

LONE PINE UNIFIED SCHOOL DISTRICT

SCHOOL BOARD RESPONSIBILITIES

1. Set Direction
2. Establish the Structure
3. Demonstrate Support
4. Ensure Accountability
5. Demonstrate Community Leadership

MISSION STATEMENT

Lone Pine Unified School District is committed to providing every student the tools they need for academic, personal and social achievement so that each student may become a productive member of society.

Governance Team Goals

1. Maintain an exceptional academic environment that provides quality instruction to all students
2. Recognize parents as key partners in the success of our students
3. Maintain fiscal solvency
4. Provide clean, safe, and secure sites for the well-being of our students and staff
5. Recruit, retain and support the growth of all employees
6. Support 21st century skills competence to assist in academic progress, communication and learning
7. Clearly communicate with local community members and share the district achievements.

Addressing the Board

There are many different ways individuals may choose to address the Board. Those who wish to request an agenda item may do so by submitting the request in writing, along with supporting documents and information, to the Superintendent at least one week prior to a scheduled meeting. Those wishing to address an item on the agenda may do so by submitting a card at the beginning of the meeting. Individuals will be recognized by the Board President when the item is considered. For matters not on the agenda, individuals may also submit a card prior to the start of the meeting. There will be an opportunity to address the Board when called upon by the Board President. The Board shall not take action on such items at that meeting. If you have a question or comment during discussions, please raise your hand and wait to be called upon before speaking.

**LONE PINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
AGENDA**

February 24, 2021

5:15 p.m.

District Conference Room
301 S. Hay Street, Lone Pine, CA

NOTICE TO PUBLIC: Please be advised that the Board Conference Room will be closed to the public. The Board will be conducting its meeting online. Board Members will participate via videoconference, accessible to the public at <https://inyocoe.zoom.us/j/97038962819>, or you may join by phone dial (669)900-9128 then enter Meeting ID 970 3896 2819.

Public Comment may be provided by emailing the comments prior to the meeting to lpusdcomment@lpusd.k12.ca.us or you may drop your comments in the drop slot at the District Office, 301 S Hay St. at least 2 hours prior to the start of the meeting. This meeting will be recorded and will be held for 30 days after the meeting.

Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to the Superintendent at the Lone Pine Unified School District Office located at 301 S. Hay Street in Lone Pine or phone (760) 876-5579 between the hours of 7:30 a.m. and 4:30 p.m. at least 48 hours before the meeting. Government Code Section 54954.2

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 301 S. Hay Street, Lone Pine during normal business hours.

1. CALL TO ORDER & ROLL CALL

Mrs. Susan Patton, President _____
Mrs. Krista Sullivan, Clerk _____
Mr. Jason Olin, Member _____
Mr. Scott Kemp, Member _____
Mrs. Susan Lutze, Member _____
Patrick Traynor, Superintendent and
Secretary to the Board _____

PUBLIC PARTICIPATION (HEARING SESSION)

Members of the public who wish to speak to the Board about any item on the Closed Session agenda are invited to do so at this time. Comments shall be limited to four minutes per person for a total of 20 minutes. Persons wishing to comment must send an email to lpusdcomment@lpusd.k12.ca.us.

2. CLOSED SESSION (4:30 P.M.)

2.1 Moved by _____ and seconded by _____ that the Board recess to closed session to discuss the following items:

- 1) PUBLIC EMPLOYMENT PERFORMANCE EVALUATION: (G.C. Section 54957(b).)
A. Superintendent Evaluation
- 2) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/REASSIGNMENT (Gov. Code 54957)
- 3) CONFERENCE WITH LABOR NEGOTIATOR (G.C. Sec. 54957.6)
District Employees: SITA and CSEA
District Negotiator: Patrick Traynor

3. OPEN SESSION (5:15 P.M.)

- 3.1 Moved by _____ and seconded by _____ that the Board return to open session at 5:15 p.m.
- 3.2 Pledge of Allegiance
- 3.3 Moved by _____ and seconded by _____ that the Board approve the agenda order as presented.
- 3.4 Report of any action taken in Closed Session.

4. PRESENTATION SESSION

- 4.1 Lo-Inyo Student Representative – Arturo Garcia

- 4.2 Lo-Inyo Principal Report – Mr. Dutton
- 4.3 LPHS Student Representative – Juanita Joseph
- 4.4 LPHS Principal Report – Ms. O’Sullivan
- 4.5 SITA and/or CSEA Representative Reports

PUBLIC PARTICIPATION (HEARING SESSION)

Interested parties who wish to speak to the Board about matters pertaining to the schools that do not appear on the agenda are invited to do so at this time. Comments on agenda items will be heard at the time the Board considers that agenda item. All public comments on an agenda item will be heard prior to the Board’s discussion of the item. Individuals will be allowed four minutes to address the Board and the Board shall limit the total time for public input on any one item to 20 minutes (BB 9323). Persons wishing to comment must send an email to lpusdcomment@lpusd.k12.ca.us.

5. GENERAL FUNCTIONS OF THE BOARD

Discussion – Board Meeting Recordings – Dr. Traynor

Discussion – Governance Calendar – Dr. Traynor

Discussion – Board Protocols – Dr. Traynor

NON-CONSENT AGENDA

5.1 Moved by _____ and seconded by _____ that the Board adopt the following revised and/or updated Board Policy and/or Administrative Regulation as presented to the Board for second read.

- 1) AR 0430, Comprehensive Local Plan for Special Education
- 2) BP/AR 1312.3, Uniform Complaint Procedures
- 3) BP 4119.25, Political Activities of Employees
- 4) BP 4140/4240/4340, Bargaining Units
- 5) BP/AR 5113.2, Work Permits
- 6) BP 5126, Awards for Achievement
- 7) BP/AR 5141.31, Immunizations
- 8) BP 6146.1, High School Graduation Requirements
- 9) BP/AR/E 6146.2, Certificate of Proficiency/High School Equivalency
- 10) BP 6170.1, Transitional Kindergarten
- 11) BB 9012, Board Member Electronic Communications
- 12) BB 9320, Meetings and Notices

5.2 Moved by _____ and seconded by _____ to nominate Susan Patton for CSBA Delegate Assembly representing Inyo County for two-year term beginning April 1, 2021 through March 31, 2023.

5.3 Moved by _____ and seconded by _____ to approve the regular minutes of January 20, 2021 and special meeting minutes of February 3, 2021, as presented to the board.

