 0100 | 1100000  | 1110 | 1000     | 4300000 | 222  | Instructional Supplies      | \$ 148.33   |
| 4077                   | 3/17/22 | SYNCB/AMAZON                 | 0100 | 1100000  | 1110 | 1000     | 4300000 | 111  | Instructional Supplies      | \$ 53.05    |
| 4096                   | 3/17/22 | SYNCB/AMAZON                 | 0100 | 1100000  | 1110 | 1000     | 4300000 | 222  | Instructional Supplies      | \$ 175.58   |
| 4099                   | 3/17/22 | SYNCB/AMAZON                 | 0100 | 1100000  | 1110 | 1000     | 4300000 | 111  | Instructional Supplies      | \$ 294.63   |
| 4100                   | 3/17/22 | SYNCB/AMAZON                 | 0100 | 7425000  | 1110 | 1000     | 4300000 | 000  | Instructional Supplies      | \$ 856.85   |
| 4107                   | 3/17/22 | SYNCB/AMAZON                 | 0100 | 1100000  | 1110 | 1000     | 4300000 | 222  | Instructional Supplies      | \$ 185.09   |
| 4109                   | 3/17/22 | SYNCB/AMAZON                 | 0100 | 1100000  | 1110 | 1000     | 4300000 | 222  | Instructional Supplies      | \$ 351.81   |
| 4111                   | 3/17/22 | SYNCB/AMAZON                 | 0100 | 1100000  | 1110 | 1000     | 4300000 | 222  | Instructional Supplies      | \$ 534.78   |
| 4114                   | 3/17/22 | SYNCB/AMAZON                 | 0100 | 1100000  | 1110 | 1000     | 4300000 | 111  | Instructional Supplies      | \$ 337.48   |
| 4118                   | 3/17/22 | SYNCB/AMAZON                 | 0100 | 1100000  | 1110 | 1000     | 4300000 | 222  | Instructional Supplies      | \$ 96.96    |
|                        | 3/21/22 | SUSAN YANT                   | 0100 | 1100000  | 1110 | 1000     | 4300000 | 111  | Instructional Supplies      | \$ 139.43   |
| 4079                   | 3/24/22 | APPLE INC.                   | 0100 | 3213000  | 1110 | 1000     | 4300000 | 000  | Instructional Supplies      | \$ 978.52   |
| 4119                   | 3/24/22 | FREE FORM CLAY & SUPPLY      | 0100 | 1100000  | 1110 | 1000     | 4300000 | 111  | Instructional Supplies      | \$ 253.71   |
| 4112                   | 3/24/22 | NASCO EDUCATION              | 0100 | 1100000  | 1110 | 1000     | 4300000 | 222  | Instructional Supplies      | \$ 315.98   |
| 4115                   | 3/24/22 | SOUTHWEST SCHOOL &           | 0100 | 1100000  | 1110 | 1000     | 4300000 | 222  | Instructional Supplies      | \$ 240.15   |
| 4116                   | 3/24/22 | SOUTHWEST SCHOOL &           | 0100 | 1100000  | 1110 | 1000     | 4300000 | 222  | Instructional Supplies      | \$ 918.81   |
| 4079                   | 3/30/22 | APPLE INC.                   | 0100 | 3213000  | 1110 | 1000     | 4300000 | 000  | Instructional Supplies      | \$ 1,630.86 |
| 4102                   | 3/3/22  | RASIX COMPUTER CENTER, INC.  | 0100 | 7422000  | 0000 | 2420     | 4300005 | 222  | Technology Supplies         | \$ 609.68   |
| 4089                   | 3/10/22 | HOWARD TECHNOLOGY SOLUTIONS  | 0100 | 7422000  | 0000 | 2420     | 4300005 | 111  | Technology Supplies         | \$ 1,239.13 |
| 4102                   | 3/10/22 | RASIX COMPUTER CENTER, INC.  | 0100 | 7422000  | 0000 | 2420     | 4300005 | 222  | Technology Supplies         | \$ 478.41   |
| 4061                   | 3/17/22 | SYNCB/AMAZON                 | 0100 | 7422000  | 0000 | 2420     | 4300005 | 111  | Technology Supplies         | \$ 52.80    |
| 4103                   | 3/17/22 | SYNCB/AMAZON                 | 0100 | 7422000  | 0000 | 2420     | 4300005 | 222  | Technology Supplies         | \$ 612.68   |

\$ 11,009.53

|                            |         |                               |      |         |      |      |         |     |                       |           |
|----------------------------|---------|-------------------------------|------|---------|------|------|---------|-----|-----------------------|-----------|
| NON-INSTRUCTIONAL SUPPLIES |         |                               |      |         |      |      |         |     |                       |           |
| 4072                       | 3/3/22  | MAINTEX, INC.                 | 0100 | 0000000 | 0000 | 8200 | 4300000 | 000 | Maintenance Supplies  | \$ 378.59 |
| 4104                       | 3/3/22  | MAINTEX, INC.                 | 0100 | 0000000 | 0000 | 8200 | 4300000 | 000 | Maintenance Supplies  | \$ 59.29  |
|                            | 3/3/22  | MISSION FEDERAL CREDIT UNION  | 0100 | 0000000 | 0000 | 7100 | 4300000 | 000 | Office Supplies       | \$ 77.39  |
|                            | 3/3/22  | MISSION FEDERAL CREDIT UNION  | 0100 | 0000000 | 0000 | 7200 | 4300000 | 000 | Office Supplies       | \$ 326.17 |
|                            | 3/3/22  | MISSION FEDERAL CREDIT UNION  | 0100 | 0000000 | 0000 | 8110 | 4300000 | 000 | Maintenance Supplies  | \$ 75.00  |
| 3769                       | 3/7/22  | LEE'S LOCK & SAFE             | 0100 | 0000000 | 0000 | 8200 | 4300000 | 000 | Maintenance Supplies  | \$ 21.01  |
| 3765                       | 3/10/22 | HOME DEPOT CREDIT SERVICES    | 0100 | 0000000 | 0000 | 8200 | 4300000 | 000 | Maintenance Supplies  | \$ 454.40 |
|                            | 3/10/22 | SAN DIEGUITO TROPHY           | 0100 | 0000000 | 0000 | 7100 | 4300000 | 000 | Office Supplies       | \$ 23.71  |
| 3782                       | 3/14/22 | READY REFRESH BY NESTLE       | 0100 | 0000000 | 0000 | 2700 | 4300000 | 111 | Services for February | \$ 40.93  |
| 3782                       | 3/14/22 | READY REFRESH BY NESTLE       | 0100 | 0000000 | 0000 | 2700 | 4300000 | 222 | Services for February | \$ 101.28 |
| 3782                       | 3/14/22 | READY REFRESH BY NESTLE       | 0100 | 0000000 | 0000 | 7200 | 4300000 | 000 | Services for February | \$ 60.93  |
| 4085                       | 3/17/22 | MAINTEX, INC.                 | 0100 | 0000000 | 0000 | 8200 | 4300000 | 000 | Maintenance Supplies  | \$ 28.60  |
| 4097                       | 3/17/22 | SYNCB/AMAZON                  | 0100 | 7422000 | 0000 | 2700 | 4300000 | 111 | Office Supplies       | \$ 750.62 |
| 4105                       | 3/17/22 | SYNCB/AMAZON                  | 0100 | 0000000 | 0000 | 7200 | 4300000 | 000 | Office Supplies       | \$ 82.91  |
| 4117                       | 3/17/22 | SYNCB/AMAZON                  | 0100 | 0000000 | 0000 | 8200 | 4300000 | 000 | Maintenance Supplies  | \$ 34.26  |
| 3766                       | 3/21/22 | FOUNDATION BUILDING MATERIALS | 0100 | 0000000 | 0000 | 8200 | 4300000 | 000 | Maintenance Supplies  | \$ 338.04 |
|                            | 3/24/22 | MISSION FEDERAL CREDIT UNION  | 0100 | 0000000 | 0000 | 7200 | 4300000 | 000 | Office Supplies       | \$ 140.00 |
|                            | 3/24/22 | MISSION FEDERAL CREDIT UNION  | 0100 | 0000000 | 0000 | 2700 | 4300000 | 222 | Office Supplies       | \$ 372.23 |
| 3779                       | 3/30/22 | WEX BANK                      | 0100 | 0000000 | 0000 | 8110 | 4300000 | 000 | Automotive Supplies   | \$ 236.04 |

\$ 3,601.40

4000 (SUPPLIES) TOTALS: BALANCE: 332,468 ACCUMULATED BALANCE: 294,801 REMAINING BALANCE: 37,664

|           |         |                                |      |         |      |      |         |     |                       |             |
|-----------|---------|--------------------------------|------|---------|------|------|---------|-----|-----------------------|-------------|
| UTILITIES |         |                                |      |         |      |      |         |     |                       |             |
| 3776      | 3/3/22  | SAN DIEGO GAS & ELECTRIC       | 0100 | 0000000 | 0000 | 8200 | 5500001 | 222 | Services for January  | \$ 4,476.24 |
| 3764      | 3/3/22  | EDCO WASTE & RECYCLING SERVICE | 0100 | 0000000 | 0000 | 8200 | 5500002 | 222 | Services for February | \$ 637.14   |
| 3764      | 3/3/22  | EDCO WASTE & RECYCLING SERVICE | 0100 | 0000000 | 0000 | 8200 | 5500002 | 111 | Services for February | \$ 637.14   |
|           | 3/3/22  | AT&T                           | 0100 | 0000000 | 0000 | 7200 | 5900001 | 000 | Services for February | \$ 5.89     |
|           | 3/3/22  | AT&T                           | 0100 | 0000000 | 0000 | 7200 | 5900001 | 000 | Services for February | \$ 144.08   |
|           | 3/7/22  | AT&T                           | 0100 | 0000000 | 0000 | 7200 | 5900001 | 000 | Services for February | \$ 5.89     |
|           | 3/7/22  | AT&T                           | 0100 | 0000000 | 0000 | 7200 | 5900001 | 000 | Services for February | \$ 144.08   |
|           | 3/10/22 | AT&T                           | 0100 | 0000000 | 0000 | 7200 | 5900001 | 000 | Services for February | \$ 759.72   |
|           | 3/17/22 | SAN DIEGUITO WATER DISTRICT    | 0100 | 0000000 | 0000 | 8200 | 5500003 | 111 | Services for February | \$ 1,734.32 |
|           | 3/17/22 | AT&T                           | 0100 | 0000000 | 0000 | 7200 | 5900001 | 000 | Services for February | \$ 46.99    |
|           | 3/17/22 | AT&T                           | 0100 | 0000000 | 0000 | 7200 | 5900001 | 000 | Services for February | \$ 234.49   |
| 3776      | 3/21/22 | SAN DIEGO GAS & ELECTRIC       | 0100 | 0000000 | 0000 | 8200 | 5500001 | 222 | Services for February | \$ 661.47   |
| 3776      | 3/24/22 | SAN DIEGO GAS & ELECTRIC       | 0100 | 0000000 | 0000 | 8200 | 5500001 | 111 | Services for February | \$ 5,872.11 |
| 3776      | 3/24/22 | SAN DIEGO GAS & ELECTRIC       | 0100 | 0000000 | 0000 | 8200 | 5500001 | 222 | Services for February | \$ 28.43    |
| 3776      | 3/24/22 | SAN DIEGO GAS & ELECTRIC       | 0100 | 0000000 | 0000 | 8200 | 5500001 | 222 | Services for February | \$ 4,114.02 |

\$ 19,502.01

|          |        |                              |      |         |      |      |         |     |                              |           |
|----------|--------|------------------------------|------|---------|------|------|---------|-----|------------------------------|-----------|
| SERVICES |        |                              |      |         |      |      |         |     |                              |           |
|          | 3/3/22 | MISSION FEDERAL CREDIT UNION | 0100 | 0000000 | 0000 | 7200 | 5200000 | 000 | Conference - School Services | \$ 492.96 |

|      |         |                                        |      |         |      |      |         |     |                              |    |          |
|------|---------|----------------------------------------|------|---------|------|------|---------|-----|------------------------------|----|----------|
|      | 3/3/22  | MISSION FEDERAL CREDIT UNION           | 0100 | 0000000 | 0000 | 7100 | 5200000 | 000 | Conference - School Services | \$ | 242.96   |
| 3851 | 3/3/22  | MISSION LINEN & UNIFORM                | 0100 | 0000000 | 0000 | 8110 | 5600000 | 000 | Services for February        | \$ | 400.00   |
| 3778 | 3/3/22  | TOSHIBA FINANCIAL SERVICES             | 0100 | 0000000 | 0000 | 2700 | 5600000 | 111 | Lease Payment March          | \$ | 294.42   |
| 3778 | 3/3/22  | TOSHIBA FINANCIAL SERVICES             | 0100 | 0000000 | 0000 | 7200 | 5600000 | 000 | Lease Payment March          | \$ | 294.43   |
| 3778 | 3/3/22  | TOSHIBA FINANCIAL SERVICES             | 0100 | 0000000 | 0000 | 2700 | 5600000 | 222 | Lease Payment March          | \$ | 294.42   |
|      | 3/3/22  | JANIE HEYER                            | 0100 | 0000000 | 1110 | 1000 | 5800000 | 000 | Services for February        | \$ | 1,468.84 |
|      | 3/3/22  | MISSION FEDERAL CREDIT UNION           | 0100 | 0000000 | 0000 | 7100 | 5800000 | 000 | Employee Benefits            | \$ | 922.29   |
|      | 3/3/22  | MISSION FEDERAL CREDIT UNION           | 0100 | 0000000 | 0000 | 8200 | 5800000 | 000 | Maintenance Services         | \$ | 2,696.44 |
|      | 3/3/22  | TREMCO                                 | 0100 | 0000000 | 0000 | 8200 | 5800000 | 000 | Maintenance Services         | \$ | 7,898.16 |
|      | 3/3/22  | VAUGHN IRRIGATION SERVICES INC         | 0100 | 0000000 | 0000 | 8110 | 5800000 | 000 | Maintenance Services         | \$ | 4,594.88 |
|      | 3/3/22  | FAGEN FRIEDMAN & FULFROST, LLP         | 0100 | 0000000 | 0000 | 7100 | 5800005 | 000 | Services for January         | \$ | 1,379.00 |
|      | 3/3/22  | MISSION FEDERAL CREDIT UNION           | 0100 | 0000000 | 0000 | 7200 | 5900001 | 000 | Verizon - January Statement  | \$ | 127.64   |
| 4110 | 3/7/22  | APLUS ELECTRONICS                      | 0100 | 0000000 | 0000 | 2420 | 5800000 | 000 | Technology Repair            | \$ | 494.88   |
| 3753 | 3/10/22 | ALC SCHOOLS                            | 0100 | 0000000 | 0000 | 3600 | 5100000 | 000 | Transportation               | \$ | 3,884.38 |
|      | 3/10/22 | HARRIS SCHOOL SOLUTIONS                | 0100 | 0000000 | 0000 | 2420 | 5800000 | 000 | Merchant Fees for February   | \$ | 8.75     |
| 3863 | 3/10/22 | K.I.D.S. THERAPY ASSOCIATES            | 0100 | 6500000 | 5760 | 1190 | 5800000 | 000 | Services for February        | \$ | 4,962.00 |
|      | 3/10/22 | STATE OF CALIFORNIA                    | 0100 | 0000000 | 0000 | 7200 | 5800000 | 000 | Fingerprinting Services      | \$ | 64.00    |
| 3774 | 3/10/22 | STERICYCLE                             | 0100 | 0000000 | 0000 | 7200 | 5800000 | 000 | Services for January         | \$ | 55.49    |
| 3774 | 3/10/22 | STERICYCLE                             | 0100 | 0000000 | 0000 | 7200 | 5800000 | 000 | Services for February        | \$ | 55.49    |
| 3774 | 3/10/22 | STERICYCLE                             | 0100 | 0000000 | 0000 | 7200 | 5800000 | 000 | Services for February        | \$ | 111.86   |
| 3864 | 3/10/22 | VERBAL BEHAVIOR ASSOCIATES             | 0100 | 6500000 | 5760 | 1190 | 5800000 | 000 | Services for January         | \$ | 325.00   |
| 3864 | 3/10/22 | VERBAL BEHAVIOR ASSOCIATES             | 0100 | 6500000 | 5760 | 1190 | 5800000 | 000 | Services for January         | \$ | 4,738.75 |
| 3864 | 3/10/22 | VERBAL BEHAVIOR ASSOCIATES             | 0100 | 6500000 | 5760 | 1190 | 5800000 | 000 | Services for January         | \$ | 5,426.25 |
| 3754 | 3/14/22 | AMERICAN PEST CONTROL                  | 0100 | 0000000 | 0000 | 8200 | 5500004 | 222 | Maintenance Services         | \$ | 96.00    |
| 3754 | 3/14/22 | AMERICAN PEST CONTROL                  | 0100 | 0000000 | 0000 | 8200 | 5500004 | 111 | Maintenance Services         | \$ | 60.00    |
|      | 3/14/22 | BABCOCK LABORATORIES                   | 0100 | 7422000 | 0000 | 8200 | 5800000 | 000 | Maintenance Services         | \$ | 8,775.00 |
|      | 3/17/22 | FAGEN FRIEDMAN & FULFROST, LLP         | 0100 | 0000000 | 0000 | 7100 | 5800005 | 000 | Services for November        | \$ | 7,411.00 |
| 3767 | 3/21/22 | J.M.D. LANDSCAPE INC.                  | 0100 | 0000000 | 0000 | 8110 | 5800000 | 000 | Maintenance Services         | \$ | 5,040.00 |
|      | 3/24/22 | MISSION FEDERAL CREDIT UNION           | 0100 | 0000000 | 0000 | 7100 | 5200000 | 000 | Conference - School Services | \$ | 410.04   |
|      | 3/24/22 | MISSION FEDERAL CREDIT UNION           | 0100 | 0000000 | 0000 | 7200 | 5200000 | 000 | Conference Travel            | \$ | 40.00    |
|      | 3/24/22 | KELLY GEE STRIPING                     | 0100 | 0000000 | 0000 | 8200 | 5800000 | 000 | Maintenance Services         | \$ | 1,485.00 |
|      | 3/24/22 | MISSION FEDERAL CREDIT UNION           | 0100 | 0000000 | 0000 | 7100 | 5800000 | 000 | Employee Benefits            | \$ | 922.29   |
|      | 3/24/22 | ATKINSON, ANDELSON, LOYA, RUUD, & ROMO | 0100 | 0000000 | 0000 | 7100 | 5800005 | 000 | Services for February        | \$ | 309.76   |
|      | 3/24/22 | MISSION FEDERAL CREDIT UNION           | 0100 | 0000000 | 0000 | 7200 | 5900001 | 000 | Verizon - February Statement | \$ | 123.48   |
| 3778 | 3/30/22 | TOSHIBA FINANCIAL SERVICES             | 0100 | 0000000 | 0000 | 2700 | 5600000 | 222 | Lease Payment April          | \$ | 294.42   |
| 3778 | 3/30/22 | TOSHIBA FINANCIAL SERVICES             | 0100 | 0000000 | 0000 | 2700 | 5600000 | 111 | Lease Payment April          | \$ | 294.42   |
| 3778 | 3/30/22 | TOSHIBA FINANCIAL SERVICES             | 0100 | 0000000 | 0000 | 7200 | 5600000 | 000 | Lease Payment April          | \$ | 294.43   |
|      | 3/30/22 | COASTAL SPEECH THERAPY                 | 0100 | 6500000 | 5760 | 3120 | 5800000 | 000 | Services for February        | \$ | 3,874.56 |
|      | 3/30/22 | COASTAL SPEECH THERAPY                 | 0100 | 6500000 | 5760 | 3120 | 5800000 | 000 | Services for January         | \$ | 3,551.68 |
| 3781 | 3/30/22 | RANCHO SANTA FE                        | 0100 | 0000000 | 0000 | 2700 | 5800000 | 222 | Services for 04/01- 06/30    | \$ | 210.00   |
| 3781 | 3/30/22 | RANCHO SANTA FE                        | 0100 | 0000000 | 0000 | 2700 | 5800000 | 111 | Services for 04/01- 06/30    | \$ | 210.00   |
|      | 3/30/22 | VIRGINIA LENAC                         | 0100 | 7425000 | 1110 | 1000 | 5800000 | 000 | Services for February        | \$ | 2,500.00 |
|      | 3/30/22 | VERIZON WIRELESS                       | 0100 | 0000000 | 0000 | 7200 | 5900001 | 000 | March Statement              | \$ | 123.48   |