5.4 Moved by _____ and seconded by _____ that the Board adopt Resolution No 2020-21-03, Board Protocols, as presented to the Board.

6. PERSONNEL**CONSENT AGENDA**

The following items may be approved by a single vote of the Board. Any item that warrants further discussion may be separated for discussion and action.

Moved by _____ and seconded by _____ that the Board approve consent agenda items 6.1 to 6.9.

6.1 Approve resignation of Phillip Weise as Second Grade Science Teacher effective June 30, 2021.

6.2 Approve retirement/resignation of Liz Jones as Third Grade Teacher effective June 30, 2021. Mrs. Jones will be retiring with 23 years of service in the District.

6.3 Approve temporary employment of Joseph Kinberg for Head Softball Coach for the 2020-21 season.

Compensation shall be Level III on the Extra Duty Salary Schedule.

6.4 Approve probationary employment of Donna Carson to serve as Title VI Tutor for grades 1-3.

Compensation shall be Level IV on the 2017-18 Extra Duty Pay Schedule.

6.5 Approve probationary employment of Sarah Fogarty and Angelina Coffey to serve as Title VI Tutor for grades 4-5. Shared compensation shall be Level IV on the 2017-18 Extra Duty Pay Schedule.

6.6 Approve probationary employment of Jefferson Yonge to serve as Title VI Tutor for grades 6-8.

Compensation shall be Level IV on the 2017-18 Extra Duty Pay Schedule.

6.7 Approve probationary employment of Jefferson Yonge to serve as Title VI Tutor for grades 9-12.

Compensation shall be Level IV on the 2017-18 Extra Duty Pay Schedule.

6.8 Approve the following additions of Debbie Davis and Andrew Howe to the substitute teacher list.

6.9 Approve Memorandum of Understanding between the District and SITA for Exceeding Class Size Contractual Limit in accordance with the provisions of the MOU, as presented to the Board.

7 CURRICULUM & INSTRUCTION

NON-CONSENT AGENDA

7.1 Moved by _____ and seconded by _____ that the Board approve the 2021-22 School Calendar, as presented to the Board.

8 BUSINESS AND FINANCE

NON-CONSENT AGENDA

8.1 Moved by _____ and seconded by _____ that the Board approve the Annual Financial Audit Report prepared by Vavrinek, Trine, Day & Co., LLP, dated June 30, 2020, as presented to the Board.

CONSENT AGENDA

The following items may be approved by a single vote of the Board. Any item that warrants further discussion may be separated for discussion and action.

Moved by _____ and seconded by _____ that the Board approve consent agenda items 8.2 to 8.4.

8.2 Approve 2020 Comprehensive School Safety Plans for Lo-Inyo and LPHS sites, *confidential* enclosures.

8.3 Approve purchase of Groundsmaster 3200/3300 Mower in the amount of \$21,474.93.

8.4 Approve Purchase Orders and Warrants.

ACKNOWLEDGEMENT OF CORRESPONDENCE

1) Review of First Interim Report from Inyo County Superintendent of Schools.

ITEMS FROM THE SUPERINTENDENT

A) COVID-19 Status Report

B) Other

ITEMS FROM THE BOARD

For the purpose of sharing school-related activities, school visits, or sharing any district related issues or comments with other members of the Board and staff.

UPCOMING DATES AND REMINDERS (See District Calendar at www.lpusd.k12.ca.us)

- Wed. March 17 - Regular Board Meeting 5:15 p.m. DCR

9 ADJOURNMENT

Lone Pine Unified School District Governance Calendar

Other than legally required dates, each governance team should develop its own calendar. Timing of tasks and scheduling of special events depends on the culture and priorities of each district. What is important is that governance team members ensure they are fulfilling their governance responsibilities in a logical sequence (e.g. setting annual goals before setting budget priorities).

Job Area	July	August	September	October	November	December	January	February	March	April	May	June
Effective Governance		Approve Governance Calendar Completes Self-Evaluation, set goals and suggests goals for Superintendent		Invite Board Candidates to Meeting	Supt Develop Board Meeting Calendar Dates	1) CSBA Conf 2) Orientation for new board members 3) Annual Organization to elect officers, Board calendar	1) Review board protocols & Brown Act 2) ACSA Sup Symposium 3) Complete Ethics training		1)Evaluation Legal Contract 2) SSDA Conf.		Board Self Eval and action plan	1)Graduation Ceremonies 2) Update Governance Calendar 3)Honor retirees
Setting Direction for the District		Finalize Supt. Goals	Superintendent presents goals				Supt. Mid-year progress report on goals		1)Review vision/mision 2) Review LCAP		Draft LCAP Hearing	1)Approve LCAP 2) Finalize goals for coming year
Student Learning & Achievement		School Opening Activities Sufficient textbooks resolution				LCAP Public Budget Forum	LCAP Report to Board	Accountability Reports SARC's School Safety Plans	Summer School Plans/Dates	LCAP study sessions/publi c input	1)LCAP Final Draft 2) Instructional materials recommend and adoption	Approve LCAP
Finance		Update Budget Governor's Passed Budget	Unaudited Actuals Report			1 st Interim Report	Audit Report Approval Impact Aid Grant	Staffing Level Report CARS (Conapp)- Title I & II Updates	2 nd Interim Report	Title VI Indian Ed Grant Hearing/ Approval	Governor's May Budget Revise Present Draft LCAP & Budget /Hearings	Adopt Final LCAP & Budget
Policy	CSBA Policy Update			CSBA Policy Update		CSBA Policy Update			CSBA Policy Update	Approve CSBA Policy Services	CSBA Policy Update	
Human Resources		Finalize Supt. Goals		Certify Credentials per NCLB			1) Supt. Mid-year progress report on goals. 2) Review probationary & layoff potential.		1)Layoff notices- Certificated by March 15 Classified 60 days prior to 6/30	Begin Supt evaluation process	1)Certificated Final Layoff notice May 15 2)Evaluate Supt. teaching assign 3)Tentative teaching assign 4) Order plaque for retirees	
Collective Bargaining				SITA & CSEA/District openers for subsequent year				SITA & CSEA negotiated settlements prior to March 1				

Lone Pine Unified School District Governance Calendar

Other than legally required dates, each governance team should develop its own calendar. Timing of tasks and scheduling of special events depends on the culture and priorities of each district. What is important is that governance team members ensure they are fulfilling their governance responsibilities in a logical sequence (e.g. setting annual goals before setting budget priorities).

Job Area	July	August	September	October	November	December	January	February	March	April	May	June
Community Relations	LCAP on website	Welcome Back Breakfast	Back to School Nights DLAC/ELAC Title VI PAC K-8 Parent Conferences	Fall Festival Homecoming	Sports Awards	Winter Program	Disseminate information progress on LCAP	1)Accountability Reports SARC's 2)Title VI PAC	1)Attend Open House Nights 2)MCT Play 3)Sports Awards	Academic Excellence	1)Public hearing LCAP & Budget 2)FFA Awards 3)Sports Awards 4)CAASPP Testing	1)Graduation Ceremonies 2)Senior Awards

TO: Board of Trustees

FROM: Patrick Traynor, Superintendent

SUBJECT: Board Meeting of February 24, 2021

The following policies are presented for adoption (and second reading) with changes/revisions as provided by the following CSBA Policy Guidesheet. This process continues the list of policy updates that will be submitted to the Board for review as necessary and time permits. Please note that policies for your review include ~~strikeout~~ text for language to be removed and *italics* for language being added.

Please contact me if you have any questions.

----- CSBA POLICY GUIDESHEET

Note: Descriptions below identify major revisions made in CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes may have also been made. Districts should review the sample materials and modify their own policies accordingly.

Administrative Regulation 0430 - Comprehensive Local Plan for Special Education

Regulation updated to reflect **NEW LAW (SB 98, 2020)** which extends, from July 1, 2021 to July 1, 2023, the date by which the Special Education Local Plan Area (SELPA) must include in its local plan an annual assurances support plan demonstrating how the SELPA and its participating agencies are coordinating to assure effective outcomes for students with disabilities.

Board Policy 1312.3 - Uniform Complaint Procedures

Policy updated to reflect the relationship between the state uniform complaint procedures (UCP) and **NEW FEDERAL REGULATIONS (85 Fed. Reg. 30026)** regarding Title IX complaints of sexual harassment. Policy also reflects **NEW STATE REGULATIONS (Register 2020, No. 21)** which limit the applicability of the UCP for complaints regarding special education and child nutrition programs, add procedures for addressing complaints regarding health and safety deficiencies in license-exempt California State Preschool Programs (CSPP), and delete the referral of complaints of fraud to the California Department of Education (CDE). The list of programs subject to the UCP revised and reorganized to more directly reflect CDE's 2020-21 Federal Program Monitoring (FPM) instrument.

Administrative Regulation 1312.3 - Uniform Complaint Procedures

Regulation updated to provide optional language stating that the compliance officer for purposes of the UCP will be the same person designated to serve as the Title IX Coordinator for addressing complaints of sexual harassment. Section on "Notifications" reflects CDE's 2020-21 FPM instrument which requires additional content for the annual notification to students, parents/guardians, employees, and others. Regulation also updated to reflect **NEW STATE REGULATIONS (Register 2020, No. 21)** which (1) clarify that for complaints related to the local control and accountability plan (LCAP) the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP, (2) designate the final written decision as the "investigation report" and specifies required components for that report, (3) change the timeline for filing an appeal to CDE from 15 calendar days to 30 calendar days, (4) expand the basis upon which an appeal may be filed, (5) require the district to submit specified documents to CDE within 10 days after the district has been notified that an appeal has been filed, (6) require the district to investigate and address any allegations that CDE determines were not addressed in the district's investigation, (7) require CDE to issue a written decision regarding an appeal within 60 days of CDE's receipt of the appeal unless extended by written agreement or documentation by CDE of exceptional circumstances, and (8) authorize either party to request reconsideration by the Superintendent of Public Instruction or designee within 30 days of the appeal decision. Section on "Health and Safety Complaints for License-Exempt Preschool Programs" reflects a requirement of new state regulations to include in the annual UCP notification a list of which district programs are licensed or exempt from licensing.

Board Policy 4119.25/4219.25/4319.25 - Political Activities of Employees

Policy updated to recognize the importance of employee political activity, voting, and civic engagement, and reflect Pickering v. Board of Education Township High School District regarding the prohibition against dismissing or demoting an employee due to engagement in constitutionally protected political activity.

Board Policy 4140/4240/4340 - Bargaining Units

Policy updated to reflect Public Employment Relations Board decisions regarding the wearing of union buttons, clarify material regarding employees in management, senior management, and confidential positions, divide material regarding "Access to Employee Orientations" and "Access to Employee Contact Information," and add section on "Communications with Employees" with material formerly in AR 4119.25/4219.25/4319.25 - Political Activities of Employees.

Board Policy 5113.2 - Work Permits

Policy updated to reflect **NEW LAW (AB 908, 2020)** which prohibits consideration of grades, grade point average, or school attendance in the event of an extended campus closure due to a natural disaster, pandemic, or other emergency.

Administrative Regulation 5113.2 - Work Permits

Regulation updated to reflect **NEW LAW (AB 908, 2020)** which prohibits consideration of grades, grade point average, or school attendance in the event of an extended campus closure due to a natural disaster, pandemic, or other emergency and provides flexibility in the work permit application process during such a closure. Regulation also updated to clarify that (1) students who have graduated early from high school or have received a certificate of proficiency need a "certificate of age" rather than a work permit to be employed; (2) a work permit is not required for students who are serving with written parent/guardian permission as unpaid trainees, volunteers, or in an in-school placement, nor for students who are employed in agricultural, horticultural, viticultural, or domestic labor during non-school hours when the work is performed for or under the control of the parent/guardian; (3) a student applying for a full-time work permit needs to appear in person with the student's parent/guardian except during an extended school closure; (4) a work permit shall not be denied based on a student's grades, grade point average, or school attendance when a student will be participating in a government-administered employment and training program that will occur during a school vacation or recess; (5) work permits are required to be issued on forms provided by or authorized by CDE; and (6) impairment of a student's health can be the basis for revocation of a work permit.

Board Policy 5126 - Awards for Achievement

Policy updated to add optional language for the presentation of biliteracy awards to students who are English learners upon their reclassification as fluent English proficient. New optional section on "State Seal of Civic Engagement" addresses awards for students who have demonstrated excellence in civics education and participation and an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. Policy also clarifies that a district committee established by the board to administer a scholarship and loan fund is subject to the open meeting requirements of the Brown Act.

Board Policy 5141.31 - Immunizations

Policy updated to reflect **NEW LAWS (SB 276, 2019 and SB 714, 2019)** which specify conditions under which a medical exemption is effective. Policy also deletes outdated date regarding immunization requirements for enrollment or advancement to grade 7.