\$ 77,258.85

**5000 (SERVICES) TOTALS: BALANCE: 1,130,125 ACCUMULATED BALANCE: 858,520 REMAINING BALANCE: 271,605**

| FUND 4000 - CAPITAL FACILITIES |         |                             |      |         |      |      |         |     |                       |    |            |
|--------------------------------|---------|-----------------------------|------|---------|------|------|---------|-----|-----------------------|----|------------|
|                                | 3/3/22  | MCCARTHY BUILDING COMPANIES | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Professional Services | \$ | 168,534.75 |
| 3780                           | 3/3/22  | MOBILE MINI                 | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Storage               | \$ | 189.75     |
| 3780                           | 3/3/22  | MOBILE MINI                 | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Storage               | \$ | 189.75     |
| 3780                           | 3/3/22  | MOBILE MINI                 | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Storage               | \$ | 189.75     |
| 3780                           | 3/3/22  | MOBILE MINI                 | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Storage               | \$ | 189.75     |
| 3780                           | 3/3/22  | MOBILE MINI                 | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Storage               | \$ | 189.75     |
|                                | 3/3/22  | HIPPWRAP CONTAINMENT        | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Professional Services | \$ | 1,482.71   |
| 4065                           | 3/7/22  | TWINING CONSULTING          | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Professional Services | \$ | 1,020.00   |
| 4082                           | 3/7/22  | BLUE COAST CONSULTING       | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Professional Services | \$ | 630.00     |
| 3780                           | 3/14/22 | MOBILE MINI                 | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Storage               | \$ | 189.75     |
|                                | 3/17/22 | BEST BEST & KRIEGER LLP     | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Services for December | \$ | 20,561.40  |
| 3780                           | 3/30/22 | MOBILE MINI                 | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Storage               | \$ | 189.75     |
| 3780                           | 3/30/22 | MOBILE MINI                 | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Storage               | \$ | 189.75     |
| 3780                           | 3/30/22 | MOBILE MINI                 | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Storage               | \$ | 189.75     |
| 3780                           | 3/30/22 | MOBILE MINI                 | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Storage               | \$ | 189.75     |
| 3780                           | 3/30/22 | MOBILE MINI                 | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Storage               | \$ | 189.75     |
| 3780                           | 3/30/22 | MOBILE MINI                 | 4000 | 0000000 | 0000 | 8500 | 6200000 | 000 | Storage               | \$ | 189.75     |

\$ 194,695.61

**CARDIFF**

|   |          |           |
|---|----------|-----------|
| K | Glass    | <u>20</u> |
| K | McNamara | <u>20</u> |
| K | Sallans  | <u>20</u> |
| K | Stone    | <u>20</u> |

**TOT K** 80

|   |             |           |
|---|-------------|-----------|
| 1 | Doui/Stuart | <u>23</u> |
| 1 | Easson      | <u>21</u> |
| 1 | Kavan       | <u>22</u> |
| 1 | Miller      | <u>21</u> |
| 1 | Rector      | <u>23</u> |

**TOT 1** 110

|   |             |           |
|---|-------------|-----------|
| 2 | Boyesen     | <u>21</u> |
| 2 | Payte       | <u>21</u> |
| 2 | Redding     | <u>21</u> |
| 2 | Pacetti/Paz | <u>19</u> |

**TOT 2** 82Wilson 0**TOT** 0**Subtotal** 272**DISTRICT TOTAL** 647**ADA HARRIS**

|   |          |           |
|---|----------|-----------|
| 3 | Herrman  | <u>18</u> |
| 3 | Milliken | <u>22</u> |
| 3 | Murray   | <u>23</u> |
| 3 | Switzler | <u>24</u> |

**TOT 3** 87

|   |        |           |
|---|--------|-----------|
| 4 | Brice  | <u>19</u> |
| 4 | Green  | <u>21</u> |
| 4 | Mihaly | <u>20</u> |
| 4 | Price  | <u>22</u> |
| 4 | Trees  | <u>20</u> |

**TOT 4** 102

|   |             |           |
|---|-------------|-----------|
| 5 | d'Entremont | <u>21</u> |
| 5 | Ensberg     | <u>21</u> |
| 5 | Heyer       | <u>22</u> |
| 5 | Yant        | <u>19</u> |

**TOT 6** 83

|   |            |           |
|---|------------|-----------|
| 6 | Jewell     | <u>25</u> |
| 6 | Nguyen     | <u>20</u> |
| 6 | Therriault | <u>23</u> |
| 6 | Tiersma    | <u>22</u> |

**TOT 6** 90Velit 13**TOT** 13**Subtotal** 375

| PERSONNEL REPORT- April 14, 2022 |                                         |          |                |
|----------------------------------|-----------------------------------------|----------|----------------|
| NAME                             | POSITION                                | ACTION   | EFFECTIVE DATE |
| Hayley Ruelas                    | Instructional Assistant II- Special Ed. | New Hire | 2/28/2022      |
| Sophia Rodas                     | Instructional Assistant II- Special Ed. | New Hire | 2/28/2022      |

## **CSBA POLICY GUIDE SHEET**

### **March 2022**

#### **Board Policy 4030 - Nondiscrimination in Employment**

Policy updated to reflect **NEW LAW (SB 331, 2021)** which makes unlawful a district's use of a nondisparagement agreement or other document that would deny an employee the right to disclose information about unlawful acts in the workplace, in exchange for a raise or bonus, with respect to any complaint or claim that involves workplace harassment or discrimination, not just those relating to sexual harassment or sexual assault. Policy also updated to reflect **NEW LAW (SB 807, 2021)** that makes it an unlawful employment practice for an employer to fail to maintain certain records in accordance with law, particularly when a workplace discrimination or harassment complaint has been filed with the California Department of Fair Employment and Housing.

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

Exhibit updated to add employee notifications related to (1) receipt of written notification that minor student has committed a felony or misdemeanor involving specified offenses; (2) duties of the district liaison for homeless students; (3) termination of services of certificated permanent or probationary employee when, during the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies, the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent; (4) receipt of transfer student record regarding acts that resulted in suspension or expulsion; and (5) disclosure of document identifying an employee who is a victim of domestic violence. Exhibit also updated to reflect **NEW LAW (AB 438, 2021)** regarding classified employees who are laid off due to lack of work or lack of funds, and classified employees whose positions must be eliminated due to expiration of a specially funded program.

#### **Administrative Regulation 5113 - Absences and Excuses**

Regulation updated to reflect **NEW LAW (SB 14, 2021)** which includes an absence for the benefit of a student's mental or behavioral health within an absence due to a student's illness, and **NEW LAW (AB 516, 2021)** which includes an absence for a student's participation in a cultural ceremony or event as an excused absence. Regulation also updated for clarification and alignment with law.

#### **Administrative Regulation 5142 - Safety**

Regulation updated to reflect **NEW LAW (SB 722, 2021)** which requires any district hosting or sponsoring an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool to have at least one adult with a Cardiopulmonary Resuscitation training certification present throughout the event. Updated Regulation includes minor editorial changes.

#### **Exhibit(1) 5145.6 - Parental Notifications**

Exhibit updated to reflect **NEW LAW (AB 128, 2021)** which extends the suspension of certain mandated activities through the 2021-22 fiscal year. Exhibit also updated to add parental notifications related to (1) completion and submission of the Federal Application for Federal Student Aid and California Dream Act Application; (2) public hearing on alternative schedule in secondary grades; and (3) early entry to transitional kindergarten if early entry is offered. Additionally, exhibit updated to expand description regarding notifications related to (1) uniform complaint procedures; (2) student records; (3) college admission requirements; (4) transfer opportunities for foster youth, homeless youth, former juvenile court school students and children of military families through the California Community Colleges; (5) parent/guardian rights when child participates in licensed child care and development program; (6) change in service to child care or preschool services; and (7) homeless student or unaccompanied youth notices. Exhibit also updated to include additional classroom/facility notices regarding uniform complaint procedures and parental rights related to licensed child care and development centers.

#### **Board Policy 6173 - Education for Homeless Children**

Policy updated to reflect **NEW LAW (AB 27, 2021)** which requires districts to ensure that each school within the district identifies all homeless children and unaccompanied youths and to create a web page or post on the district website a list of district liaisons for homeless students, contact information for such liaisons, and

specific information on homelessness, including information regarding the educational rights and resources available to persons experiencing homelessness. Policy also updated to reflect **AB 27** requirement for districts that receive American Rescue Plan Elementary and Secondary School Emergency Relief - Homeless Children and Youth funds to administer a housing questionnaire developed by the California Department of Education (CDE) to parents/guardians of all students and all unaccompanied youths and report to CDE the number of homeless children and unaccompanied youths enrolled in the district. In addition, policy updated to reflect **NEW LAW (SB 400, 2021)** which requires CDE to develop and implement a system to verify that districts are providing required training to district liaisons and other appropriate staff at least annually. Policy also updated for clarity and closer alignment with law.

#### **Administrative Regulation 6173 - Education for Homeless Children**

Regulation updated to add email address to the district liaison's contact information since the California Department of Education (CDE) collects email addresses as part of the consolidated application process. Regulation also updated to reflect (1) **NEW LAW (SB 400, 2021)** which requires CDE to provide training materials to district liaisons for the purpose of providing required professional development and support to school personnel who provide services to homeless students; (2) CDE's recommendation regarding how dispute resolution information may be provided to parents/guardians or unaccompanied youth when the student involved is an English learner, including in the native language of the individual or through an interpreter; and (3) **NEW LAW (AB 27, 2021)** which requires districts to create a web page or post on the district website a list of district liaisons, contact information for such liaisons, and specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness.

#### **Exhibit(1) 6173 - Education for Homeless Children**

Exhibit updated for closer alignment with the U.S. Department of Education's "Education for Homeless Children and Youths Program Non-Regulatory Guidance", change the term "verbal" to "oral" to stay consistent with language in the administrative regulation and the California Department of Education's (CDE) "Homeless Education Dispute Resolution Process" letter to districts, and add the district liaison for homeless students email address to the district liaison's contact information as email is such a widely used means of communication and CDE collects email addresses as part of the consolidated application process. Exhibit also updated for clarity and gender neutrality.

#### **Exhibit(2) 6173 - Education for Homeless Children**

Exhibit updated to change the term "verbal" to "oral" to stay consistent with language in the administrative regulation and the California Department of Education's (CDE) "Homeless Education Dispute Resolution Process" letter to districts, add the district liaison for homeless students email address to the district liaison's contact information as email is such a widely used means of communication and CDE collects email addresses as part of the consolidated application process, and add that a copy of the dispute form be provided to the parent/guardian or student disputing enrollment as this is recommended in CDE's "Homeless Education Dispute Resolution Process" letter to districts and is stated in the administrative regulation.

#### **Board Policy 6115- Ceremonies and Observances**

Policy updated to add the board's authority to designate any day as a holiday, in addition to those holidays designated by law, and to revise the date upon which schools close in observance of any holiday except Veterans Day. Policy also adds optional language stating that the board may adopt a resolution to authorize the display of symbolic flags or banners in support of specific awareness days or months.

#### **Administrative Regulation 6115- Ceremonies and Observances**

Regulation updated to reflect state law requiring schools to be closed on any day designated as a holiday by the President, Governor, or district board or negotiated with employee organizations. School closure on Cesar Chavez Day and Native American Day deleted from the body of the regulation since school closure on these holidays only applies to districts that have agreed to do so in a memorandum of understanding with employee bargaining units. Section on "Commemorative Exercises" expands Note to include additional days of significance on which schools are encouraged, but not required, to conduct commemorative exercises.

**Policy 4030: Nondiscrimination In Employment**

**Status:** ADOPTED

Original Adopted Date: 05/01/2016 | Last Revised Date: 03/2022 | Last Reviewed Date: 03/2022

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with the district to provide services, as applicable.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, ~~\_military and veteran~~ veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that ~~it is necessary the~~ district is required to do so in order to comply with federal immigration law. (2 CCR 11028)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. ~~Discrimination in Hiring~~, compensation, terms, conditions, and other privileges of employment
2. Taking of ~~an~~ adverse employment actions such as termination or denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the ~~individual's~~ employee's work performance or creating an intimidating, hostile, or offensive work environment
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
  - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status
  - b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement
  - c. ~~Requirement for a~~ Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

- d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, [reports an incident](#), testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign ~~any document that~~ releases of the employee's [claim or](#) right to file a claim against the district or ~~to disclose a nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing~~ information about harassment, [discrimination](#), or other unlawful ~~employment practices acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful.~~ (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. ~~The district shall protect any employee who reports such incidents from retaliation.~~

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other ~~related prohibited~~ conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

[The district shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the district is notified that a complaint has been filed with the California Department of Fair Employment and Housing, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. \(Government Code 12946\)](#)

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

**Status:**  
ADOPTED

**Original Adopted Date:** 05/01/2016 | **Last Revised Date:** 03/01/2022 | **Last Reviewed Date:** 03/01/2022

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

| <b>When/Whom to Notify</b>                          | <b>Education or Other Legal Code</b>                     | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                                                                                  |
|-----------------------------------------------------|----------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. To All Employees</b>                          |                                                          |                                                  |                                                                                                                                                 |
| At the beginning of school year or upon employment  | Education Code 231.5; Government Code 12950              | AR 4119.11<br>4219.11<br>4319.11                 | The district's policy on sexual harassment, legal remedies, complaints                                                                          |
| Annually, and 72 hours before pesticide application | Education Code 17612                                     | AR 3514.2                                        | Use of pesticide product, active ingredients, Internet address to access information on pesticides                                              |
| Prior to implementing year-round schedule           | Education Code 37616                                     | BP 6117                                          | Public hearing on year-round program                                                                                                            |
| Prior to implementing alternative schedule          | Education Code 46162                                     | BP 6112                                          | Public hearing on alternative schedule in secondary grades                                                                                      |
| Annually                                            | Education Code 49013; 5 CCR 4622                         | AR 1312.3<br>BP 0460<br>BP 3260                  | Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan |
| Annually                                            | Education Code 49414                                     | AR 5141.21                                       | Request for volunteers to be trained to administer epinephrine auto-injectors                                                                   |
| At least once per year                              | Education Code 49414.3                                   | AR 5141.21                                       | Request for volunteers to be trained to administer opioid antagonist                                                                            |
| To all employees                                    | Government Code 1126                                     | BP 4136<br>4236<br>4336                          | Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal                      |
| To all employees                                    | Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210 | BP 4020<br>BP 4159<br>4259<br>4359               | District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs                            |