Administrative Regulation 5141.31 - Immunizations

Regulation updated to delete outdated material regarding immunization requirements for enrollment or advancement to grade 7, and to add material regarding immunization records and the California Immunization Registry (CAIR). Regulation also updated to reflect **NEW LAWS (SB 276, 2019 and SB 714, 2019)** addressing medical exemptions, including provisions that (1) medical exemption requests must be made by a licensed physician or surgeon on an electronic, standardized, statewide form developed by the California Department of Public Health (CDPH) and transmitted using CAIR; (2) a student who has a medical exemption issued prior to January 1, 2020 must be allowed to continue enrollment until the next grade span, except that after July 1, 2021 a student may not be admitted or advanced to grade 7 unless the student has been immunized as required or a medical exemption form has been filed; (3) temporary exemptions cannot exceed one year and all medical exemptions cannot extend beyond the grade span; (4) medical exemptions may be revoked by CDPH if it is determined that the exemption does not meet applicable criteria; (5) a parent/guardian may appeal the revocation of a student's medical exemption to the Secretary of California Health and Human Services; and (6) districts must annually file the written report on the immunization status of new students to CDPH and the local department of public health.

Board Policy 6146.1 - High School Graduation Requirements

Policy updated to change "foreign language" to "world language" to reflect current terminology in law, add material regarding the provision of credits towards community service hours for completion of a course in community emergency response training, and reflect **NEW LAW (AB 1350, 2020)** which authorizes districts to award a retroactive diploma to students who were in good standing and on track to graduate at the end of the 2019-20 school year but were unable to complete the statewide graduation requirements due to COVID-19.

Board Policy 6146.2 - Certificate of Proficiency/High School Equivalency

Policy updated to clarify the distinction between a certificate of proficiency and a high school equivalency certificate. Policy also reflects that there is a fee for these tests which is waived for homeless or foster youth under 25 years of age who meet all other registration requirements and submit certification of homeless or foster youth status.

Administrative Regulation 6146.2 - Certificate of Proficiency/High School Equivalency

Regulation updated to reflect **NEW LAW (SB 820, 2020)** which requires CDE to schedule testing dates at least once in the fall semester and once in the spring semester, add the requirement that districts develop a consent form that may be used by persons receiving a certificate of proficiency to be exempted from compulsory school attendance, and reflect the two tests currently approved by the State Board of Education for the purpose of attaining a California High School Equivalency Certificate (the General Educational Development test and the High School Equivalency Test).

NEW - Exhibit 6146.2 - Certificate of Proficiency/High School Equivalency

New exhibit presents a sample consent form to be used by students who receive a certificate of proficiency, and their parents/guardians if the student is under 18 years of age, for the purpose of requesting an exemption from compulsory school attendance for the student.

Board Policy 6170.1 - Transitional Kindergarten

Policy updated to clarify that it is only districts with an extended day kindergarten program that are authorized to maintain transitional kindergarten (TK) and kindergarten programs for different lengths of time either at the same or different school sites and reflect **NEW LAW (SB 98, 2020)** which extends, until August 1, 2021, the requirement for credentialed teachers who are first assigned to a TK class to meet additional qualifications.

Board Bylaw 9012 - Board Member Electronic Communications

Bylaw updated to clarify that electronic communications should not be used as a means to restrict access to a public forum, that meeting locations include teleconference locations, and that the prohibition against serial meetings includes a series of communications directly or through intermediaries. Bylaw reflects **NEW LAW (AB 992, 2020)** which authorizes board members to engage in separate conversations or communications on social media platforms that are open and accessible to the public as long as a majority of the board does not use the platform to discuss among themselves business within the subject matter jurisdiction of the board, board members do not respond directly to any communication from other board members, and board members do not comment on or use digital icons to express reactions to communications made by other board members. Bylaw also references court decisions which clarify that a public official's social media account which includes discussion of public business may be considered a public forum from which the official cannot exclude access or comments by members of the public based on viewpoint.

Board Bylaw 9320 - Meetings and Notices

Bylaw updated to clarify that meeting locations include teleconference locations and reflect **NEW LAW (AB 992, 2020)** which authorizes board members to engage in separate conversations or communications on social media platforms that are open and accessible to the public as long as a majority of the board does not use the platform to discuss among themselves business within the subject matter jurisdiction of the board, board members do not respond directly to any communication from other board members, and board members do not comment on or use digital icons to express reactions to communications made by other board members. Bylaw also updated to clarify the vote requirements for holding a closed session during an emergency meeting and for adjourning or continuing a board meeting to a later time or location.

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION

Definitions

Free appropriate public education (FAPE) means special education and related services that are provided at public expense, under public supervision and direction, and without charge; meet the standards of the California Department of Education, including the requirements of 34 CFR 300.1-300.818; include appropriate preschool, elementary school, or secondary school education for individuals between the ages of 3 and 21; and are provided in conformity with an individualized education program (IEP) that meets the requirements of 34 CFR 300.320-300.324. (Education Code 56040; 34 CFR 300.17, 300.101, 300.104)

Least restrictive environment means that, to the maximum extent appropriate, students with disabilities, including individuals in public or private institutions or other care facilities, be educated with individuals who are nondisabled, including the provision of nonacademic and extracurricular services and activities. Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. (Education Code 56040.1; 34 CFR 300.107, 300.114, 300.117)

Elements of the Local Plan

The local plan developed by the Special Education Local Plan Area (SELPA) shall include, but not be limited to: (Education Code 56122, 56205, 56206)

1. Policies, procedures, and programs that are consistent with state laws, regulations, and policies and 20 USC 1412(a), 20 USC 1413(a)(1), and 34 CFR 300.201 governing the following:
 - a. Free appropriate public education
 - b. Full educational opportunity
 - c. Child find and referral
 - d. Individualized education programs, including development, implementation, review, and revision
 - e. Least restrictive environment
 - f. Procedural safeguards
 - g. Annual and triennial assessments

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

- h. Confidentiality
- i. Transition from the Infants and Toddlers with Disabilities programs pursuant to 20 USC 1431 to the preschool program
- j. Children in private schools
- k. Compliance assurances, including general compliance with the federal Individuals with Disabilities Education Act (20 USC 1400-1482), Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794), the federal Americans with Disabilities Act of 1990 (42 USC 12101-12213), related federal regulations, and Education Code 56000-56865
- l. A description of the governance and administration of the local plan in accordance with Education Code 56205(a)(12)
- m. Personnel qualification to ensure that personnel, including special education teachers and personnel and paraprofessionals are appropriately and adequately prepared and trained in accordance with Education Code 56058 and 56070 and 20 USC 1412(a)(14) and 1413(a)(3)
- n. Performance goals and indicators
- o. Participation in state and districtwide assessments, including assessments described in 20 USC 6301 et seq. and alternate assessments in accordance with 20 USC 1412(a)(16), and reports relating to assessments
- p. Supplementation of state, local, and other federal funds, including nonsupplantation of funds
- q. Maintenance of financial effort
- r. Opportunities for public participation before adoption of policies and procedures
- s. Suspension and expulsion rates
- t. Access to instructional materials by blind individuals with exceptional needs and others with print disabilities in accordance with 20 USC 1412(a)(23)
- u. Overidentification and disproportionate representation by race and ethnicity of children as individuals with exceptional needs, including children with disabilities with a particular impairment described in 20 USC 1401 and 1412(a)(24)

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

- v. Prohibition of mandatory medication use pursuant to Education Code 56040.5 and 20 USC 1412(a)(25)
2. An annual budget plan, including descriptions of the SELPA's allocation plan in accordance with Education Code 56836-56845, all revenues by revenue source received by the SELPA specifically for the purpose of special education, a breakdown of the distribution of funds to each local educational agency (LEA) within the SELPA, projected total special education expenditures by each LEA, projected total expenditures by the SELPA and the LEAs within the SELPA, projected funding to be received specifically for regionalized operations, and a breakdown of projected SELPA operating expenditures
 3. An annual service plan, describing the services to be provided by each LEA, regardless of whether the LEA participates in the local plan, including the nature of the services and the physical location at which the services will be provided. This description shall demonstrate that all individuals with exceptional needs shall have access to services and instruction appropriate to meet their needs as specified in their individualized education programs.
 4. Beginning July 1, **2021 2023**, an annual assurances support plan to demonstrate how the SELPA and its participating agencies are coordinating for purposes of assuring effective outcomes for students with disabilities, including a description of:
 - a. How the **governing board of the** SELPA will support ~~each~~ participating **agencies** ~~district~~ in achieving the goals, actions, and services identified in its local control and accountability plan
 - b. How the **governing board of the** SELPA will connect ~~any~~ participating **agencies** ~~district~~ in need of technical assistance to the statewide system of support
 - c. The services, technical assistance, and support the **governing board of the** SELPA will provide to meet the required policies, procedures, and programs specified in Education Code 56205
 5. A description of programs for early childhood special education from birth through five years of age
 6. A description of the method by which members of the public, including parents/guardians of individuals with disabilities who are receiving services under the plan, may address questions or concerns pursuant to Education Code 56205
 7. A description of a dispute resolution process, including mediation and arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

8. Verification that the plan has been reviewed by the community advisory committee in accordance with Education Code 56205 and that the committee had at least 30 days to conduct this review before submission of the local plan to CDE
9. A description of the process being utilized to refer students for special education instruction pursuant to Education Code 56303
10. A description of the process being utilized to oversee and evaluate placements in nonpublic, nonsectarian schools, the method of ensuring that all requirements of each student's IEP are being met, and a method for evaluating whether the student is making appropriate educational progress
11. A description of how specialized equipment and services will be distributed within the local plan area in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environment

The local plan, annual budget plan, annual service plan, and annual assurances support plan shall be written in language that is understandable to the general public. They shall be adopted at a public hearing of the SELPA, for which notice of the hearing shall be posted in each school in the SELPA at least 15 days before the hearing. (Education Code 56205)

Availability of the Plan

The Superintendent or designee shall post on the district's web site the approved local plan, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans. A complete copy of the local plan, annual budget plan, annual service plan, annual assurances support plan, and policies and procedures shall be held on file in the district office and shall be accessible to any interested party. (Education Code 56205.5)

Policy

Adopted: September 15, 2010

Revised: October 21, 2020

Revised: February 24, 2021

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

UNIFORM COMPLAINT PROCEDURES

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

Complaints Subject to UCP

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

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; California State Preschool Programs; and any other district implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000

(cf. 3553—Free and Reduced Price Meals)
(cf. 3555—Nutrition Program Compliance)
(cf. 5148—Child Care and Development)
(cf. 5148.2—Before/After School Programs)
(cf. 5148.3—Preschool/Early Childhood Education)
(cf. 6171—Title I Programs)
(cf. 6174—Education for English Learners)
(cf. 6175—Migrant Education Program)
(cf. 6178—Career Technical Education)
(cf. 6178.1—Work Based Learning)
(cf. 6178.2—Regional Occupational Center/Program)
(cf. 6200—Adult Education)

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code

UNIFORM COMPLAINT PROCEDURES (continued)

200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410—Nondiscrimination in District Programs and Activities)

(cf. 5145.3—Nondiscrimination/Harassment)

(cf. 5145.7—Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146—Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)

5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260—Fees and Charges)

(cf. 3320—Claims and Actions Against the District)

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

(cf. 0460—Local Control and Accountability Plan)

(cf. 3100—Budget)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

(cf. 0420—School Plans/Site Councils)

UNIFORM COMPLAINT PROCEDURES (continued)

8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 – Education for Foster Youth)

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)

(cf. 6173 – Education for Homeless Children)

(cf. 6173.2 – Education of Children of Military Families)

(cf. 6173.3 – Education for Juvenile Court School Students)

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)

11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 – Class Assignment)

12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement (Education Code 51210, 51222, 51223)

(cf. 6142.7 – Physical Education and Activity)

UNIFORM COMPLAINT PROCEDURES (continued)

~~13. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations (Education Code 8235.5; Health and Safety Code 1596.7925)~~

1. Accommodations for pregnant and parenting students (Education Code 46015)

(cf. 5146 - Married/Pregnant/Parenting Students)

2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)

(cf. 6200 - Adult Education)

3. After School Education and Safety programs (Education Code 8482-8484.65)

(cf. 5148.2 - Before/After School Programs)

4. Agricultural career technical education (Education Code 52460-52462)

5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

6. Child care and development programs (Education Code 8200-8498)

(cf. 5148 - Child Care and Development)

7. Compensatory education (Education Code 54400)

(cf. 6171 - Title I Programs)

8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)

9. Course periods without educational content, when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met (Education Code 51228.1-51228.3)

(cf. 6152 - Class Assignment)