| <b>When/Whom<br/>to Notify</b>                                                                               | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b>                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. To All Employees (continued)</b>                                                                       |                                              |                                                          |                                                                                                                                                                      |
| Upon employment                                                                                              | Government Code<br>21029                     | None                                                     | Right to purchase PERS<br>service credit for military<br>service performed prior to<br>public employment                                                             |
| Upon placement of automated<br>external defibrillator (AED) in<br>school, and annually thereafter            | Health and Safety<br>Code 1797.196           | AR 5141                                                  | Proper use of AED; location<br>of all AEDs on campus,<br>sudden cardiac arrest, school's<br>emergency response plan                                                  |
| If the district receives<br>Tobacco-Use Prevention<br>Education funds                                        | Health and Safety<br>Code 104420             | AR 3513.3                                                | District's tobacco-free schools<br>policy and enforcement<br>procedures                                                                                              |
| Annually, or more frequently<br>if there is new information                                                  | Health and Safety<br>Code 120875,<br>120880  | BP 4119.43<br>4219.43<br>4319.43                         | AIDS and hepatitis B,<br>including methods to prevent<br>exposure                                                                                                    |
| To new employees upon<br>hire and other employees<br>upon request, in districts with<br>25 or more employees | Labor Code 230.1                             | AR 4161.2<br>4261.2<br>4361.2                            | Rights pursuant to Labor<br>Code 230-230.1 pertaining<br>to leaves and<br>accommodations for victims<br>of crime or abuse                                            |
| With each paycheck                                                                                           | Labor Code 246                               | AR 4161.1<br>AR 4261.1<br>4361.1                         | Amount of sick leave available                                                                                                                                       |
| Upon hire, in employee<br>handbook, and upon request<br>for parental leave                                   | Labor Code<br>1034                           | BP 4033                                                  | The district's policy on<br>lactation accommodation                                                                                                                  |
| To covered employees and<br>former employees                                                                 | Labor Code<br>2800.2                         | AR 4154<br>4254<br>4354                                  | Availability of COBRA/<br>Cal-COBRA continuation<br>and conversion coverage;<br>statement encouraging careful<br>examination of options before<br>declining coverage |
| To employees participating<br>in a flexible spending account                                                 | Labor Code<br>2810.7                         | None                                                     | Deadline to withdraw funds<br>from account before the end<br>of the plan year                                                                                        |
| To every new employee, either<br>at the time employee is hired<br>or by end of first pay period              | Labor Code<br>3551                           | AR 4157.1<br>4257.1<br>4357.1                            | Workers' compensation<br>benefits, how to obtain medical<br>care, role of primary physician,<br>form for reporting personal<br>physician/chiropractor                |

| When/Whom to Notify                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Education or Other Legal Code                     | Board Policy/ Administrative Regulation #                               | Subject                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. To All Employees (continued)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                   |                                                                         |                                                                                                                                                                                                  |
| Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable                                                                                                                                                                                                                                                       | Labor Code 6409.6                                 | AR 4157<br>4257<br>4357                                                 | Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan |
| Prior to beginning employment                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Penal Code 11165.7, 11166.5                       | AR 5141.4                                                               | Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law                                                                                         |
| Upon employment, and when employee goes on leave for specified reasons                                                                                                                                                                                                                                                                                                                                                                                                                  | Unemployment Insurance Code 2613                  | AR 4154<br>4254<br>4354                                                 | Disability insurance rights and benefits                                                                                                                                                         |
| <a href="#">To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when principal believes needs the information for the protection of self or others when working with student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses</a> | <a href="#">Welfare and Institutions Code 827</a> | <a href="#">AR 4158</a><br><a href="#">4258</a><br><a href="#">4358</a> | <a href="#">Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff</a>                                |
| To all employees and job applicants                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2 CCR 11023; 34 CFR 104.8, 106.9                  | BP 0410<br>AR 4030                                                      | District's policy on nondiscrimination and related complaint procedures                                                                                                                          |
| To all employees via employee handbook, or to each new employee                                                                                                                                                                                                                                                                                                                                                                                                                         | 2 CCR 11091, 11095; 29 CFR 825.300                | AR 4161.8<br>4261.8<br>4361.8                                           | Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible                              |
| To all employees                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 8 CCR 3203                                        | AR 4157<br>4257<br>4357                                                 | The right and procedure to access the injury and illness prevention program                                                                                                                      |
| <a href="#">To all employees working with homeless families</a>                                                                                                                                                                                                                                                                                                                                                                                                                         | <a href="#">42 USC 11432</a>                      | <a href="#">AR 6173</a>                                                 | <a href="#">Duties of district liaison for homeless students</a>                                                                                                                                 |

| <b>When/Whom to Notify</b>             | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                                                                                                               |
|----------------------------------------|--------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. To All Employees (continued)</b> |                                      |                                                  |                                                                                                                                                                              |
| To all employees                       | 34 CFR 106.8                         | AR 4119.11<br>4219.11<br>4319.11                 | Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights |
| Annually                               | 40 CFR 763.84, 763.93                | AR 3514                                          | Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress                                                        |

| <b>When/Whom to Notify</b>                                                                                                                                        | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>II. To Certificated Employees</b>                                                                                                                              |                                      |                                                  |                                                                                              |
| To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire                              | Education Code 22455.5               | AR 4121                                          | Criteria for membership in retirement system; right to elect membership at any time          |
| Upon employment of a retired certificated individual                                                                                                              | Education Code 22461                 | AR 4117.14<br>4317.14                            | Postretirement earnings limitation or employment restriction; monthly report of compensation |
| To certificated employees                                                                                                                                         | Education Code 35171                 | AR 4115<br>BP 4315                               | District regulations related to performance evaluations                                      |
| 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated | Education Code 44663                 | AR 4115                                          | Copy of employee's evaluation                                                                |
| To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee       | Education Code 44664                 | AR 4115                                          | Notice and description of the unsatisfactory performance                                     |
| By May 30, if district issues reemployment notices to certificated employees                                                                                      | Education Code 44842                 | AR 4112.1                                        | Request that the employee notify district of intent to remain in service next year           |
| To probationary and temporary certificated employees upon employment, and every July thereafter                                                                   | Education Code 44916                 | AR 4112.1<br>AR 4121                             | Employment status and salary                                                                 |

| <b>When/Whom<br/>to Notify</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Education or<br/>Other Legal<br/>Code</b>      | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b>                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>II. To Certificated Employees (continued)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                   |                                                          |                                                                                                                                                               |
| To probationary employee,<br>by March 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Education Code<br>44929.21, 44929.23,<br>44948.5  | BP 4116                                                  | Whether or not employee<br>is reelected for next school<br>year                                                                                               |
| When certificated employee is<br>subject to disciplinary action<br>for cause, at any time of year<br>or, for charge of unsatisfactory<br>performance, during instructional<br>year                                                                                                                                                                                                                                                                                                                                                                                                             | Education Code<br>44934, 44934.1,<br>44936        | BP 4118<br>AR 4118                                       | Notice of charges, procedures,<br>and employee rights; intent to<br>dismiss or suspend 30 days<br>after notice                                                |
| To certificated employee charged<br>with unprofessional conduct, at<br>least 45 days prior to suspension/<br>dismissal notice                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Education Code<br>44938                           | BP 4118                                                  | Notice of deficiency and<br>opportunity to correct                                                                                                            |
| To certificated employee charged<br>with unsatisfactory performance,<br>at least 90 days prior to<br>suspension/dismissal notice or<br>prior to last quarter of school year                                                                                                                                                                                                                                                                                                                                                                                                                    | Education Code<br>44938                           | BP 4118                                                  | Notice of deficiency and<br>opportunity to correct                                                                                                            |
| To certificated employee charged<br>with mandatory leave of absence<br>offense, within 10 days of entry<br>of judgment in proceedings                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Education Code<br>44940.5                         | AR 4118                                                  | Notice of intent to dismiss<br>30 days from notice unless<br>employee demands hearing                                                                         |
| To probationary employee<br>30 days prior to dismissal during<br>school year, but not later than<br>March 15 for a second-year<br>probationary employee                                                                                                                                                                                                                                                                                                                                                                                                                                        | Education Code<br>44948.3                         | AR 4118                                                  | Reasons for dismissal and<br>opportunity to appeal                                                                                                            |
| By March 15 when necessary<br>to reduce certificated personnel,<br>with final notice by May 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Education Code<br>44949, 44955                    | BP 4117.3                                                | Reasons for personnel<br>reduction and employees' right<br>to hearing; final notice of<br>Board decision re: termination                                      |
| Before the end of the school year<br>to temporary employee who<br>served 75 percent of school year<br>but will be released                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Education Code<br>44954                           | BP 4121                                                  | District's decision not to<br>reelect employee for<br>following school year                                                                                   |
| <a href="#"><u>During the time between five days<br/>after the enactment of an annual<br/>Budget Act and August 15 of the<br/>fiscal year to which the Budget Act<br/>applies when the Board determines<br/>that the district's local control funding<br/>formula apportionment per unit of<br/>ADA for that fiscal year has not<br/>increased by at least two percent, to<br/>any permanent or probationary<br/>certificated employee, including an<br/>employee holding a position that<br/>requires administrative or supervisory<br/>credential, whose services are<br/>terminated</u></a> | <a href="#"><u>Education Code<br/>44955.5</u></a> | <a href="#"><u>BP 4117.3</u></a>                         | <a href="#"><u>Decrease in the number of<br/>permanent employees in<br/>accordance with a schedule of<br/>notice and hearing adopted by<br/>the Board</u></a> |

| <b>When/Whom<br/>to Notify</b>                                                     | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b>                                                                          |
|------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------|
| To teacher, when a student engages in or is reasonably suspected of specified acts | Education Code 49079                         | AR 4158<br>4258<br>4358                                  | Student has committed specified act that constitutes ground for suspension or expulsion |

## II. To Certificated Employees (continued)

|                                                                                                                                                                                         |                             |                                  |                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------------|------------------------------------------------------------------------------------------------|
| <u>To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion</u> | <u>Education Code 48201</u> | <u>AR 4158<br/>4258<br/>4358</u> | <u>Student has committed specified act that constitutes ground for suspension or expulsion</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------------|------------------------------------------------------------------------------------------------|

|                                                                                                                    |             |                     |                                                                                |
|--------------------------------------------------------------------------------------------------------------------|-------------|---------------------|--------------------------------------------------------------------------------|
| To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending | 5 CCR 80303 | AR 4117.7<br>4317.7 | Contents of state regulation re: report to Commission on Teacher Credentialing |
|--------------------------------------------------------------------------------------------------------------------|-------------|---------------------|--------------------------------------------------------------------------------|

| <b>When/Whom<br/>to Notify</b> | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b> |
|--------------------------------|----------------------------------------------|----------------------------------------------------------|----------------|
|--------------------------------|----------------------------------------------|----------------------------------------------------------|----------------|

## III. To Classified Employees

|                                                                                            |                      |         |                                                                      |
|--------------------------------------------------------------------------------------------|----------------------|---------|----------------------------------------------------------------------|
| When classified employee is subject to disciplinary action for cause, in nonmerit district | Education Code 45113 | AR 4218 | Notice of charges, right to hearing, timeline for requesting hearing |
|--------------------------------------------------------------------------------------------|----------------------|---------|----------------------------------------------------------------------|

|                                                                                                     |                             |                  |                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------|-----------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <u>By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15</u> | <u>Education Code 45117</u> | <u>AR 4217.3</u> | <u>Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination</u> |
|-----------------------------------------------------------------------------------------------------|-----------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                               |                             |                  |                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds</u> | <u>Education Code 45117</u> | <u>AR 4217.3</u> | <u>District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                        |                      |           |                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|--------------------------------------------------------------------|
| At least 60 days prior to <u>the effective date of layoff, or by April 29 for if the employee's position must be eliminated due to the expiration of a specially funded program that expires at end of school year</u> | Education Code 45117 | AR 4217.3 | Notice of layoff <u>date, displacement</u> and reemployment rights |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|--------------------------------------------------------------------|

| <b>When/Whom<br/>to Notify</b>                                                                              | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b>                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>III. To Classified Employees (continued)</b>                                                             |                                              |                                                          |                                                                                                                                                          |
| Upon employment and upon each change in classification                                                      | Education Code 45169                         | AR 4212                                                  | Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek                                                |
| To permanent employee whose leave is exhausted                                                              | Education Code 45192, 45195                  | AR 4261.1<br>AR 4261.11                                  | Exhaustion of leave, opportunity to request additional leave                                                                                             |
| To school bus drivers and school activity bus drivers prior to expiration of specified documents            | 13 CCR 1234                                  | AR 3542                                                  | Expiration date of driver's license, driver's certificate and medical certificate; need to renew                                                         |
| To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter | 13 CCR 2480                                  | AR 3542                                                  | Limitations on vehicle idling; consequences of not complying                                                                                             |
| To school bus drivers, prior to district drug testing program and thereafter upon employment                | 49 CFR 382.113, 382.601                      | AR 4112.42<br>4212.42<br>4312.42                         | Explanation of federal requirements for drug testing program and district's policy; <a href="#">prior to administration of each drug or alcohol test</a> |
| To school bus drivers, prior to operating school bus                                                        | 49 CFR 382.303                               | AR 4112.42<br>4212.42<br>4312.42                         | Post-accident information, procedures, and instructions                                                                                                  |

| <b>When/Whom<br/>to Notify</b> | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b> |
|--------------------------------|----------------------------------------------|----------------------------------------------------------|----------------|
|--------------------------------|----------------------------------------------|----------------------------------------------------------|----------------|

#### **IV. To Administrative/Supervisory Personnel**

|                                                                                                                                                           |                      |                      |                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|------------------------------------------------------------------------------|
| To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract | Education Code 35031 | BP 2121<br>BP 4312.1 | Decision not to reelect or reemploy upon expiration of contract or term      |
| Upon request by administrative or supervisory employee transferred to teaching position                                                                   | Education Code 44896 | AR 4313.2            | Statement of the reasons for the reassignment                                |
| By March 15 to employee who may be released/reassigned the following school year                                                                          | Education Code 44951 | AR 4313.2            | Notice that employee may be released or reassigned the following school year |

| <b>When/Whom<br/>to Notify</b>                                                                                                             | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b>                                     | <b>Subject</b>                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>V. To Individual Employees Under Special Circumstances</b>                                                                              |                                              |                                                                                              |                                                                                                                                                                        |
| In the event of a breach of security of district records, to affected employees                                                            | Civil Code 1798.29                           | BP 3580                                                                                      | Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies                              |
| Prior to placing derogatory information in personnel file                                                                                  | Education Code 44031                         | AR 4112.6<br>4212.6<br>4312.6                                                                | Notice of derogatory information, opportunity to review and comment                                                                                                    |
| To employees who volunteer to administer epinephrine auto-injector                                                                         | Education Code 49414                         | AR 5141.21                                                                                   | Defense and indemnification from civil liability by the district                                                                                                       |
| To district police officer, within 30 days of decision to impose discipline                                                                | Government Code 3304                         | AR 3515.3                                                                                    | Decision to impose discipline, including the date that discipline will be imposed                                                                                      |
| To employee returning from military leave of absence, within 30 days of return                                                             | Government Code 20997                        | AR 4161.5<br>4261.5<br>4361.5                                                                | Right to receive PERS service credit for military service; application form                                                                                            |
| 24 hours before Board meets in closed session to hear complaints or charges against employee                                               | Government Code 54957                        | BB 9321                                                                                      | Employee's right to have complaints/charges heard in open session                                                                                                      |
| When taking disciplinary action against employee for disclosure of confidential information                                                | Government Code 54963                        | BP 4119.23<br>4219.23<br>4319.23                                                             | Law prohibiting disclosure of confidential information obtained in closed session                                                                                      |
| <a href="#"><u>When document identifying employee who is victim of domestic violence is disclosed</u></a>                                  | <a href="#"><u>Labor Code 230</u></a>        | <a href="#"><u>AR 4158</u></a><br><a href="#"><u>4258</u></a><br><a href="#"><u>4358</u></a> | <a href="#"><u>Accommodations and leave for victims of domestic violence</u></a>                                                                                       |
| Within one working day of work-related injury or victimization of crime                                                                    | Labor Code 3553, 5401                        | AR 4157.1<br>4257.1<br>4357.1                                                                | Potential eligibility for workers' compensation benefits, claim form                                                                                                   |
| When adverse employment action is based on DOJ criminal history information or subsequent arrest notification                              | Penal Code 11105, 11105.2                    | AR 4112.5<br>4212.5<br>4312.5                                                                | Copy of DOJ notification                                                                                                                                               |
| To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter | 8 CCR 3204                                   | AR 4119.42<br>4219.42<br>4319.42                                                             | The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records |

| <b>When/Whom<br/>to Notify</b>                                                                                                                                       | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b>                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>V. To Individual Employees Under Special Circumstances (continued)</b>                                                                                            |                                              |                                                          |                                                                                                                                                                                                                 |
| To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation                               | 8 CCR 5191                                   | AR 3514.1                                                | Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material                                                                             |
| To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area                | 8 CCR 5194                                   | AR 3514.1                                                | Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights                                               |
| To employee eligible for military leave                                                                                                                              | 38 USC 4334                                  | AR 4161.5<br>4261.5<br>4361.5                            | Notice of rights, benefits, and obligations under military leave                                                                                                                                                |
| Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave | 29 CFR 825.300;<br>2 CCR 11049,<br>11091     | AR 4161.8<br>4261.8<br>4361.8                            | Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice |
| Whenever notice of eligibility for FMLA is provided to employee                                                                                                      | 29 CFR 825.300                               | AR 4161.8<br>4261.8<br>4361.8                            | Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations                                                                                                                        |