UNIFORM COMPLAINT PROCEDURES (continued)

- 10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)**

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

- 11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)**

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 - Education for Juvenile Court School Students)

- 12. Every Student Succeeds Act (Education Code 52059; 20 USC 6301 et seq.)**

- 13. Local control and accountability plan (Education Code 52075)**

(cf. 0460 - Local Control and Accountability Plan)

- 14. Migrant education (Education Code 54440-54445)**

(cf. 6175 - Migrant Education Program)

- 15. Physical education instructional minutes (Education Code 51210, 51222, 51223)**

(cf. 6142.7 - Physical Education and Activity)

- 16. Student fees (Education Code 49010-49013)**

(cf. 3260 - Fees and Charges)

UNIFORM COMPLAINT PROCEDURES (continued)

17. Reasonable accommodations to a lactating student (Education Code 222)

18. Regional occupational centers and programs (Education Code 52300-52334.7)

(cf. 6178.2 - Regional Occupational Center/Program)

19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)

(cf. 0420 - School Plans/Site Councils)

20. School safety plans (Education Code 32280-32289)

(cf. 0450 - Comprehensive Safety Plan)

21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)

(cf. 0420 - School Plans/Site Councils)

22. State preschool programs (Education Code 8235-8239.1)

(cf. 5148.3 - Preschool/Early Childhood Education)

23. State preschool health and safety issues in license-exempt programs (Education Code 8235.5)

14.24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

~~15. Any other complaint as specified in district policy~~

25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

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

UNIFORM COMPLAINT PROCEDURES (continued)

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

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

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

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: ~~(5 CCR 4611)~~ **investigated and resolved by the specified agency or through an alternative process:**

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division ~~and or~~ the appropriate law enforcement agency. **(5 CCR 4611)**

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services ~~and shall, for licensing-~~

UNIFORM COMPLAINT PROCEDURES (continued)

~~exempt facilities, be referred to the appropriate Child Development regional administrator. (5 CCR 4611)~~

3. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

- ~~3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.~~

4. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education, or a due process hearing order shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

5. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)

6. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)

~~Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.~~

7. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with ~~the procedures in~~ AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code ~~8235.5,~~ 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination*
 8200-8498 *Child care and development programs*
 8500-8538 *Adult basic education*
 18100-18203 *School libraries*
 32280-32289 *School safety plan, uniform complaint procedures*
 35186 *Williams uniform complaint procedures*
 46015 *Parental leave for students*
 48853-48853.5 *Foster youth*
 48985 *Notices in language other than English*
 49010- 49014 *Student fees*
 49060-49079 *Student records, especially:*
 49069.5 *Records of foster youth*
 49490-49590 *Child nutrition programs*
 49701 *Interstate Compact on Educational Opportunity for Military Children*
 51210 *Courses of study grades 1-6*
 51222 *Physical education, secondary schools*
 51223 *Physical education, elementary schools*
 51225.1-51225.2 *Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements*
 51226-51226.1 *Career technical education*
 51228.1-51228.3 *Course periods without educational content*
52059.5 *Statewide system of support*
 52060-52077 *Local control and accountability plan, especially:*
 52075 *Complaint for lack of compliance with local control and accountability plan requirements*
 52300-52462 *Career technical education*
 52500-52616.24 *Adult schools*
 54400-54425 *Compensatory education programs*
 54440-54445 *Migrant education*
 54460-54529 *Compensatory education programs*
 59000-59300 *Special schools and centers*
 64000-64001 *Consolidated application process; school plan for student achievement*
 65000-65001 *School site councils*

GOVERNMENT CODE

11135 *Nondiscrimination in programs or activities funded by state*
 12900-12996 *Fair Employment and Housing Act*

HEALTH AND SAFETY CODE

1596.792 *California Child Day Care Act; general provisions and definitions*
 1596.7925 *California Child Day Care Act; health and safety regulations*

PENAL CODE

422.55 *Hate crime; definition*
 422.6 *Interference with constitutional right or privilege*

CODE OF REGULATIONS, TITLE 2

11023 *Harassment and discrimination prevention and correction*

CODE OF REGULATIONS, TITLE 5

3200-3205 *Special education compliance complaints*

4600-4670 *Uniform complaint procedures*
 4680-4687 *Williams uniform complaint procedures*

4690-4694 *Complaints regarding health and safety issues in license-exempt preschool programs*

900-4965 *Nondiscrimination in elementary and secondary education programs*

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference: (continued)

15580-15584 Child nutrition programs complaint procedures

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6576 Title I Improving the Academic Achievement of the Disadvantaged

6801-7014 Title III language instruction for limited English proficient and immigrant students

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

11431-11435 McKinney-Vento Homeless Assistance Act

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.1-106.82 Nondiscrimination on the basis of sex in education programs, especially:

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Uniform Complaint Procedure 2020-21 Program Instrument

Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin

Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Student Privacy Policy Office: <https://www2.ed.gov/about/offices/list/opepd/sppo>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

Policy

LONE PINE UNIFIED SCHOOL DISTRICT

Adopted: September 15, 2010

Lone Pine, California

Revised: June 22, 2016, September 18, 2019, February 20, 2020

Revised: October 21, 2020

Revised: February 24, 2021

UNIFORM COMPLAINT PROCEDURES

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) **and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment..** The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.71 - Title IX Sexual Harassment Complaints Procedures)

Superintendent
301 S Hay St – P.O. Box 159
Lone Pine, CA 93545
(760)876-5579

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and **a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy**
2. **The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate**
- 4.3. **A statement that a UCP complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred**

UNIFORM COMPLAINT PROCEDURES (continued)

4. A statement that, in the case of a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, a UCP complaint must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct

~~3.5.~~ A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

~~2.6.~~ A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3260 - Fees and Charges)

~~3.~~ A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

~~4.~~ A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred

~~5.7.~~ A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 - Education for Juvenile Court School Students)

(cf. 6175 - Migrant Education Program)

~~6.~~ Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints

~~7.8.~~ A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

~~8.9.~~ A statement that the complainant has a right to appeal the district's **decision investigation report** to CDE for programs within the scope of the UCP by filing a written appeal,

UNIFORM COMPLAINT PROCEDURES (continued)

including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision

9-10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable

10-11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)

UNIFORM COMPLAINT PROCEDURES (continued)

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. ~~However, any such complaint shall be filed no later than one year from the date the alleged violation occurred.~~
3. **A UCP complaint shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Board. (5CCR 4630)**
- 3.4. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only **a persons who alleges that they have having personally suffered unlawful discrimination, a person or who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying.** The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
- 4.5. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
- 5.6. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve

UNIFORM COMPLAINT PROCEDURES (continued)

complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

UNIFORM COMPLAINT PROCEDURES (continued)

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for ~~Final Decision~~ Investigation Report

Unless extended by written agreement with the complainant, ~~a final decision~~ **the investigation report** shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "~~Final Written Decision~~ **Investigation Report**" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's ~~final written decision~~ **investigation report**, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

UNIFORM COMPLAINT PROCEDURES (continued)

Final Written Decision Investigation Report

For all complaints, the district's **final written decision investigation report** shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. ~~In reaching a factual determination, the following factors may be taken into account:~~
 - a. ~~Statements made by any witnesses~~
 - b. ~~The relative credibility of the individuals involved~~
 - c. ~~How the complaining individual reacted to the incident~~
 - d. ~~Any documentary or other evidence relating to the alleged conduct~~
 - e. ~~Past instances of similar conduct by any alleged offenders~~
 - f. ~~Past false allegations made by the complainant~~
2. ~~The conclusion(s) of law~~ **A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law**
3. ~~Disposition of the complaint~~
4. ~~Rationale for such disposition~~

~~For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.~~

~~The determination of whether a hostile environment exists may involve consideration of the following:~~

- a. ~~The manner in which the misconduct affected one or more students' education~~
- b. ~~The type, frequency, and duration of the misconduct~~
- c. ~~The relationship between the alleged victim(s) and offender(s)~~

UNIFORM COMPLAINT PROCEDURES (continued)

- d. The number of persons engaged in the conduct and at whom the conduct was directed
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different individuals

5.3. Corrective action (whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600 any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
- b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
- e. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6.4. Notice of the complainant's and respondent's right to appeal the district's decision investigation report to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610

5. Procedures to be followed for initiating an appeal to CDE

The decision investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of a decision an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the

UNIFORM COMPLAINT PROCEDURES (continued)

district's decision investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the **decision investigation report** shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the **decision investigation report** shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

(cf. 5137 - Positive School Climate)

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling

(cf. 6164.2 - Guidance/Counseling Services)

2. Academic support

UNIFORM COMPLAINT PROCEDURES (continued)

3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

(cf. 6164.5 - Student Success Teams)

6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law

(cf. 6145 - Extracurricular and Cocurricular Activities)

7. Disciplinary action, such as suspension or expulsion, as permitted by law

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes, **courses without educational content**, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's **final written decision investigation report** on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within **15 30** calendar days of receiving the district's **decision investigation report**. (5 CCR 4632)

~~The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied.~~ The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's **decision in investigation report for** that complaint. **The complainant shall specify and explain** the basis for the appeal, including as least one of the following: (5 CCR 4632)

- 1. The district failed to follow its complaint procedures.**
- 2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.**
- 3. The material findings of fact in the district's investigation report are not supported by substantial evidence.**

UNIFORM COMPLAINT PROCEDURES (continued)

4. The legal conclusion in the district's investigation report is inconsistent with the law.

5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

~~When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.~~

Upon notification by CDE that the district's ~~decision~~ **investigation report** has been appealed, the Superintendent or designee shall forward the following documents to CDE **within 10 days of the date of notification:** (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the ~~written decision~~ **district's investigation report**
- ~~3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision~~
- 4.3.** A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
- 5.4.** A report of any action taken to resolve the complaint
- 6.5.** A copy of the district's UCP
- 7.6.** Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Regulation

Adopted: September 15, 2010

Reviewed: March 20, 2019

Revised: September 18, 2019 Revised: February 20, 2020

Revised: February 24, 2021

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

All Personnel

BP 4119.25(a)

4219.25

POLITICAL ACTIVITIES OF EMPLOYEES

4319.25

The Governing Board **recognizes the importance of political activity, voting, and civic engagement, and** respects the right of ~~school~~ **district** employees to engage in political discussions and activities **as individuals** on their own time and at their own expense. ~~On such occasions~~ **When engaging in such activities,** employees shall make it clear that they are acting **as individuals on their own behalf** and not as representatives of the district.

(cf. 1160 - Political Processes)

(cf. 6144 - Controversial Issues)

~~Like other community members, employees~~ **District employees, as members of the community,** may use school facilities for meetings, **including political activities, as permitted** under the Civic Center Act **and district policy.**

(cf. 1330 - Use of School Facilities)

Employees shall refrain from prohibited **political** activities identified in law, **Board policy,** and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

(cf. 1325 - Advertising and Promotion)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

7050-70587 **Political activities of school officers and employees**

38130-38139 **Civic Center Act**

51520 **Prohibited solicitations on school premises**

ELECTIONS CODE

18304 Prohibition against use of district seal in campaign literature

GOVERNMENT CODE

3543.1 **Rights of employee organizations**

8314 Prohibition against use of public resources for campaign activity

82041.5 Definition of mass mailing

PENAL CODE

424 Punishment for misuse of public funds

Legal Reference: (continued on next page)

POLITICAL ACTIVITIES OF EMPLOYEES (continued)

Legal Reference: (continued)

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San Leandro Teachers Association v. Governing Board of the San Leandro Unified School District, (2010) 46 Cal. 4th 822

Downs v. Los Angeles Unified School District, (9th Cir. 2000) 228 F.3d 1003

California Teachers Association v. Governing Board of San Diego Unified School District, (1996) 45 Cal.App. 4th 1383

L.A. Teachers Union v. L.A. City Board of Education, (1969) 71 Cal.2d 551

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Management Resources:

CSBA PUBLICATIONS

Political Activities of School Districts: Legal Issues, 1998, revised 2001

WEB SITES

CSBA: <http://www.csba.org>

California Office of the Attorney General, Dept. of Justice: <http://oag.ca.gov> eaag.state.ca.us/

Public Employment Relations Board: <http://www.perb.ca.gov>

Policy

Adopted: September 15, 2010

Revised: February 24, 2021

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

All Personnel

BP 4140(a)

4240

BARGAINING UNITS

4340

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

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

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

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

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Formation of Bargaining Units

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

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4301 - Administrative Staff Organization)

(cf. 4312.1 - Contracts)

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

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually. **For purposes other than negotiations and bargaining, such employees may**

BARGAINING UNITS (continued)

be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. ~~When represented by an employee organization, that organization shall not meet and negotiate with the district.~~ For this purpose: (Government Code 3540.1, 3543.4)