**Exhibit 4212.9-E(1): Employee Notifications**

**Status:**  
ADOPTED

**Original Adopted Date:** 05/01/2016 | **Last Revised Date:** 03/01/2022 | **Last Reviewed Date:** 03/01/2022

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

| <b>When/Whom to Notify</b>                          | <b>Education or Other Legal Code</b>                     | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                                                                                  |
|-----------------------------------------------------|----------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. To All Employees</b>                          |                                                          |                                                  |                                                                                                                                                 |
| At the beginning of school year or upon employment  | Education Code 231.5; Government Code 12950              | AR 4119.11<br>4219.11<br>4319.11                 | The district's policy on sexual harassment, legal remedies, complaints                                                                          |
| Annually, and 72 hours before pesticide application | Education Code 17612                                     | AR 3514.2                                        | Use of pesticide product, active ingredients, Internet address to access information on pesticides                                              |
| Prior to implementing year-round schedule           | Education Code 37616                                     | BP 6117                                          | Public hearing on year-round program                                                                                                            |
| Prior to implementing alternative schedule          | Education Code 46162                                     | BP 6112                                          | Public hearing on alternative schedule in secondary grades                                                                                      |
| Annually                                            | Education Code 49013; 5 CCR 4622                         | AR 1312.3<br>BP 0460<br>BP 3260                  | Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan |
| Annually                                            | Education Code 49414                                     | AR 5141.21                                       | Request for volunteers to be trained to administer epinephrine auto-injectors                                                                   |
| At least once per year                              | Education Code 49414.3                                   | AR 5141.21                                       | Request for volunteers to be trained to administer opioid antagonist                                                                            |
| To all employees                                    | Government Code 1126                                     | BP 4136<br>4236<br>4336                          | Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal                      |
| To all employees                                    | Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210 | BP 4020<br>BP 4159<br>4259<br>4359               | District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs                            |

| <b>When/Whom<br/>to Notify</b>                                                                               | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b>                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. To All Employees (continued)</b>                                                                       |                                              |                                                          |                                                                                                                                                                      |
| Upon employment                                                                                              | Government Code<br>21029                     | None                                                     | Right to purchase PERS<br>service credit for military<br>service performed prior to<br>public employment                                                             |
| Upon placement of automated<br>external defibrillator (AED) in<br>school, and annually thereafter            | Health and Safety<br>Code 1797.196           | AR 5141                                                  | Proper use of AED; location<br>of all AEDs on campus,<br>sudden cardiac arrest, school's<br>emergency response plan                                                  |
| If the district receives<br>Tobacco-Use Prevention<br>Education funds                                        | Health and Safety<br>Code 104420             | AR 3513.3                                                | District's tobacco-free schools<br>policy and enforcement<br>procedures                                                                                              |
| Annually, or more frequently<br>if there is new information                                                  | Health and Safety<br>Code 120875,<br>120880  | BP 4119.43<br>4219.43<br>4319.43                         | AIDS and hepatitis B,<br>including methods to prevent<br>exposure                                                                                                    |
| To new employees upon<br>hire and other employees<br>upon request, in districts with<br>25 or more employees | Labor Code 230.1                             | AR 4161.2<br>4261.2<br>4361.2                            | Rights pursuant to Labor<br>Code 230-230.1 pertaining<br>to leaves and<br>accommodations for victims<br>of crime or abuse                                            |
| With each paycheck                                                                                           | Labor Code 246                               | AR 4161.1<br>AR 4261.1<br>4361.1                         | Amount of sick leave available                                                                                                                                       |
| Upon hire, in employee<br>handbook, and upon request<br>for parental leave                                   | Labor Code<br>1034                           | BP 4033                                                  | The district's policy on<br>lactation accommodation                                                                                                                  |
| To covered employees and<br>former employees                                                                 | Labor Code<br>2800.2                         | AR 4154<br>4254<br>4354                                  | Availability of COBRA/<br>Cal-COBRA continuation<br>and conversion coverage;<br>statement encouraging careful<br>examination of options before<br>declining coverage |
| To employees participating<br>in a flexible spending account                                                 | Labor Code<br>2810.7                         | None                                                     | Deadline to withdraw funds<br>from account before the end<br>of the plan year                                                                                        |
| To every new employee, either<br>at the time employee is hired<br>or by end of first pay period              | Labor Code<br>3551                           | AR 4157.1<br>4257.1<br>4357.1                            | Workers' compensation<br>benefits, how to obtain medical<br>care, role of primary physician,<br>form for reporting personal<br>physician/chiropractor                |

| When/Whom to Notify                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Education or Other Legal Code                     | Board Policy/ Administrative Regulation #                               | Subject                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. To All Employees (continued)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                   |                                                                         |                                                                                                                                                                                                  |
| Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable                                                                                                                                                                                                                                                       | Labor Code 6409.6                                 | AR 4157<br>4257<br>4357                                                 | Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan |
| Prior to beginning employment                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Penal Code 11165.7, 11166.5                       | AR 5141.4                                                               | Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law                                                                                         |
| Upon employment, and when employee goes on leave for specified reasons                                                                                                                                                                                                                                                                                                                                                                                                                  | Unemployment Insurance Code 2613                  | AR 4154<br>4254<br>4354                                                 | Disability insurance rights and benefits                                                                                                                                                         |
| <a href="#">To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when principal believes needs the information for the protection of self or others when working with student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses</a> | <a href="#">Welfare and Institutions Code 827</a> | <a href="#">AR 4158</a><br><a href="#">4258</a><br><a href="#">4358</a> | <a href="#">Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff</a>                                |
| To all employees and job applicants                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2 CCR 11023; 34 CFR 104.8, 106.9                  | BP 0410<br>AR 4030                                                      | District's policy on nondiscrimination and related complaint procedures                                                                                                                          |
| To all employees via employee handbook, or to each new employee                                                                                                                                                                                                                                                                                                                                                                                                                         | 2 CCR 11091, 11095; 29 CFR 825.300                | AR 4161.8<br>4261.8<br>4361.8                                           | Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible                              |
| To all employees                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 8 CCR 3203                                        | AR 4157<br>4257<br>4357                                                 | The right and procedure to access the injury and illness prevention program                                                                                                                      |
| <a href="#">To all employees working with homeless families</a>                                                                                                                                                                                                                                                                                                                                                                                                                         | <a href="#">42 USC 11432</a>                      | <a href="#">AR 6173</a>                                                 | <a href="#">Duties of district liaison for homeless students</a>                                                                                                                                 |

| <b>When/Whom to Notify</b>             | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                                                                                                               |
|----------------------------------------|--------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. To All Employees (continued)</b> |                                      |                                                  |                                                                                                                                                                              |
| To all employees                       | 34 CFR 106.8                         | AR 4119.11<br>4219.11<br>4319.11                 | Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights |
| Annually                               | 40 CFR 763.84, 763.93                | AR 3514                                          | Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress                                                        |

| <b>When/Whom to Notify</b>                                                                                                                                        | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>II. To Certificated Employees</b>                                                                                                                              |                                      |                                                  |                                                                                              |
| To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire                              | Education Code 22455.5               | AR 4121                                          | Criteria for membership in retirement system; right to elect membership at any time          |
| Upon employment of a retired certificated individual                                                                                                              | Education Code 22461                 | AR 4117.14<br>4317.14                            | Postretirement earnings limitation or employment restriction; monthly report of compensation |
| To certificated employees                                                                                                                                         | Education Code 35171                 | AR 4115<br>BP 4315                               | District regulations related to performance evaluations                                      |
| 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated | Education Code 44663                 | AR 4115                                          | Copy of employee's evaluation                                                                |
| To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee       | Education Code 44664                 | AR 4115                                          | Notice and description of the unsatisfactory performance                                     |
| By May 30, if district issues reemployment notices to certificated employees                                                                                      | Education Code 44842                 | AR 4112.1                                        | Request that the employee notify district of intent to remain in service next year           |
| To probationary and temporary certificated employees upon employment, and every July thereafter                                                                   | Education Code 44916                 | AR 4112.1<br>AR 4121                             | Employment status and salary                                                                 |

| <b>When/Whom<br/>to Notify</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Education or<br/>Other Legal<br/>Code</b>     | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b>                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>II. To Certificated Employees (continued)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                  |                                                          |                                                                                                                                               |
| To probationary employee,<br>by March 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Education Code<br>44929.21, 44929.23,<br>44948.5 | BP 4116                                                  | Whether or not employee<br>is reelected for next school<br>year                                                                               |
| When certificated employee is<br>subject to disciplinary action<br>for cause, at any time of year<br>or, for charge of unsatisfactory<br>performance, during instructional<br>year                                                                                                                                                                                                                                                                                                                                                                                             | Education Code<br>44934, 44934.1,<br>44936       | BP 4118<br>AR 4118                                       | Notice of charges, procedures,<br>and employee rights; intent to<br>dismiss or suspend 30 days<br>after notice                                |
| To certificated employee charged<br>with unprofessional conduct, at<br>least 45 days prior to suspension/<br>dismissal notice                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Education Code<br>44938                          | BP 4118                                                  | Notice of deficiency and<br>opportunity to correct                                                                                            |
| To certificated employee charged<br>with unsatisfactory performance,<br>at least 90 days prior to<br>suspension/dismissal notice or<br>prior to last quarter of school year                                                                                                                                                                                                                                                                                                                                                                                                    | Education Code<br>44938                          | BP 4118                                                  | Notice of deficiency and<br>opportunity to correct                                                                                            |
| To certificated employee charged<br>with mandatory leave of absence<br>offense, within 10 days of entry<br>of judgment in proceedings                                                                                                                                                                                                                                                                                                                                                                                                                                          | Education Code<br>44940.5                        | AR 4118                                                  | Notice of intent to dismiss<br>30 days from notice unless<br>employee demands hearing                                                         |
| To probationary employee<br>30 days prior to dismissal during<br>school year, but not later than<br>March 15 for a second-year<br>probationary employee                                                                                                                                                                                                                                                                                                                                                                                                                        | Education Code<br>44948.3                        | AR 4118                                                  | Reasons for dismissal and<br>opportunity to appeal                                                                                            |
| By March 15 when necessary<br>to reduce certificated personnel,<br>with final notice by May 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Education Code<br>44949, 44955                   | BP 4117.3                                                | Reasons for personnel<br>reduction and employees' right<br>to hearing; final notice of<br>Board decision re: termination                      |
| Before the end of the school year<br>to temporary employee who<br>served 75 percent of school year<br>but will be released                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Education Code<br>44954                          | BP 4121                                                  | District's decision not to<br>reelect employee for<br>following school year                                                                   |
| <u>During the time between five days<br/>after the enactment of an annual<br/>Budget Act and August 15 of the<br/>fiscal year to which the Budget Act<br/>applies when the Board determines<br/>that the district's local control funding<br/>formula apportionment per unit of<br/>ADA for that fiscal year has not<br/>increased by at least two percent, to<br/>any permanent or probationary<br/>certificated employee, including an<br/>employee holding a position that<br/>requires administrative or supervisory<br/>credential, whose services are<br/>terminated</u> | <u>Education Code<br/>44955.5</u>                | <u>BP 4117.3</u>                                         | <u>Decrease in the number of<br/>permanent employees in<br/>accordance with a schedule of<br/>notice and hearing adopted by<br/>the Board</u> |

| <b>When/Whom<br/>to Notify</b>                                                     | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b>                                                                          |
|------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------|
| To teacher, when a student engages in or is reasonably suspected of specified acts | Education Code 49079                         | AR 4158<br>4258<br>4358                                  | Student has committed specified act that constitutes ground for suspension or expulsion |

## II. To Certificated Employees (continued)

To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion

Education Code 48201

AR 4158  
4258  
4358

Student has committed specified act that constitutes ground for suspension or expulsion

To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending

5 CCR 80303

AR 4117.7  
4317.7

Contents of state regulation re: report to Commission on Teacher Credentialing

| <b>When/Whom<br/>to Notify</b> | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b> |
|--------------------------------|----------------------------------------------|----------------------------------------------------------|----------------|
|--------------------------------|----------------------------------------------|----------------------------------------------------------|----------------|

## III. To Classified Employees

When classified employee is subject to disciplinary action for cause, in nonmerit district

Education Code 45113

AR 4218

Notice of charges, right to hearing, timeline for requesting hearing

By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15

Education Code 45117

AR 4217.3

Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination

During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds

Education Code 45117

AR 4217.3

District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

At least 60 days prior to the effective date of layoff, ~~or by April 29 for~~ if the employee's position must be eliminated due to the expiration of a specially funded program that expires at end of school year

Education Code 45117

AR 4217.3

Notice of layoff date, displacement and reemployment rights

| <b>When/Whom<br/>to Notify</b>                                                                              | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b>                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>III. To Classified Employees (continued)</b>                                                             |                                              |                                                          |                                                                                                                                                          |
| Upon employment and upon each change in classification                                                      | Education Code 45169                         | AR 4212                                                  | Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek                                                |
| To permanent employee whose leave is exhausted                                                              | Education Code 45192, 45195                  | AR 4261.1<br>AR 4261.11                                  | Exhaustion of leave, opportunity to request additional leave                                                                                             |
| To school bus drivers and school activity bus drivers prior to expiration of specified documents            | 13 CCR 1234                                  | AR 3542                                                  | Expiration date of driver's license, driver's certificate and medical certificate; need to renew                                                         |
| To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter | 13 CCR 2480                                  | AR 3542                                                  | Limitations on vehicle idling; consequences of not complying                                                                                             |
| To school bus drivers, prior to district drug testing program and thereafter upon employment                | 49 CFR 382.113, 382.601                      | AR 4112.42<br>4212.42<br>4312.42                         | Explanation of federal requirements for drug testing program and district's policy; <a href="#">prior to administration of each drug or alcohol test</a> |
| To school bus drivers, prior to operating school bus                                                        | 49 CFR 382.303                               | AR 4112.42<br>4212.42<br>4312.42                         | Post-accident information, procedures, and instructions                                                                                                  |

| <b>When/Whom<br/>to Notify</b> | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b> |
|--------------------------------|----------------------------------------------|----------------------------------------------------------|----------------|
|--------------------------------|----------------------------------------------|----------------------------------------------------------|----------------|

#### **IV. To Administrative/Supervisory Personnel**

|                                                                                                                                                           |                      |                      |                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|------------------------------------------------------------------------------|
| To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract | Education Code 35031 | BP 2121<br>BP 4312.1 | Decision not to reelect or reemploy upon expiration of contract or term      |
| Upon request by administrative or supervisory employee transferred to teaching position                                                                   | Education Code 44896 | AR 4313.2            | Statement of the reasons for the reassignment                                |
| By March 15 to employee who may be released/reassigned the following school year                                                                          | Education Code 44951 | AR 4313.2            | Notice that employee may be released or reassigned the following school year |

| <b>When/Whom<br/>to Notify</b>                                                                                                             | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b>                                     | <b>Subject</b>                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>V. To Individual Employees Under Special Circumstances</b>                                                                              |                                              |                                                                                              |                                                                                                                                                                        |
| In the event of a breach of security of district records, to affected employees                                                            | Civil Code 1798.29                           | BP 3580                                                                                      | Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies                              |
| Prior to placing derogatory information in personnel file                                                                                  | Education Code 44031                         | AR 4112.6<br>4212.6<br>4312.6                                                                | Notice of derogatory information, opportunity to review and comment                                                                                                    |
| To employees who volunteer to administer epinephrine auto-injector                                                                         | Education Code 49414                         | AR 5141.21                                                                                   | Defense and indemnification from civil liability by the district                                                                                                       |
| To district police officer, within 30 days of decision to impose discipline                                                                | Government Code 3304                         | AR 3515.3                                                                                    | Decision to impose discipline, including the date that discipline will be imposed                                                                                      |
| To employee returning from military leave of absence, within 30 days of return                                                             | Government Code 20997                        | AR 4161.5<br>4261.5<br>4361.5                                                                | Right to receive PERS service credit for military service; application form                                                                                            |
| 24 hours before Board meets in closed session to hear complaints or charges against employee                                               | Government Code 54957                        | BB 9321                                                                                      | Employee's right to have complaints/charges heard in open session                                                                                                      |
| When taking disciplinary action against employee for disclosure of confidential information                                                | Government Code 54963                        | BP 4119.23<br>4219.23<br>4319.23                                                             | Law prohibiting disclosure of confidential information obtained in closed session                                                                                      |
| <a href="#"><u>When document identifying employee who is victim of domestic violence is disclosed</u></a>                                  | <a href="#"><u>Labor Code 230</u></a>        | <a href="#"><u>AR 4158</u></a><br><a href="#"><u>4258</u></a><br><a href="#"><u>4358</u></a> | <a href="#"><u>Accommodations and leave for victims of domestic violence</u></a>                                                                                       |
| Within one working day of work-related injury or victimization of crime                                                                    | Labor Code 3553, 5401                        | AR 4157.1<br>4257.1<br>4357.1                                                                | Potential eligibility for workers' compensation benefits, claim form                                                                                                   |
| When adverse employment action is based on DOJ criminal history information or subsequent arrest notification                              | Penal Code 11105, 11105.2                    | AR 4112.5<br>4212.5<br>4312.5                                                                | Copy of DOJ notification                                                                                                                                               |
| To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter | 8 CCR 3204                                   | AR 4119.42<br>4219.42<br>4319.42                                                             | The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records |

| <b>When/Whom<br/>to Notify</b>                                                                                                                                       | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b>                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>V. To Individual Employees Under Special Circumstances (continued)</b>                                                                                            |                                              |                                                          |                                                                                                                                                                                                                 |
| To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation                               | 8 CCR 5191                                   | AR 3514.1                                                | Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material                                                                             |
| To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area                | 8 CCR 5194                                   | AR 3514.1                                                | Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights                                               |
| To employee eligible for military leave                                                                                                                              | 38 USC 4334                                  | AR 4161.5<br>4261.5<br>4361.5                            | Notice of rights, benefits, and obligations under military leave                                                                                                                                                |
| Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave | 29 CFR 825.300;<br>2 CCR 11049,<br>11091     | AR 4161.8<br>4261.8<br>4361.8                            | Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice |
| Whenever notice of eligibility for FMLA is provided to employee                                                                                                      | 29 CFR 825.300                               | AR 4161.8<br>4261.8<br>4361.8                            | Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations                                                                                                                        |

**Exhibit 4312.9-E(1): Employee Notifications**

**Status:**  
ADOPTED

**Original Adopted Date:** 05/01/2016 | **Last Revised Date:** 03/01/2022 | **Last Reviewed Date:** 03/01/2022

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

| <b>When/Whom to Notify</b>                          | <b>Education or Other Legal Code</b>                     | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                                                                                  |
|-----------------------------------------------------|----------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. To All Employees</b>                          |                                                          |                                                  |                                                                                                                                                 |
| At the beginning of school year or upon employment  | Education Code 231.5; Government Code 12950              | AR 4119.11<br>4219.11<br>4319.11                 | The district's policy on sexual harassment, legal remedies, complaints                                                                          |
| Annually, and 72 hours before pesticide application | Education Code 17612                                     | AR 3514.2                                        | Use of pesticide product, active ingredients, Internet address to access information on pesticides                                              |
| Prior to implementing year-round schedule           | Education Code 37616                                     | BP 6117                                          | Public hearing on year-round program                                                                                                            |
| Prior to implementing alternative schedule          | Education Code 46162                                     | BP 6112                                          | Public hearing on alternative schedule in secondary grades                                                                                      |
| Annually                                            | Education Code 49013; 5 CCR 4622                         | AR 1312.3<br>BP 0460<br>BP 3260                  | Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan |
| Annually                                            | Education Code 49414                                     | AR 5141.21                                       | Request for volunteers to be trained to administer epinephrine auto-injectors                                                                   |
| At least once per year                              | Education Code 49414.3                                   | AR 5141.21                                       | Request for volunteers to be trained to administer opioid antagonist                                                                            |
| To all employees                                    | Government Code 1126                                     | BP 4136<br>4236<br>4336                          | Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal                      |
| To all employees                                    | Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210 | BP 4020<br>BP 4159<br>4259<br>4359               | District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs                            |

| <b>When/Whom<br/>to Notify</b>                                                                               | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b>                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. To All Employees (continued)</b>                                                                       |                                              |                                                          |                                                                                                                                                                      |
| Upon employment                                                                                              | Government Code<br>21029                     | None                                                     | Right to purchase PERS<br>service credit for military<br>service performed prior to<br>public employment                                                             |
| Upon placement of automated<br>external defibrillator (AED) in<br>school, and annually thereafter            | Health and Safety<br>Code 1797.196           | AR 5141                                                  | Proper use of AED; location<br>of all AEDs on campus,<br>sudden cardiac arrest, school's<br>emergency response plan                                                  |
| If the district receives<br>Tobacco-Use Prevention<br>Education funds                                        | Health and Safety<br>Code 104420             | AR 3513.3                                                | District's tobacco-free schools<br>policy and enforcement<br>procedures                                                                                              |
| Annually, or more frequently<br>if there is new information                                                  | Health and Safety<br>Code 120875,<br>120880  | BP 4119.43<br>4219.43<br>4319.43                         | AIDS and hepatitis B,<br>including methods to prevent<br>exposure                                                                                                    |
| To new employees upon<br>hire and other employees<br>upon request, in districts with<br>25 or more employees | Labor Code 230.1                             | AR 4161.2<br>4261.2<br>4361.2                            | Rights pursuant to Labor<br>Code 230-230.1 pertaining<br>to leaves and<br>accommodations for victims<br>of crime or abuse                                            |
| With each paycheck                                                                                           | Labor Code 246                               | AR 4161.1<br>AR 4261.1<br>4361.1                         | Amount of sick leave available                                                                                                                                       |
| Upon hire, in employee<br>handbook, and upon request<br>for parental leave                                   | Labor Code<br>1034                           | BP 4033                                                  | The district's policy on<br>lactation accommodation                                                                                                                  |
| To covered employees and<br>former employees                                                                 | Labor Code<br>2800.2                         | AR 4154<br>4254<br>4354                                  | Availability of COBRA/<br>Cal-COBRA continuation<br>and conversion coverage;<br>statement encouraging careful<br>examination of options before<br>declining coverage |
| To employees participating<br>in a flexible spending account                                                 | Labor Code<br>2810.7                         | None                                                     | Deadline to withdraw funds<br>from account before the end<br>of the plan year                                                                                        |
| To every new employee, either<br>at the time employee is hired<br>or by end of first pay period              | Labor Code<br>3551                           | AR 4157.1<br>4257.1<br>4357.1                            | Workers' compensation<br>benefits, how to obtain medical<br>care, role of primary physician,<br>form for reporting personal<br>physician/chiropractor                |

| When/Whom to Notify                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Education or Other Legal Code                     | Board Policy/ Administrative Regulation #                               | Subject                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. To All Employees (continued)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                   |                                                                         |                                                                                                                                                                                                  |
| Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable                                                                                                                                                                                                                                                       | Labor Code 6409.6                                 | AR 4157<br>4257<br>4357                                                 | Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan |
| Prior to beginning employment                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Penal Code 11165.7, 11166.5                       | AR 5141.4                                                               | Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law                                                                                         |
| Upon employment, and when employee goes on leave for specified reasons                                                                                                                                                                                                                                                                                                                                                                                                                  | Unemployment Insurance Code 2613                  | AR 4154<br>4254<br>4354                                                 | Disability insurance rights and benefits                                                                                                                                                         |
| <a href="#">To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when principal believes needs the information for the protection of self or others when working with student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses</a> | <a href="#">Welfare and Institutions Code 827</a> | <a href="#">AR 4158</a><br><a href="#">4258</a><br><a href="#">4358</a> | <a href="#">Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff</a>                                |
| To all employees and job applicants                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2 CCR 11023; 34 CFR 104.8, 106.9                  | BP 0410<br>AR 4030                                                      | District's policy on nondiscrimination and related complaint procedures                                                                                                                          |
| To all employees via employee handbook, or to each new employee                                                                                                                                                                                                                                                                                                                                                                                                                         | 2 CCR 11091, 11095; 29 CFR 825.300                | AR 4161.8<br>4261.8<br>4361.8                                           | Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible                              |
| To all employees                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 8 CCR 3203                                        | AR 4157<br>4257<br>4357                                                 | The right and procedure to access the injury and illness prevention program                                                                                                                      |
| <a href="#">To all employees working with homeless families</a>                                                                                                                                                                                                                                                                                                                                                                                                                         | <a href="#">42 USC 11432</a>                      | <a href="#">AR 6173</a>                                                 | <a href="#">Duties of district liaison for homeless students</a>                                                                                                                                 |

| <b>When/Whom to Notify</b>             | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                                                                                                               |
|----------------------------------------|--------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. To All Employees (continued)</b> |                                      |                                                  |                                                                                                                                                                              |
| To all employees                       | 34 CFR 106.8                         | AR 4119.11<br>4219.11<br>4319.11                 | Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights |
| Annually                               | 40 CFR 763.84, 763.93                | AR 3514                                          | Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress                                                        |

| <b>When/Whom to Notify</b>                                                                                                                                        | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>II. To Certificated Employees</b>                                                                                                                              |                                      |                                                  |                                                                                              |
| To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire                              | Education Code 22455.5               | AR 4121                                          | Criteria for membership in retirement system; right to elect membership at any time          |
| Upon employment of a retired certificated individual                                                                                                              | Education Code 22461                 | AR 4117.14<br>4317.14                            | Postretirement earnings limitation or employment restriction; monthly report of compensation |
| To certificated employees                                                                                                                                         | Education Code 35171                 | AR 4115<br>BP 4315                               | District regulations related to performance evaluations                                      |
| 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated | Education Code 44663                 | AR 4115                                          | Copy of employee's evaluation                                                                |
| To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee       | Education Code 44664                 | AR 4115                                          | Notice and description of the unsatisfactory performance                                     |
| By May 30, if district issues reemployment notices to certificated employees                                                                                      | Education Code 44842                 | AR 4112.1                                        | Request that the employee notify district of intent to remain in service next year           |
| To probationary and temporary certificated employees upon employment, and every July thereafter                                                                   | Education Code 44916                 | AR 4112.1<br>AR 4121                             | Employment status and salary                                                                 |

| <b>When/Whom<br/>to Notify</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Education or<br/>Other Legal<br/>Code</b>      | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b>                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>II. To Certificated Employees (continued)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                   |                                                          |                                                                                                                                                               |
| To probationary employee,<br>by March 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Education Code<br>44929.21, 44929.23,<br>44948.5  | BP 4116                                                  | Whether or not employee<br>is reelected for next school<br>year                                                                                               |
| When certificated employee is<br>subject to disciplinary action<br>for cause, at any time of year<br>or, for charge of unsatisfactory<br>performance, during instructional<br>year                                                                                                                                                                                                                                                                                                                                                                                                             | Education Code<br>44934, 44934.1,<br>44936        | BP 4118<br>AR 4118                                       | Notice of charges, procedures,<br>and employee rights; intent to<br>dismiss or suspend 30 days<br>after notice                                                |
| To certificated employee charged<br>with unprofessional conduct, at<br>least 45 days prior to suspension/<br>dismissal notice                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Education Code<br>44938                           | BP 4118                                                  | Notice of deficiency and<br>opportunity to correct                                                                                                            |
| To certificated employee charged<br>with unsatisfactory performance,<br>at least 90 days prior to<br>suspension/dismissal notice or<br>prior to last quarter of school year                                                                                                                                                                                                                                                                                                                                                                                                                    | Education Code<br>44938                           | BP 4118                                                  | Notice of deficiency and<br>opportunity to correct                                                                                                            |
| To certificated employee charged<br>with mandatory leave of absence<br>offense, within 10 days of entry<br>of judgment in proceedings                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Education Code<br>44940.5                         | AR 4118                                                  | Notice of intent to dismiss<br>30 days from notice unless<br>employee demands hearing                                                                         |
| To probationary employee<br>30 days prior to dismissal during<br>school year, but not later than<br>March 15 for a second-year<br>probationary employee                                                                                                                                                                                                                                                                                                                                                                                                                                        | Education Code<br>44948.3                         | AR 4118                                                  | Reasons for dismissal and<br>opportunity to appeal                                                                                                            |
| By March 15 when necessary<br>to reduce certificated personnel,<br>with final notice by May 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Education Code<br>44949, 44955                    | BP 4117.3                                                | Reasons for personnel<br>reduction and employees' right<br>to hearing; final notice of<br>Board decision re: termination                                      |
| Before the end of the school year<br>to temporary employee who<br>served 75 percent of school year<br>but will be released                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Education Code<br>44954                           | BP 4121                                                  | District's decision not to<br>reelect employee for<br>following school year                                                                                   |
| <a href="#"><u>During the time between five days<br/>after the enactment of an annual<br/>Budget Act and August 15 of the<br/>fiscal year to which the Budget Act<br/>applies when the Board determines<br/>that the district's local control funding<br/>formula apportionment per unit of<br/>ADA for that fiscal year has not<br/>increased by at least two percent, to<br/>any permanent or probationary<br/>certificated employee, including an<br/>employee holding a position that<br/>requires administrative or supervisory<br/>credential, whose services are<br/>terminated</u></a> | <a href="#"><u>Education Code<br/>44955.5</u></a> | <a href="#"><u>BP 4117.3</u></a>                         | <a href="#"><u>Decrease in the number of<br/>permanent employees in<br/>accordance with a schedule of<br/>notice and hearing adopted by<br/>the Board</u></a> |

| <b>When/Whom<br/>to Notify</b>                                                     | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b>                                                                          |
|------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------|
| To teacher, when a student engages in or is reasonably suspected of specified acts | Education Code 49079                         | AR 4158<br>4258<br>4358                                  | Student has committed specified act that constitutes ground for suspension or expulsion |

## II. To Certificated Employees (continued)

|                                                                                                                                                                                         |                             |                                  |                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------------|------------------------------------------------------------------------------------------------|
| <u>To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion</u> | <u>Education Code 48201</u> | <u>AR 4158<br/>4258<br/>4358</u> | <u>Student has committed specified act that constitutes ground for suspension or expulsion</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------------|------------------------------------------------------------------------------------------------|

|                                                                                                                    |             |                     |                                                                                |
|--------------------------------------------------------------------------------------------------------------------|-------------|---------------------|--------------------------------------------------------------------------------|
| To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending | 5 CCR 80303 | AR 4117.7<br>4317.7 | Contents of state regulation re: report to Commission on Teacher Credentialing |
|--------------------------------------------------------------------------------------------------------------------|-------------|---------------------|--------------------------------------------------------------------------------|

| <b>When/Whom<br/>to Notify</b> | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b> |
|--------------------------------|----------------------------------------------|----------------------------------------------------------|----------------|
|--------------------------------|----------------------------------------------|----------------------------------------------------------|----------------|

## III. To Classified Employees

|                                                                                            |                      |         |                                                                      |
|--------------------------------------------------------------------------------------------|----------------------|---------|----------------------------------------------------------------------|
| When classified employee is subject to disciplinary action for cause, in nonmerit district | Education Code 45113 | AR 4218 | Notice of charges, right to hearing, timeline for requesting hearing |
|--------------------------------------------------------------------------------------------|----------------------|---------|----------------------------------------------------------------------|

|                                                                                                     |                             |                  |                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------|-----------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <u>By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15</u> | <u>Education Code 45117</u> | <u>AR 4217.3</u> | <u>Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination</u> |
|-----------------------------------------------------------------------------------------------------|-----------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                               |                             |                  |                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds</u> | <u>Education Code 45117</u> | <u>AR 4217.3</u> | <u>District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                           |                      |           |                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|----------------------------------------------------------------------------|
| At least 60 days prior to <u>the effective date of layoff</u> , <del>or by April 29 for</del> <u>if the employee's position must be eliminated due to the expiration of a specially funded program that expires at end of school year</u> | Education Code 45117 | AR 4217.3 | Notice of layoff <u>date</u> , <u>displacement</u> and reemployment rights |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|----------------------------------------------------------------------------|

| <b>When/Whom<br/>to Notify</b>                                                                              | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b>                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>III. To Classified Employees (continued)</b>                                                             |                                              |                                                          |                                                                                                                                                          |
| Upon employment and upon each change in classification                                                      | Education Code 45169                         | AR 4212                                                  | Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek                                                |
| To permanent employee whose leave is exhausted                                                              | Education Code 45192, 45195                  | AR 4261.1<br>AR 4261.11                                  | Exhaustion of leave, opportunity to request additional leave                                                                                             |
| To school bus drivers and school activity bus drivers prior to expiration of specified documents            | 13 CCR 1234                                  | AR 3542                                                  | Expiration date of driver's license, driver's certificate and medical certificate; need to renew                                                         |
| To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter | 13 CCR 2480                                  | AR 3542                                                  | Limitations on vehicle idling; consequences of not complying                                                                                             |
| To school bus drivers, prior to district drug testing program and thereafter upon employment                | 49 CFR 382.113, 382.601                      | AR 4112.42<br>4212.42<br>4312.42                         | Explanation of federal requirements for drug testing program and district's policy; <a href="#">prior to administration of each drug or alcohol test</a> |
| To school bus drivers, prior to operating school bus                                                        | 49 CFR 382.303                               | AR 4112.42<br>4212.42<br>4312.42                         | Post-accident information, procedures, and instructions                                                                                                  |

| <b>When/Whom<br/>to Notify</b> | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b> |
|--------------------------------|----------------------------------------------|----------------------------------------------------------|----------------|
|--------------------------------|----------------------------------------------|----------------------------------------------------------|----------------|

#### **IV. To Administrative/Supervisory Personnel**

|                                                                                                                                                           |                      |                      |                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|------------------------------------------------------------------------------|
| To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract | Education Code 35031 | BP 2121<br>BP 4312.1 | Decision not to reelect or reemploy upon expiration of contract or term      |
| Upon request by administrative or supervisory employee transferred to teaching position                                                                   | Education Code 44896 | AR 4313.2            | Statement of the reasons for the reassignment                                |
| By March 15 to employee who may be released/reassigned the following school year                                                                          | Education Code 44951 | AR 4313.2            | Notice that employee may be released or reassigned the following school year |

| <b>When/Whom<br/>to Notify</b>                                                                                                             | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b>                                     | <b>Subject</b>                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>V. To Individual Employees Under Special Circumstances</b>                                                                              |                                              |                                                                                              |                                                                                                                                                                        |
| In the event of a breach of security of district records, to affected employees                                                            | Civil Code 1798.29                           | BP 3580                                                                                      | Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies                              |
| Prior to placing derogatory information in personnel file                                                                                  | Education Code 44031                         | AR 4112.6<br>4212.6<br>4312.6                                                                | Notice of derogatory information, opportunity to review and comment                                                                                                    |
| To employees who volunteer to administer epinephrine auto-injector                                                                         | Education Code 49414                         | AR 5141.21                                                                                   | Defense and indemnification from civil liability by the district                                                                                                       |
| To district police officer, within 30 days of decision to impose discipline                                                                | Government Code 3304                         | AR 3515.3                                                                                    | Decision to impose discipline, including the date that discipline will be imposed                                                                                      |
| To employee returning from military leave of absence, within 30 days of return                                                             | Government Code 20997                        | AR 4161.5<br>4261.5<br>4361.5                                                                | Right to receive PERS service credit for military service; application form                                                                                            |
| 24 hours before Board meets in closed session to hear complaints or charges against employee                                               | Government Code 54957                        | BB 9321                                                                                      | Employee's right to have complaints/charges heard in open session                                                                                                      |
| When taking disciplinary action against employee for disclosure of confidential information                                                | Government Code 54963                        | BP 4119.23<br>4219.23<br>4319.23                                                             | Law prohibiting disclosure of confidential information obtained in closed session                                                                                      |
| <a href="#"><u>When document identifying employee who is victim of domestic violence is disclosed</u></a>                                  | <a href="#"><u>Labor Code 230</u></a>        | <a href="#"><u>AR 4158</u></a><br><a href="#"><u>4258</u></a><br><a href="#"><u>4358</u></a> | <a href="#"><u>Accommodations and leave for victims of domestic violence</u></a>                                                                                       |
| Within one working day of work-related injury or victimization of crime                                                                    | Labor Code 3553, 5401                        | AR 4157.1<br>4257.1<br>4357.1                                                                | Potential eligibility for workers' compensation benefits, claim form                                                                                                   |
| When adverse employment action is based on DOJ criminal history information or subsequent arrest notification                              | Penal Code 11105, 11105.2                    | AR 4112.5<br>4212.5<br>4312.5                                                                | Copy of DOJ notification                                                                                                                                               |
| To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter | 8 CCR 3204                                   | AR 4119.42<br>4219.42<br>4319.42                                                             | The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records |

| <b>When/Whom<br/>to Notify</b>                                                                                                                                       | <b>Education or<br/>Other Legal<br/>Code</b> | <b>Board Policy/<br/>Administrative<br/>Regulation #</b> | <b>Subject</b>                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>V. To Individual Employees Under Special Circumstances (continued)</b>                                                                                            |                                              |                                                          |                                                                                                                                                                                                                 |
| To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation                               | 8 CCR 5191                                   | AR 3514.1                                                | Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material                                                                             |
| To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area                | 8 CCR 5194                                   | AR 3514.1                                                | Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights                                               |
| To employee eligible for military leave                                                                                                                              | 38 USC 4334                                  | AR 4161.5<br>4261.5<br>4361.5                            | Notice of rights, benefits, and obligations under military leave                                                                                                                                                |
| Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave | 29 CFR 825.300;<br>2 CCR 11049,<br>11091     | AR 4161.8<br>4261.8<br>4361.8                            | Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice |
| Whenever notice of eligibility for FMLA is provided to employee                                                                                                      | 29 CFR 825.300                               | AR 4161.8<br>4261.8<br>4361.8                            | Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations                                                                                                                        |

**Regulation 5113: Absences And Excuses**

**Status:** ADOPTED

Original Adopted Date: 11/01/2011 | Last Revised Date: 03/2022 | Last Reviewed Date: 03/2022

**Excused Absences**

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness, [including absence for the benefit of the student's mental or behavioral health](#) (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic [service or](#) appointment (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

5. Jury duty in the manner provided for by law (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observance of a religious holiday or ceremony
  - d. Attendance at religious retreats for no more than four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

10. Attendance at [the student's](#) a naturalization ceremony to become a United States citizen (Education Code 48205)

11. [Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people](#) (Education Code 48205)

12. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

13. Work in the entertainment or allied industry (Education Code 48225.5)

~~Such absence shall be excused provided that the~~ Work for a student who holds a work permit authorizing ~~such~~ work in the entertainment or allied industries and is absent for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of and up to five absences per school year. (Education Code 48225.5)

14. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

15. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

### **Method of Verification**

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:

- a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in [item #2](#) above.
  4. Physician's verification.
    - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
    - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

### **Parental Notifications**

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)

**Regulation 5142: Safety**

**Status:** ADOPTED

Original Adopted Date: 07/01/2006 | Last Revised Date: 03/2022

At ~~E~~ each ~~school, the~~ principal or designee shall establish emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials, consistent with law, Board policy, and administrative regulation. The rules shall be communicated to students, distributed to parents/guardians, and readily available at the school at all times.

**Release of Students**

Students shall be released during the school day only to the custody of an adult who is one of the following:

1. The student's custodial parent/guardian
2. An adult authorized on the student's emergency card as ~~someone-an individual~~ to whom the student may be released when the custodial parent/guardian cannot be reached, provided the principal or designee verifies the adult's identity
3. An authorized law enforcement officer acting in accordance with law
4. An adult taking the student to emergency medical care at the request of the principal or designee

**Supervision of Students**

Teachers shall be present at their respective rooms and shall open them to admit students not less than 15 minutes before the time that school starts. (5 CCR 5570)

Every teacher shall hold students ~~to a strict~~ accountable for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert for unauthorized persons and dangerous conditions, ~~and~~ promptly report any ~~such-unusual-observations incidents~~ to the principal or designee and file a written report as appropriate.

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Clearly identify supervision zones ~~on the playground~~ and require all playground supervisors to remain ~~outside~~ at a location from which they can observe their entire zone of supervision ~~and be observed by students in the supervision zone~~
2. Consider the size of the playground area, the number of areas that are ~~not immediately visible~~ ~~obstructed from open view~~, and the age of the students to determine the ratio of playground supervisors to students

At any school where playground supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions. (5 CCR 5552)

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard

aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help prevent problems and resolve conflicts among students. Such training shall be documented and kept on file.

### **Playground Safety**

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. The Superintendent or designee shall have a playground safety inspector certified by the National Playground Safety Institute conduct an initial inspection to aid compliance with applicable safety standards. (Health and Safety Code 115725)

### **Activities with Safety Risks**

Due to concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Cross-country or downhill skiing
7. Motorcycling
8. Target shooting
9. Horseback riding
- 10 Rodeo
11. Archery
12. Mountain bicycling
13. Rock climbing
14. Rocketeering
15. Surfing
16. Other activities determined by the principal to have a high risk to student safety

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard, or wear in-line or roller skates, upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet.

### **[Events In or Around a Swimming Pool](#)**

When any on-campus event that is not part of an interscholastic athletic program is sponsored or hosted by the district and is to be held in or around a swimming pool, at least one adult with a valid certification of cardiopulmonary resuscitation training shall be present throughout the duration of the event. (Education Code 35179.6)

## **Laboratory Safety**

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these procedures.

Students in a laboratory shall be under the supervision of a certificated employee. Students shall be taught laboratory safety, and safety guidelines and procedures shall be posted in science classrooms. Students shall receive continual reminders about general and specific hazards.

Hazardous materials shall be properly used, stored, and disposed of in accordance with law and the district's chemical hygiene plan.

Bloodborne pathogens shall be handled in accordance with the district's exposure control plan.

The district's emergency plan, emergency contact numbers, and first aid supplies shall be readily accessible.

Parents/guardians shall be made aware of the kinds of laboratory activities that will be conducted during the school year.

## **Hearing Protection**

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee may also provide hearing conservation education to teach students ways to protect their hearing.

## **Eye Safety Devices**

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed the actual cost to the district. (Education Code 32030, 32031, 32033)

## **Protection Against Insect Bites**

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, when engaging in outdoor activities. Any application of insect repellent shall occur under the supervision of school personnel, and in accordance with the manufacturer's directions, ~~when engaging in outdoor activities.~~

**Exhibit 5145.6-E(1): Parental Notifications**

**Status:**  
ADOPTED

**Original Adopted Date:** 07/01/2020 | **Last Revised Date:** 03/01/2022

**Cautionary Notice:** Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of [2021 \(AB 128, Ch. 21, Statutes of 2021\)](#) ~~2020 (SB 74, Ch. 6, Statutes of 2020)~~ extends the suspension of these requirements through the [2021-22 2020-21](#) fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

| When to Notify                | Education or Other Legal Code          | Board Policy/ Administrative Regulation # | Subject                                                                                                                                                                             |
|-------------------------------|----------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. Annually</b>            |                                        |                                           |                                                                                                                                                                                     |
| Beginning of each school year | Education Code 222.5                   | BP 5146                                   | Rights and options for pregnant and parenting students                                                                                                                              |
| Beginning of each school year | Education Code 234.7                   | BP 0410                                   | Right to a free public education regardless of immigration status or religious beliefs                                                                                              |
| Beginning of each school year | Education Code 310                     | BP 6142.2<br>AR 6174                      | Information on the district's language acquisition programs                                                                                                                         |
| Beginning of each school year | Education Code 17611.5, 17612, 48980.3 | AR 3514.2                                 | Use of pesticide product, active ingredients, Internet address to access information, and, if district has no web site and uses certain pesticides, integrated pest management plan |
| By February 1                 | Education Code 35256, 35258            | BP 0510                                   | School Accountability Report Card provided                                                                                                                                          |
| Beginning of each school year | Education Code 35291, 48980            | AR 5144<br>AR 5144.1                      | District and site discipline rules                                                                                                                                                  |
| Beginning of each school year | Education Code 44050                   | BP 4119.21<br>4219.21<br>4319.21          | Code of conduct addressing employee interactions with students                                                                                                                      |

| <b>When to Notify</b>                                                                                                                                                | <b>Education or Other Legal Code</b>                     | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. Annually (continued)</b>                                                                                                                                       |                                                          |                                                  |                                                                                                                                                    |
| Beginning of each school year                                                                                                                                        | Education Code 46010.1                                   | AR 5113                                          | Absence for confidential medical services                                                                                                          |
| Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school | Education Code 48929, 48980                              | BP 5116.2                                        | District policy authorizing transfer                                                                                                               |
| Beginning of each school year                                                                                                                                        | Education Code 48980                                     | BP 6111                                          | Schedule of minimum days and student-free staff development days                                                                                   |
| Beginning of each school year                                                                                                                                        | Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8    | AR 5145.7                                        | Copy of sexual harassment policy as related to students; contact information for Title IX coordinator                                              |
| Beginning of each school year                                                                                                                                        | Education Code 48980, 32255-32255.6                      | AR 5145.8                                        | Right to refrain from harmful or destructive use of animals                                                                                        |
| Beginning of each school year                                                                                                                                        | Education Code 48980, 35160.5, 46600-46611, 48204, 48301 | BP 5111.1<br>AR 5116.1<br>AR 5117                | All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process |
| Beginning of each school year, if Board allows such absence                                                                                                          | Education Code 48980, 46014                              | AR 5113                                          | Absence for religious exercises or purposes                                                                                                        |
| Beginning of each school year                                                                                                                                        | Education Code 48980, 48205                              | AR 5113<br>BP 6154                               | Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205      |
| Beginning of each school year                                                                                                                                        | Education Code 48980, 48206.3, 48207, 48208              | AR 6183                                          | Availability of home/hospital instruction for students with temporary disabilities                                                                 |
| Beginning of each school year                                                                                                                                        | Education Code 48980, 49403                              | BP 5141.31                                       | School immunization program                                                                                                                        |
| Beginning of each school year                                                                                                                                        | Education Code 48980, 49423, 49480                       | AR 5141.21                                       | Administration of prescribed medication                                                                                                            |
| Beginning of each school year                                                                                                                                        | Education Code 48980, 49451; 20 USC 1232h                | AR 5141.3                                        | Right to refuse consent to physical examination                                                                                                    |

| When to Notify                                                                                      | Education or Other Legal Code                           | Board Policy/ Administrative Regulation #                         | Subject                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. Annually (continued)</b>                                                                      |                                                         |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Beginning of each school year                                                                       | Education Code 48980, 49471, 49472                      | BP 5143                                                           | Availability of insurance                                                                                                                                                                                                                                                                                                                                                                                                             |
| Beginning of each school year                                                                       | Education Code 49013; 5 CCR 4622                        | AR 1312.3<br><a href="#">BP 0460</a><br><a href="#">BP 3260</a> , | Uniform complaint procedures available appeals, civil law <del>r</del> Remedies, <a href="#">coordinator, complaints about student fees and local control and accountability plan</a>                                                                                                                                                                                                                                                 |
| Beginning of each school year                                                                       | Education Code 49063                                    | AR 5125<br>AR 5125.3                                              | Challenge, review, and expunging of records                                                                                                                                                                                                                                                                                                                                                                                           |
| Beginning of each school year                                                                       | Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7  | AR 5125                                                           | Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria <a href="#">for defining school officials and</a> to determine legitimate educational interest, <a href="#">categories defined as directory information, disclosures, right to file complaint with U.S. Department of Education, course prospectus availability</a> |
| Beginning of each school year                                                                       | Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37 | AR 5125.1                                                         | Release of directory information                                                                                                                                                                                                                                                                                                                                                                                                      |
| Beginning of each school year and at least one more time during school year using specified methods | Education Code 49428                                    | None                                                              | How to access mental health services at school and/or in community                                                                                                                                                                                                                                                                                                                                                                    |
| Beginning of each school year                                                                       | Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5   | AR 3553                                                           | Eligibility and application process for free and reduced-price meals                                                                                                                                                                                                                                                                                                                                                                  |
| Beginning of each school year                                                                       | Education Code 51513; 20 USC 1232h                      | AR 5022<br>BP 6162.8                                              | Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures                                                                                                                                                                                                                         |

| <b>When to Notify</b>                                                                                          | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. Annually (continued)</b>                                                                                 |                                      |                                                  |                                                                                                                                                                                        |
| Beginning of each school year                                                                                  | Education Code 56301                 | BP 6164.4                                        | Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment |
| Beginning of each school year                                                                                  | Education Code 58501, 48980          | AR 6181                                          | Alternative schools                                                                                                                                                                    |
| Beginning of each school year                                                                                  | Health and Safety Code 104855        | AR 5141.6                                        | Availability of dental fluoride treatment; opportunity to accept or deny treatment                                                                                                     |
| Annually                                                                                                       | 5 CCR 852; Education Code 60615      | AR 6162.51                                       | Student's participation in state assessments; option to request exemption from testing                                                                                                 |
| Beginning of each school year, if district receives Title I funds                                              | 20 USC 6312; 34 CFR 200.48           | BP 4112.2<br>AR 4222                             | Right to request information re: professional qualifications of child's teacher and paraprofessional                                                                                   |
| Beginning of each school year                                                                                  | 34 CFR 104.8, 106.9                  | BP 0410<br>BP 6178                               | Nondiscrimination                                                                                                                                                                      |
| Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals | 40 CFR 763.84, 763.93                | AR 3514                                          | Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress                                                            |
| Beginning of each school year                                                                                  | USDA SP-23-2017                      | AR 3551                                          | District policy on meal payments                                                                                                                                                       |

| <b>When to Notify</b> | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b> |
|-----------------------|--------------------------------------|--------------------------------------------------|----------------|
|-----------------------|--------------------------------------|--------------------------------------------------|----------------|

## **II. At Specific Times During the Student's Academic Career**

|                                                                                        |                             |                      |                                                             |
|----------------------------------------------------------------------------------------|-----------------------------|----------------------|-------------------------------------------------------------|
| Beginning in grade 7, at least once prior to course selection and career counseling    | Education Code 221.5, 48980 | BP 6164.2            | Course selection and career counseling                      |
| Upon a student's enrollment                                                            | Education Code 310          | BP 6142.2<br>AR 6174 | Information on the district's language acquisition programs |
| When child first enrolls in a public school, if school offers a fingerprinting program | Education Code 32390, 48980 | AR 5142.1            | Fingerprinting program                                      |

| <b>When to Notify</b>                                                                                                                      | <b>Education or Other Legal Code</b>          | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>II. At Specific Times During the Student's Academic Career (continued)</b>                                                              |                                               |                                                  |                                                                                                                                                                                                      |
| When participating in courses under the jurisdiction of the district                                                                       | Education Code 35211                          | None                                             | Civil liability, insurance driver training coverage                                                                                                                                                  |
| Upon registration in K-6, if students have not previously been transported                                                                 | Education Code 39831.5                        | AR 3543                                          | School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops                                               |
| Beginning of each school year for high school students, if high school is open campus                                                      | Education Code 44808.5, 48980                 | BP 5112.5                                        | Open campus                                                                                                                                                                                          |
| Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement | Education Code 48980, 51225.3                 | AR 6146.1                                        | How each graduation requirement does or does not satisfy college entrance a-g course criteria; district CTE courses that satisfy a-g criteria                                                        |
| Upon a student's enrollment                                                                                                                | Education Code 49063                          | AR 5125<br>AR 5125.3                             | Specified rights related to student records                                                                                                                                                          |
| When students enter grade 7                                                                                                                | Education Code 49452.7                        | AR 5141.3                                        | Specified information on type 2 diabetes                                                                                                                                                             |
| When in kindergarten, or first grade if not previously enrolled in public school                                                           | Education Code 49452.8                        | AR 5141.32                                       | Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights                                                                                |
| <a href="#"><u>Before grade 12</u></a>                                                                                                     | <a href="#"><u>Education Code 51225.8</u></a> | <a href="#"><u>AR 6143</u></a>                   | <a href="#"><u>Completion and submission of FAFSA and CADAA</u></a>                                                                                                                                  |
| Beginning of each school year for students in grades 9-12                                                                                  | Education Code 51229, 48980                   | AR 6143                                          | <a href="#"><u>UC and CSU</u></a> College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors  |
| Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year                             | Education Code 51938, 48980                   | AR 6142.1                                        | Sexual health and HIV prevention education, right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse |

| <b>When to Notify</b>                                                                                                                                                          | <b>Education or Other Legal Code</b>  | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>II. At Specific Times During the Student's Academic Career (continued)</b>                                                                                                  |                                       |                                                  |                                                                                                                                  |
| Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year | Education Code 60641; 5 CCR 863       | AR 6162.51                                       | Results of tests; test purpose, individual score and intended use                                                                |
| By October 15 for students in grade 12                                                                                                                                         | Education Code 69432.9                | AR 5121<br>AR 5125                               | Forwarding of student's grade point average to Cal Grant program; timeline to opt out                                            |
| When child is enrolled or reenrolled in a licensed child care center or preschool                                                                                              | Health and Safety Code 1596.7996      | AR 5148                                          | Information on risks and effects of lead exposure, blood lead testing                                                            |
| When child is enrolled in kindergarten                                                                                                                                         | Health and Safety Code 124100, 124105 | AR 5141.32                                       | Health screening examination                                                                                                     |
| To students in grades 11-12, early enough to enable registration for fall test                                                                                                 | 5 CCR 11523                           | AR 6146.2                                        | Notice of proficiency examination provided under Education Code 48412                                                            |
| To secondary students, if district receives Title I funds                                                                                                                      | 20 USC 7908                           | AR 5125.1                                        | Request that district not release student's name, address, and phone number to military recruiters without prior written consent |

| <b>When to Notify</b>                                                                           | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                                                        |
|-------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>III. When Special Circumstances Occur</b>                                                    |                                      |                                                  |                                                                                                                       |
| In the event of a breach of security of district records, to affected persons                   | Civil Code 1798.29                   | BP 3580                                          | Types of records affected, date of breach, description of incident, contact information for credit reporting agencies |
| Upon receipt of a complaint alleging discrimination                                             | Education Code 262.3                 | AR 1312.3                                        | Civil law remedies available to complainants                                                                          |
| When determining whether an English learner should be reclassified as fluent English proficient | Education Code 313; 5 CCR 11303      | AR 6174                                          | Description of reclassification process, opportunity for parent/guardian to participate                               |

| <b>When to Notify</b>                                                                                                                                                                                                                                | <b>Education or Other Legal Code</b>        | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>III. When Special Circumstances Occur (continued)</b>                                                                                                                                                                                             |                                             |                                                  |                                                                                                                                                                                                                                                                 |
| When student is identified as English learner and district receives Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year | Education Code 313.2, 440; 20 USC 6312      | AR 6174                                          | Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program |
| <a href="#"><u>Prior to implementing alternative schedule</u></a>                                                                                                                                                                                    | <a href="#"><u>Education Code 46162</u></a> | <a href="#"><u>BP 6112</u></a>                   | <a href="#"><u>Public hearing on alternative schedule in secondary grades</u></a>                                                                                                                                                                               |
| When homeless or foster youth applies for enrollment in before/after school program                                                                                                                                                                  | Education Code 8483                         | AR 5148.2                                        | Right to priority enrollment; how to request priority enrollment                                                                                                                                                                                                |
| Before high school student attends specialized secondary program on a university campus                                                                                                                                                              | Education Code 17288                        | None                                             | University campus buildings may not meet Education Code requirements for structural safety                                                                                                                                                                      |
| At least 72 hours before use of pesticide product not included in annual list                                                                                                                                                                        | Education Code 17612                        | AR 3514.2                                        | Intended use of pesticide product                                                                                                                                                                                                                               |
| To members of athletic teams                                                                                                                                                                                                                         | Education Code 32221.5                      | AR 5143                                          | Offer of insurance; no-cost and low-cost program options                                                                                                                                                                                                        |
| Annually to parents/guardians of student athletes before they participate in competition                                                                                                                                                             | Education Code 33479.3                      | AR 6145.2                                        | Information on sudden cardiac arrest                                                                                                                                                                                                                            |
| If school has lost its WASC accreditation status                                                                                                                                                                                                     | Education Code 35178.4                      | BP 6190                                          | Loss of status, potential consequences                                                                                                                                                                                                                          |
| When district has contracted for electronic products or services that disseminate advertising                                                                                                                                                        | Education Code 35182.5                      | BP 3312                                          | Advertising will be used in the classroom or learning center                                                                                                                                                                                                    |
| At least six months before implementing uniform policy                                                                                                                                                                                               | Education Code 35183                        | AR 5132                                          | Dress code policy requiring schoolwide uniform                                                                                                                                                                                                                  |
| Before implementing a year-round schedule                                                                                                                                                                                                            | Education Code 37616                        | BP 6117                                          | Public hearing on year-round schedule                                                                                                                                                                                                                           |
| When interdistrict transfer is requested and not approved or denied within 30 days                                                                                                                                                                   | Education Code 46601                        | AR 5117                                          | Appeal process                                                                                                                                                                                                                                                  |

| When to Notify                                                                                                          | Education or Other Legal Code     | Board Policy/ Administrative Regulation # | Subject                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>III. When Special Circumstances Occur (continued)</b>                                                                |                                   |                                           |                                                                                                               |
| Before early entry to <a href="#">transitional kindergarten</a> or kindergarten, if <a href="#">early entry</a> offered | Education Code 48000              | AR 5111<br><a href="#">AR 6170.1</a>      | Effects, advantages and disadvantages of early entry                                                          |
| When student identified as being at risk of retention                                                                   | Education Code 48070.5            | AR 5123                                   | Student at risk of retention                                                                                  |
| When student excluded due to quarantine, contagious or infectious disease, danger to safety or health                   | Education Code 48213              | AR 5112.2                                 | Student has been excluded from school                                                                         |
| Before already admitted student is excluded for lack of immunization                                                    | Education Code 48216; 17 CCR 6040 | AR 5141.31                                | Need to submit evidence of immunization or exemption within 10 school days; referral to medical care          |
| When a student is classified as truant                                                                                  | Education Code 48260.5, 48262     | AR 5113.1                                 | Truancy, parental obligation, availability of alternative programs, student consequences, need for conference |
| When a truant is referred to a SARB or probation department                                                             | Education Code 48263              | AR 5113.1                                 | Name and address of SARB or probation department and reason for referral                                      |
| When student requests to voluntarily transfer to continuation school                                                    | Education Code 48432.3            | AR 6184                                   | Copy of district policy and regulation on continuation education                                              |
| Prior to involuntary transfer to continuation school                                                                    | Education Code 48432.5            | AR 6184                                   | Right to request meeting prior to involuntary transfer to continuation school                                 |
| To person holding educational rights, prior to recommending placement of foster youth outside school of origin          | Education Code 48853.5            | AR 6173.1                                 | Basis for the placement recommendation                                                                        |
| When student is removed from class and teacher requires parental attendance at school                                   | Education Code 48900.1            | AR 5144.4                                 | Parental attendance required; timeline for attendance                                                         |
| Prior to withholding grades, diplomas, or transcripts                                                                   | Education Code 48904              | AR 5125.2                                 | Damaged school property                                                                                       |
| When withholding grades, diplomas or transcripts from transferring student                                              | Education Code 48904.3            | AR 5125.2                                 | Next school will continue withholding grades, diplomas, or transcripts                                        |

| <b>When to Notify</b>                                                                                    | <b>Education or Other Legal Code</b> | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>III. When Special Circumstances Occur (continued)</b>                                                 |                                      |                                                  |                                                                                                                                                 |
| When student is released to peace officer                                                                | Education Code 48906                 | BP 5145.11                                       | Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse |
| At time of suspension                                                                                    | Education Code 48911                 | BP 5144.1<br>AR 5144.1                           | Notice of suspension                                                                                                                            |
| When original period of suspension is extended                                                           | Education Code 48911                 | AR 5144.1                                        | Extension of suspension                                                                                                                         |
| At the time a student is assigned to a supervised suspension classroom                                   | Education Code 48911.1               | AR 5144.1                                        | The student's assignment to a supervised suspension classroom                                                                                   |
| Before holding a closed session re: suspension                                                           | Education Code 48912                 | AR 5144.1                                        | Intent to hold a closed session re: suspension                                                                                                  |
| When student expelled from another district for certain acts seeks admission                             | Education Code 48915.1, 48918        | BP 5119                                          | Hearing re: possible danger presented by expelled student                                                                                       |
| When readmission is denied                                                                               | Education Code 48916                 | AR 5144.1                                        | Reasons for denial; determination of assigned program                                                                                           |
| When expulsion occurs                                                                                    | Education Code 48916                 | AR 5144.1                                        | Readmission procedures                                                                                                                          |
| At least 10 calendar days before expulsion hearing                                                       | Education Code 48918                 | AR 5144.1                                        | Notice of expulsion hearing                                                                                                                     |
| When expulsion or suspension of expulsion occurs                                                         | Education Code 48918                 | AR 5144.1                                        | Decision to expel; right to appeal to county board; obligation to inform new district of status                                                 |
| Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school | Education Code 48929, 48980          | BP 5116.2                                        | Right to request a meeting with principal or designee                                                                                           |
| One month before the scheduled minimum day                                                               | Education Code 48980                 | BP 6111                                          | When minimum days are scheduled after beginning of the school year                                                                              |
| When parents/guardians request guidelines for filing complaint of child abuse at a school site           | Education Code 48987                 | AR 5141.4                                        | Guidelines for filing complaint of child abuse at a school site with local child protective agencies                                            |
| When student in danger of failing a course                                                               | Education Code 49067                 | AR 5121                                          | Student in danger of failing a course                                                                                                           |

| When to Notify                                                                                                   | Education or Other Legal Code     | Board Policy/ Administrative Regulation # | Subject                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>III. When Special Circumstances Occur (continued)</b>                                                         |                                   |                                           |                                                                                                                                                     |
| When student transfers from another district or private school <a href="#">into the district</a>                 | Education Code 49068              | AR 5125                                   | Right to receive copy of student's record and <a href="#">a hearing</a> to challenge <del>its</del> content <a href="#">of student's record</a>     |
| When parent/guardian's challenge of student record is denied and parent/guardian appeals                         | Education Code 49070              | AR 5125.3                                 | If board sustains allegations, the correction or destruction of record; if denied, right to submit written objection                                |
| When district is considering program to gather safety-related information from students' social media activity   | Education Code 49073.6            | BP 5125                                   | Opportunity for input on proposed program                                                                                                           |
| When district adopts program to gather information from students' social media activity, and annually thereafter | Education Code 49073.6            | AR 5125                                   | Information is being gathered, access to records, process for removal or corrections, destruction of records                                        |
| Within 24 hours of release of information to a judge or probation officer                                        | Education Code 49076              | AR 5125                                   | Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition |
| Before release of information pursuant to court order or subpoena                                                | Education Code 49077              | AR 5125                                   | Release of information pursuant to court order or subpoena                                                                                          |
| When screening results in suspicion that student has scoliosis                                                   | Education Code 49452.5            | AR 5141.3                                 | Scoliosis screening                                                                                                                                 |
| When test results in discovery of visual or hearing defects                                                      | Education Code 49456; 17 CCR 2951 | AR 5141.3                                 | Vision or hearing test results                                                                                                                      |
| Within 10 days of negative balance in meal account                                                               | Education Code 49557.5            | AR 3551                                   | Negative balance in meal account; encouragement to apply for free or reduced-price meals                                                            |
| Annually to parents/guardians of student athletes before their first practice or competition                     | Education Code 49475              | AR 6145.2                                 | Information on concussions and head injuries                                                                                                        |
| Annually to parents/guardians of student athletes                                                                | Education Code 49476              | AR 6145.2                                 | Opioid fact sheet                                                                                                                                   |

| When to Notify                                                                                                                                                                                                                                           | Education or Other Legal Code                                    | Board Policy/ Administrative Regulation #                 | Subject                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>III. When Special Circumstances Occur (continued)</b>                                                                                                                                                                                                 |                                                                  |                                                           |                                                                                                                                                                                               |
| Within 30 days of foster youth, homeless youth, former juvenile court school student, child of military family, or migrant student being transferred after second year of high school, or immigrant student enrolled in newcomer program in grades 11-12 | Education Code 51225.1                                           | BP 6146.1<br>AR 6173<br>AR 6173.1<br>AR 6173.3<br>AR 6175 | Exemption from local graduation requirements, effect on college admission, option for fifth year of high school, <a href="#">transfer opportunities through California Community Colleges</a> |
| Before any test/survey questioning personal beliefs                                                                                                                                                                                                      | Education Code 51513                                             | AR 5022                                                   | Permission for test, survey questioning personal beliefs                                                                                                                                      |
| At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year                                                                                                                | Education Code 51938                                             | AR 6142.1                                                 | Instruction in HIV prevention or sexual health by guest speaker or outside consultant                                                                                                         |
| Prior to administering survey regarding health risks and behaviors to students in 7-12                                                                                                                                                                   | Education Code 51938                                             | AR 5022                                                   | Notice that the survey will be administered                                                                                                                                                   |
| Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency                                                                                                                                                       | Education Code 52164.1, 52164.3; 5 CCR 11511.5                   | AR 6174                                                   | Results of state test of English proficiency                                                                                                                                                  |
| When migrant education program is established                                                                                                                                                                                                            | Education Code 54444.2                                           | BP 6175<br>AR 6175                                        | Parent advisory council membership composition                                                                                                                                                |
| When child participates in licensed child care and development program                                                                                                                                                                                   | Health and Safety Code 1596.857; <a href="#">22 CCR 101218.1</a> | AR 5148                                                   | Parent/guardian right to enter <a href="#">and inspect</a> facility <a href="#">and other rights as specified</a>                                                                             |
| When a licensed child care center has a building constructed before January 1, 2010 and has drinking water tested for lead                                                                                                                               | Health and Safety Code 1597.16                                   | AR 5148                                                   | The requirement to test the facility, and the results of the test                                                                                                                             |
| When district receives Tobacco-Use Prevention Education Funds                                                                                                                                                                                            | Health and Safety Code 104420                                    | AR 3513.3                                                 | The district's tobacco-free schools policy and enforcement procedures                                                                                                                         |
| When testing by community water system finds presence of lead exceeding specified level                                                                                                                                                                  | Health and Safety Code 116277                                    | AR 3514                                                   | Elevated lead level at school                                                                                                                                                                 |

| When to Notify                                                                                                                                                                                                      | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>III. When Special Circumstances Occur (continued)</b>                                                                                                                                                            |                               |                                           |                                                                                                                                              |
| When sharing student immunization information with an immunization system                                                                                                                                           | Health and Safety Code 120440 | AR 5125                                   | Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share |
| At least 14 days prior to sex offender coming on campus as volunteer                                                                                                                                                | Penal Code 626.81             | AR 1240<br>BP 1250                        | Dates and times permission granted; obtaining information from law enforcement                                                               |
| When hearing is requested by person asked to leave                                                                                                                                                                  | Penal Code 627.5              | AR 3515.2                                 | Notice of hearing                                                                                                                            |
| When responding to complaint re: discrimination, special education, or noncompliance with law                                                                                                                       | 5 CCR 4631                    | AR 1312.3                                 | Findings, disposition of complaint, any corrective actions, appeal rights and procedures                                                     |
| When child participates in licensed child care and development program                                                                                                                                              | 5 CCR 18066                   | AR 5148                                   | Policies regarding excused and unexcused absences                                                                                            |
| Within 30 days of application for subsidized child care or preschool services                                                                                                                                       | 5 CCR 18094, 18118            | AR 5148<br>AR 5148.3                      | Approval or denial of services                                                                                                               |
| <a href="#">At least 14 days before change in service or other intended action,</a><br>Upon recertification or update of application for child care or preschool services                                           | 5 CCR 18095, 18119            | AR 5148<br>AR 5148.3                      | Any change in service, such as in fees, amount of service, termination of service                                                            |
| Upon child's enrollment in child care program                                                                                                                                                                       | 5 CCR 18114                   | AR 5148                                   | Policy on fee collection                                                                                                                     |
| When payment of child care fees is seven days late                                                                                                                                                                  | 5 CCR 18114                   | AR 5148                                   | Notice of delinquent fees                                                                                                                    |
| When district substantively changes policy on student privacy rights                                                                                                                                                | 20 USC 1232h                  | AR 5022                                   | Notice of any substantive change in policy or regulation                                                                                     |
| For districts receiving Title I funds, when child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught | 20 USC 6312                   | AR 4112.2                                 | Timely notice to parent/guardian of child's assignment                                                                                       |

| When to Notify                                                                                                                         | Education or Other Legal Code           | Board Policy/ Administrative Regulation # | Subject                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>III. When Special Circumstances Occur (continued)</b>                                                                               |                                         |                                           |                                                                                                                                                                                    |
| For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners | 20 USC 6312                             | AR 6174                                   | Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose other program      |
| For schools receiving Title I funds, upon development of parent involvement policy                                                     | 20 USC 6318                             | AR 6020                                   | Notice of policy                                                                                                                                                                   |
| When district receives Impact Aid funds for students residing on Indian lands, to parents/guardians of Indian children                 | 20 USC 7704;<br>34 CFR 222.94           | AR 3231                                   | Relevant applications, evaluations, program plans, information about district's general educational program; opportunity to submit comments                                        |
| When household is selected for verification of eligibility for free or reduced-price meals                                             | 42 USC 1758;<br>7 CFR 245.6a            | AR 3553                                   | Need to submit verification information; any subsequent change in benefits; appeals                                                                                                |
| When student is homeless or unaccompanied minor                                                                                        | 42 USC 11432;<br>Education Code 48852.5 | AR 6173                                   | Educational and related opportunities; transportation services; placement decision and right to appeal; <a href="#">duties of district liaison</a> ; <a href="#">public notice</a> |
| When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30                                 | 34 CFR 99.34                            | AR 5125                                   | Right to <a href="#">receive review</a> records <a href="#">and an opportunity for hearing upon request</a>                                                                        |
| When student complains of sexual harassment                                                                                            | 34 CFR 106.44,<br>106.45                | AR 5145.7                                 | Right to file formal complaint, availability of supportive measures, notice of process, reason for dismissal of complaint if applicable                                            |
| When district receives federal funding assistance for nutrition program                                                                | USDA FNS<br>Instruction 113-1           | BP 3555                                   | Rights and responsibilities, nondiscrimination policy, complaint procedures                                                                                                        |

| <b>When to Notify</b>                                                                                                                                                         | <b>Education or Other Legal Code</b>                                                          | <b>Board Policy/ Administrative Regulation #</b> | <b>Subject</b>                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>IV. Special Education Notices</b>                                                                                                                                          |                                                                                               |                                                  |                                                                                                                                |
| Prior to conducting initial evaluation                                                                                                                                        | Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415(d); 34 CFR 300.502, 300.503 | BP 6159.1<br>AR 6159.1<br>AR 6164.4              | Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards                                 |
| Before functional behavioral assessment begins                                                                                                                                | Education Code 56321                                                                          | AR 6159.4                                        | Notification and consent                                                                                                       |
| 24 hours before IEP when district intending to record                                                                                                                         | Education Code 56341.1                                                                        | AR 6159                                          | Intention to audio-record IEP meeting                                                                                          |
| Early enough to ensure opportunity for parent/ guardian to attend IEP meeting                                                                                                 | Education Code 56341.5; 34 CFR 300.322                                                        | AR 6159                                          | Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate |
| When parent/guardian orally requests review of IEP                                                                                                                            | Education Code 56343.5                                                                        | AR 6159                                          | Need for written request                                                                                                       |
| Within one school day of emergency intervention or serious property damage                                                                                                    | Education Code 56521.1                                                                        | AR 6159.4                                        | Emergency intervention                                                                                                         |
| Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services | 20 USC 1415(c); 34 CFR 300.300, 300.503                                                       | AR 6159<br>AR 6159.1                             | Prior written notice                                                                                                           |
| Upon filing of state complaint                                                                                                                                                | 20 USC 1415(d); 34 CFR 300.504                                                                | AR 6159.1                                        | Procedural safeguards notice                                                                                                   |
| When disciplinary measures are taken or change in placement                                                                                                                   | 20 USC 1415(k); 34 CFR 300.530                                                                | AR 5144.2                                        | Decision and procedural safeguards notice                                                                                      |
| Upon requesting a due process hearing                                                                                                                                         | 20 USC 1415(k); 34 CFR 300.508                                                                | AR 6159.1                                        | Student's name, address, school, description of problem, proposed resolution                                                   |
| Eligibility for services 504                                                                                                                                                  | 34 CFR 104.32, 104.36                                                                         | AR 6164.6                                        | District responsibilities, district under Section actions, procedural safeguards                                               |

| When to Notify                                                                                                           | Education or Other Legal Code                          | Board Policy/ Administrative Regulation # | Subject                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>V. Classroom/Facility Notices</b>                                                                                     |                                                        |                                           |                                                                                                                                                                                                                                                                    |
| <a href="#"><u>In all district schools and offices, including staff lounges and student government meeting rooms</u></a> | <a href="#"><u>Education Code 234.1</u></a>            | <a href="#"><u>AR 1312.3</u></a>          | <a href="#"><u>Uniform complaint procedures board policy and administrative regulation</u></a>                                                                                                                                                                     |
| In each classroom used for license-exempt California State Preschool Program                                             | Education Code <a href="#"><u>82128235.5</u></a>       | AR 1312.3<br>E 1312.3                     | Health and safety requirements for preschool programs; where to get complaint form                                                                                                                                                                                 |
| In each classroom in each school                                                                                         | Education Code 35186                                   | AR 1312.4<br>E 1312.4                     | Complaints subject to Williams uniform complaint procedures                                                                                                                                                                                                        |
| <a href="#"><u>In a licensed child care and development center at a location accessible to parents/guardians</u></a>     | <a href="#"><u>Health and Safety Code 1596.857</u></a> | <a href="#"><u>AR 5148</u></a>            | <a href="#"><u>Parent/guardian right to inspect, prohibition against retaliation, right to file complaint; registered sex offender database available to public; review licensing reports of facility visits and substantiated complaints against facility</u></a> |

**Policy 6173: Education For Homeless Children**

**Status:** ADOPTED

Original Adopted Date: 07/01/2005 | Last Revised Date: 03/2022 | Last Reviewed Date: 03/2022

The Governing Board ~~believes~~ ~~desires~~ that the identification of homeless students is critical to improving the educational outcomes of such students and ensuring that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for ~~them~~ such students to meet the same challenging academic standards as other students.

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060, 52064)

The Superintendent or designee shall regularly review and recommend updates to district policies to ensure removal of any barriers to the education of homeless students and unaccompanied youth. Any such review shall address ~~identify and remove any barriers to the identification, enrollment, identification, enrollment, of homeless students~~ and retention of ~~homeless~~ such students, including those barriers that are due to absences or outstanding fees or fines. (42 USC 11432)

~~When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)~~

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison for homeless students shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

The Superintendent or designee shall ensure that each district school identifies all homeless children and youths and unaccompanied youths enrolled at the school. (Education Code 48851)

To ensure easy identification of homeless students, the Superintendent or designee shall annually administer a housing questionnaire developed by the California Department of Education (CDE) to all parents/guardians of students and all unaccompanied youths. (Education Code 48851)

If the primary language of a student's parent/guardian or an unaccompanied youth is not English, either the housing questionnaire shall be made available in the primary language of the student's parent/guardian or the unaccompanied youth pursuant to Education Code 48985, or an appropriate translation of the housing questionnaire shall be provided upon request of a student's parent/guardian or an unaccompanied youth. (Education Code 48851)

In, ~~addition, order to identify district students who are homeless,~~ the Superintendent or designee shall ensure that the district liaison's contact information and other information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district and school web sites as specified in the accompanying administrative regulation. (Education Code 48852.6)

~~may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school web sites,~~

~~provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for homeless children and youth and unaccompanied youth.~~

~~Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)~~

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

The Superintendent or designee shall ensure that information and/or materials for homeless students are provided in a manner and form understandable to the parents/guardians of homeless students and to unaccompanied youths.

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act, shall not be deemed to be directory information as defined in 20 USC 1232g, and shall not be released without written consent. (42 USC 11432)

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

At least annually, the dDistrict liaison and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students. Such professional development and technical assistance shall include, but are not limited to, and to provide training on the definitions of terms related to homelessness, the signs of homelessness, the steps that should be taken once a potentially homeless student is identified, and how to connect homeless students with appropriate housing and service providers. (Education Code 48852.5; 42 USC 11432)

CSBA NOTE: Education Code 48851, as added by AB 27, requires districts to collect the completed housing questionnaires described above, and annually report to CDE the number of homeless children and youths and unaccompanied youths enrolled in the district.

The Superintendent or designee shall report to CDE the number of homeless children and youths and unaccompanied youths enrolled in the district as identified from the housing questionnaire described above. (Education Code 48851)

At least annually, the Superintendent or designee shall report to the Board on [the identification of and](#) outcomes for homeless students, which may include, but are not limited to, [the housing questionnaire responses](#), school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to ~~better~~ [more effectively identify and](#) support the education of homeless students.

**Regulation 6173: Education For Homeless Children**

**Status:** ADOPTED

Original Adopted Date: 12/01/2014 | Last Revised Date: 03/2022 | Last Reviewed Date: 03/2022

**Definitions**

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code [48852.7](#) [48859](#); 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above

Unaccompanied youth includes [a homeless child or youth](#) ~~who are~~ not in the physical custody of a parent or guardian. (Education Code [48859](#); ~~20-42~~ USC 11434a)

School of origin means the school that the homeless student attended when permanently housed or the school in which [the student he/she](#) was last enrolled, including a preschool. If the school the homeless student attended when permanently housed is different from the school in which [the student he/she](#) was last enrolled, or if there is some other school that the student attended within the preceding 15 months and with which [the student he/she](#) is connected, the district liaison [for homeless students](#) shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code [48852.7](#); 42 USC 11432)

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code [48850](#), [48853](#); 42 USC 11432)

**District Liaison**

The Superintendent designates the following staff person as the district liaison for homeless students: (42 USC 11432)

**Superintendent**  
**(title or position)**  
**1888 Montgomery Ave, Cardiff CA 92007**  
**(address)**

The district's liaison for homeless students shall: (Education Code [48851.5](#), 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel through outreach and coordination activities with other entities and agencies
2. Ensure that homeless students are enrolled in, and have a full and equal opportunity to succeed in, district schools
3. Ensure that homeless families and children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district
4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services
5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children
6. Disseminate [public](#) notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, [family](#) shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.
7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes" below
8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice
9. Ensure that school personnel providing services to homeless students, [including principals and other school leaders, attendance supervisors, teachers, enrollment personnel, and specialized instructional support personnel](#), receive professional development and other support
10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090
11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the [collection and](#) provision of comprehensive data to the state coordinator as required by law

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in [the student's his/her](#) expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program (IEP) team meeting to make a manifestation determination regarding the behavior of a student with a disability.

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. [The Superintendent or designee He/she](#) shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on [the](#) CDE's web site. (42 USC 11432)

## Enrollment

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with [the student's his/her](#) homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the [district](#) liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of [his/her the right to](#) appeal ~~rights~~. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in [the his/her](#) school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if [the student he/she](#) (Education Code [48850](#), 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms
3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records
4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other required health records, the principal or designee shall [immediately](#) refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if [the student he/she](#) is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than the school of origin or [the his/her](#) school requested by [the](#)

student's his/her parent/guardian or the student, if an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the reasons for the decision, including why placement in the student's school of origin or requested school is not in the student's best interest, along with a statement regarding the right to appeal the placement decision. The written explanation shall be in a manner and form understandable to such parent/guardian or unaccompanied youth. (42 USC 11432)

At the point of any change or subsequent change in the residence of a homeless student, ~~t~~The student may continue attending the student's his/her school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with the student's his/her peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

1. If the student is transitioning between grade levels, the student he/she shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, the student he/she shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that the student he/she is no longer homeless, the student he/she shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if the student the/she is in grades K-8
2. Through graduation if the student the/she is in high school

### **Resolving Enrollment Disputes**

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

The written explanation shall include:

1. A description of the action proposed or refused by the district
2. An explanation of why the action is proposed or refused
3. A description of any other options the district considered and the reasons that any other options were rejected
4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources
5. Appropriate timelines to ensure any relevant deadlines are not missed

6. Contact information for the district liaison and state coordinator, and a brief description of ~~those~~<sup>their</sup> roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

When a student's parent/guardian or an unaccompanied youth involved in the enrollment dispute is an English learner, Items #1-5 shall be provided either in the native language of the parent/guardian or unaccompanied youth or through an interpreter, and any additional support needed because of a disability of that parent/guardian or unaccompanied youth shall be made available without a charge.

If a parent/guardian or unaccompanied youth disagrees with the district liaison's enrollment decision, ~~he/she may appeal~~ the decision may be appealed to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the ~~homeless~~ liaison for homeless students at the county office of education.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

## **Transportation**

The district shall provide transportation for a homeless student to and from the student's his/her school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend the student's his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has

an ~~individualized education program IEP~~ that includes transportation as a necessary related service for the student. (Education Code 48852.7)

### **Eligibility for Extracurricular Activities**

A homeless student who enrolls in any district school shall ~~be immediately deemed to meet all residency requirements have access to extracurricular and enrichment activities that are available to all students in the school, including but not limited to, ,for participation~~ interscholastic sports ~~administered by the California Interscholastic Federation or other extracurricular activities.~~ (Education Code 48850)

### **Notification, ~~and~~ Complaints, and Posting Requirements**

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall ensure that a list of the district's liaison(s) and the contact information for such liaison(s), as well as specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district's web site. (Education Code 48852.6)

Each district school that has a web site shall also post the contact information for the district liaison and the name and contact information of any employee or other person under contract with the school who assists the district liaison in completing the liaison's duties pursuant to 42 USC 11432. (Education Code 48852.6)

**Exhibit 6173-E(1): Education For Homeless Children**

**Original Adopted Date:** 07/01/2005 | **Last Revised Date:** 03/01/2022 | **Last Reviewed Date:** 03/01/2022

**Status:**  
ADOPTED

**DISTRICT EXPLANATION OF DECISION  
RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT**

Instructions: The following form provides notice and explanation to a student's parent/guardian or an unaccompanied youth regarding the district's decision related to student eligibility, school selection, or enrollment.

Date: \_\_\_\_\_ Name of person completing form: \_\_\_\_\_

Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

In accordance with the federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), this notification is being provided to either:

Name of parent(s)/guardian(s): \_\_\_\_\_

Name of unaccompanied student: \_\_\_\_\_

School requested: \_\_\_\_\_

District's placement decision (name of school): \_\_\_\_\_

Description of action(s) proposed/refused by the district related to eligibility, school selection, or enrollment, including an explanation of why the action(s) is proposed/refused:

---

---

---

---

---

The district's determination regarding eligibility, school selection, or enrollment was based upon the following evidence and for the following reasons:

---

---

---

---

Other options that the district considered, if any, included the following options which were rejected for the following reasons:

---

---

---

---

---

Factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources, if any:

---

---

---

---

You have the right to appeal this decision to the district Superintendent. To do so, contact the district's homeless liaison listed below within the next \_\_\_(insert number of days)\_\_\_ days to request a Dispute Form. You may provide written or [oral/verbal](#) documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of [the his/her](#) decision within \_\_\_(insert number of days)\_\_\_ days.

If you are not satisfied with the Superintendent's decision, you may appeal to the \_\_\_\_\_(insert county name)\_\_\_\_\_ County Office of Education ([COE](#)). If you are not satisfied with the ~~county office's~~[COE's](#) decision, you may then appeal to the California Department of Education ([CDE](#)). The district's homeless liaison can assist you with this appeal.

CONTACT INFORMATION:

District Liaison: The district liaison is one of the primary contacts between homeless families and school or district staff. [The liaison](#)~~He/she~~ is responsible for coordinating services to ensure that homeless students enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Name of district's homeless liaison: \_\_\_\_\_

Address: \_\_\_\_\_

[Email Address:](#) \_\_\_\_\_

Phone number: \_\_\_\_\_

County Liaison: If you appeal the district's decision to the ~~county office of education~~[COE](#), the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the ~~county office~~[COE](#). The county liaison will review the materials and determine the eligibility, school selection, or enrollment decision within five working days of receiving the materials. ~~He/she will~~ [and](#) notify you of the decision.

Name of County Office of Education homeless liaison: \_\_\_\_\_

Address: \_\_\_\_\_

[Email Address:](#) \_\_\_\_\_

Phone number: \_\_\_\_\_

State Coordinator: If you appeal the ~~county office's~~COE's decision to ~~the California Department of Education~~CDE, the county homeless liaison shall forward all written documentation and related paperwork to ~~the State Homeless Coordinator~~CDE's Homeless Education Program. The state coordinator will review the district, ~~county office~~COE, and parent/guardian information and will notify you of the decision within ten working days of receiving the materials.

Name of state homeless coordinator: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

#### RIGHTS:

Pending the final resolution of this dispute, including the period of all appeals, the student has the right to immediately enroll in the school requested and to participate fully in school activities at that school.

**Exhibit 6173-E(2): Education For Homeless Children**

Original Adopted Date: 07/01/2005 | Last Revised Date: 03/2022 | Last Reviewed Date: 03/2022

Status:  
ADOPTED

**DISPUTE FORM**

Instructions: This form is to be completed by a parent/guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared [orally/verbally](#) with the district's liaison for homeless students.

Date submitted: \_\_\_\_\_

Student's name: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_

Relation to student: \_\_\_\_\_

Address: \_\_\_\_\_

[Email address:](#) \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of school requested: \_\_\_\_\_

I wish to appeal the eligibility, school selection, or enrollment decision made by:

☐ District liaison ☐ District Superintendent ☐ County office of education liaison

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation [orally/verbally](#).

---

---

---

I have been provided with:

- ☐ A written explanation of the district's decision
- ☐ Contact information for the district's homeless liaison
- ☐ Contact information for the county office of education's homeless liaison
- ☐ Contact information for the state homeless coordinator
- ☐ [A copy of this dispute form](#)

**Policy 6115: Ceremonies And Observances**

Status: ADOPTED

Original Adopted Date: 10/01/1994 | Last Revised Date: 05/2020 | Last Reviewed Date: 05/2020

The Governing Board recognizes the importance of having students observe holidays, celebrate events of cultural or historical significance, and acknowledge the contributions of outstanding individuals in society. On days designated by the Board, staff shall provide students with appropriate commemorative exercises so that they may acquire the knowledge, skills, and principles essential for informed, responsible citizenship in a democratic society.

District schools shall be closed on the holidays specified in Education Code 37220 and on any other day designated as a holiday by the Board. The Board may, by adoption of a resolution, revise the date upon which schools close in observance of any holiday except Veterans Day, which shall be celebrated on its actual date. (Education Code 37220)

In addition, the Board may, through the adoption of a resolution, authorize the display of symbolic flags or banners in support of specific awareness months.

**Regulation 6115: Ceremonies And Observances**

Status: ADOPTED

Original Adopted Date: 11/01/1999 | Last Revised Date: 05/2020 | Last Reviewed Date: 05/2020

**Holidays**

District schools shall be closed on the following holidays: (Education Code 37220)

New Year's Day - January 1

Dr. Martin Luther King Jr. Day - Third Monday in January or the Monday or Friday of the week in which January 15 occurs

Lincoln Day - The Monday or Friday of the week in which February 12 occurs

Washington Day - Third Monday in February

Memorial Day - Last Monday in May

Independence Day - July 4

Labor Day - First Monday in September

Veterans Day - November 11

Thanksgiving Day - The Thursday in November designated by the President

Christmas Day - December 25

In addition, schools shall be closed on any day designated by the Governor or President for a holiday, any special or limited holiday on which the Governor provides that the schools shall close, and any other day designated as a holiday by the Governing Board and/or negotiated with employee organizations. (Education Code 37220)

Holidays which fall on a Sunday shall be observed the following Monday. Holidays which fall on a Saturday shall be observed the preceding Friday. If any of the above holidays occurs under federal law on a date different from that indicated above, the Governing Board may close the schools on the date recognized by federal law instead of on the date above. (Education Code 37220)

**Commemorative Exercises**

District schools shall hold exercises in accordance with law to commemorate the following special days: (Education Code 37220, 37221, 45460)

U.S. Constitution and Citizenship Day - On or near September 17

Dr. Martin Luther King, Jr. Day - The Friday before the day schools are closed for this holiday

Abraham Lincoln's Birthday - The school day before the day schools are closed for this holiday

Susan B. Anthony Day - February 15

George Washington's Birthday - The Friday preceding the third Monday in February

Black American Day - March 5

Conservation, Bird, and Arbor Day - March 7

Classified Employee Week - Third week in May

Commemorative exercises shall be integrated into the regular educational program to the extent feasible.

### **Patriotic Exercises**

Each school shall conduct patriotic exercises daily, which may include the Pledge of Allegiance to the [Flag of the United States](#) and/or instruction that promotes understanding of the concepts of "pledge," "allegiance," "republic," and "indivisible" and understanding of the importance of the pledge as an expression of patriotism, love of country, and pride in the United States. (Education Code 52720, 52730)

At elementary schools, such exercises shall be conducted at the beginning of each school day. (Education Code 52720)

At secondary schools, such exercises shall be conducted during the homeroom period.

[A student](#) may choose not to participate in the flag salute or [Pledge of Allegiance](#) for personal reasons.

### **Display of Flag**

The flag of the United States and the flag of California shall be displayed during business hours at the entrance or on the grounds of every district school and on or near the district office. At all times, the national flag shall be placed in the position of first honor. (Government Code 431, 436; 4 USC 6)

When displayed on a building or on a flagstaff in the open, the national flag shall be displayed only from sunrise to sunset unless properly illuminated during the hours of darkness. The flag should not be displayed during inclement weather unless an all-weather flag is used. (4 USC 6)

The national flag shall fly at half-staff on the following occasions: (4 USC 7)

1. For 30 days from the death of the President or a former President
2. For 10 days from the death of the Vice President, the Chief Justice or a retired Chief Justice, or the Speaker of the House of Representatives
3. From the day of death until interment of an Associate Justice of the Supreme Court, a secretary of an executive or military department, former Vice President, or the Governor of a state
4. On the day of death and the following day for a Member of Congress
5. On Memorial Day, until noon only
6. On Peace Officers Memorial Day (May 15), unless it falls on Armed Forces Day

7. Upon a proclamation from the Governor in the event of the death of a present or former official of the state government or a member of the Armed Forces from the state who has died while serving on active duty
8. On other occasions by order of the President and in accordance with presidential instructions or orders

**Cardiff School District**  
**Cardiff by the Sea, California 92007**  
**April 14, 2022**

**ITEM:** APPROVE RELEASE OF RETENTION TO MCCARTHY BUILDING COMPANIES, INC. AND DELEGATION OF AUTHORITY TO SUPERINTENDENT TO TAKE ALL ADDITIONAL ACTIONS NEEDED TO ISSUE PAYMENT OF SAME

---

**BACKGROUND:**

The District has previously entered into a Lease-Leaseback Contract and Amendments thereto (collectively, the "LLB Contract Documents") with McCarthy Building Companies, Inc. ("McCarthy") for the construction of Phase 1 and the parking lot portion of Phase 2 of the Cardiff School Modernization and Reconstruction Project ("Project"). Pursuant to Public Contract Code section 7107, the District is required to release all remaining retention amounts within 60 days of completion of the construction work being completed in accordance with the LLB Contract Documents. Given that all remaining work associated with Phase 1, and the parking lot portion of Phase 2, has been completed in accordance with the LLB Contract Documents, it is appropriate for the District to release all remaining retention on these items.

**RECOMMENDATION:**

It is respectfully recommended that the Board approve the release of retention to McCarthy Building Building Companies, Inc. and delegate authority to the Superintendent or designee to take all additional actions needed to issue payment of same.