1. *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
2. *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Membership

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

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

The Superintendent or designee may communicate with district employees regarding their rights under the law. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

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

Access to Employee Orientations and Contact Information

BARGAINING UNITS (continued)

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

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

The date, time, and place of the orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)

Access to Employee Contact Information

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire. In addition, the Superintendent or designee shall provide the same information in regard to all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor ~~shall he/she~~ disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or ~~of~~ any employee who provides ~~a~~ written request that the information

BARGAINING UNITS (continued)

not be disclosed for this purpose. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

(cf. 1340 - Access to District Records)

Communications with Employees

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

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

Membership Dues or Other Payments to an Employee Organization

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

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

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

BARGAINING UNITS (continued)

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

*Legal Reference:*EDUCATION CODE*45060-45061.5 Deduction of fees from salary or wage payment, certificated employees**45100.5 Senior management positions**45104.5 Abolishment of senior classified management positions**45108.5 Definition of senior classified management employees**45108.7 Waiver of provisions of 45108.5**45168 Deduction of fees from salary or wage payment, classified employees**45220-45320 Merit system, classified employees*GOVERNMENT CODE*3540-3549.3 Educational Employment Relations Act, especially:**3540.1 Definitions**3543.4 Management position; representation**3545 Appropriateness of unit; basis**3550-3552 Prohibition on public employers deterring or discouraging union membership**3555-3559 Public employee communication, information and orientation**6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking**6254.3 Disclosure of employee contact information to employee organization**6503.5 Joint powers agencies**53260-53264 Employment contracts*CODE OF REGULATIONS, TITLE 8*33015-33490 Recognition of exclusive representative; proceedings**33700-33710 Severance of established unit**34020 Petition to rescind organizational security arrangement**34055 Reinstatement of organizational security arrangement**Legal Reference: (continued on next page)*

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WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Public Employment Relations Board: <http://www.perb.ca.gov>

Policy

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Revised: April 24, 2019

Revised: February 24, 2021

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

WORK PERMITS

The Governing Board recognizes that part-time employment can provide students with income, as well as job experience, and valuable life skills that can help them develop appropriate workplace skills and attitudes and should be permitted to the extent that such employment does not interfere with a student's education. ~~Upon obtaining an~~ Before accepting any offer of employment, district students who are minors shall obtain work permits from the Superintendent or designee, ~~in accordance with law~~, regardless of whether the employment will occur when school is in session and/or not in session, unless otherwise exempted by law.

(cf. 6178 - Career Technical Education)

In determining whether to grant or continue a work permit, the Superintendent or designee shall consider whether employment is likely to significantly interfere with the student's schoolwork. Students granted work permits ~~must~~ shall be required to demonstrate and maintain a 2.0 grade point average and satisfactory school attendance, except during periods of extended school closure due to an emergency as described in Education Code 49200 and the accompanying administrative regulation. On a case-by-case basis, the Superintendent or designee may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

(cf. 5121 - Grades/Evaluation of Student Achievement)

Students with work permits may be exempted from attendance in a full-time day school provided they attend part-time classes. (Education Code 48230)

(cf. 5112.1 - Exemptions from Attendance)

Work permits shall be limited to part-time employment as defined by law, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Any student authorized to work full time when school is in session shall be enrolled in part-time continuation classes. A student age 14 or 15 who receives a permit to work full time shall also be enrolled in a work experience education program. (Education Code 49130, 49131, 49135)

(cf. 6178.1 - Work-Based Learning)

(cf. 6184 - Continuation Education)

Legal Reference: (see next page)

WORK PERMITS (continued)

Legal Reference:

EDUCATION CODE

48230 Exemption from full-time school attendance for students with work permits
48231 Exemption from compulsory attendance for students entering attendance area near end of term
49100-49101 Compulsory attendance
49110-49119 Permits to work
49130-49135 Permits to work full time
49140-49141 Exceptions
49160-49165 Employment of minors; duties of employers
49180-49183 Violations

49200 Permit to work during extended emergency school closure

51760-51769.5 Work experience education
52300-52499.66 Career technical education

LABOR CODE

1285-1312 Employment of minors
1391-1394 Working hours for minors

CODE OF REGULATIONS, TITLE 5

10120-10121 Work permits

16023-16027 District records, retention and destruction

CODE OF REGULATIONS, TITLE 8

11701-11707 Prohibited and dangerous occupations for minors
11750-11763 Work permits and conditions, minor employed in entertainment industry

CODE OF FEDERAL REGULATIONS, TITLE 29

570.1-570.129 Child labor regulations

ATTORNEY GENERAL OPINIONS

18 *Ops. Cal. Atty. Gen.* 114 (1951)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Work Permit Handbook for California Schools: Laws and Regulations Governing the Employment of Minors, 2007

Permit to Employ and Work, Form B1-4

Statement of Intent to Employ a Minor and Request for a Work Permit - Certificate of Age, Form B1-1

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Child Labor Laws, 2000-2013

WEB SITES

California Department of Education, Work Experience Education: <http://www.cde.ca.gov/ci/ct/we>

California Department of Education, Office of Regional Occupational Centers and Programs and Workforce Development: <http://www.cde.ca.gov/ci/ct/wd>

California Department of Industrial Relations: <http://www.dir.ca.gov>

Policy

Adopted: September 15, 2010

Revised: February 24, 2021

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

WORK PERMITS

Before accepting employment, a student under the age of 18 who is subject to the state's compulsory attendance law, including a student who has not yet graduated from high school or has not received a certificate of proficiency, shall obtain a work permit.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

The district may issue a permit authorizing employment while school is in session, including employment connected with a work experience education program pursuant to Education Code 51760-51769.5, to a student 14-17 years of age. The district also may issue a permit to any student 12-17 years of age to be employed during a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance pursuant to Education Code 48231 because the student arrived from another state within 10 days before the end of the school term. (Education Code 49111, 49113, 49160)

(cf. 6178.1 - Work-Based Learning)

If a student has obtained an offer of employment in the entertainment industry, the student shall request a work permit from the California Department of Industrial Relations, Division of Labor Standards Enforcement, pursuant to Labor Code 1308.5 and 8 CCR 11752-11753.

A work permit shall not be required for a student who is not receiving pay or financial reimbursement for services rendered in volunteer services or educational purposes, is not in an employer-employee relationship in accordance with the Fair Labor Standards Act, is serving as an unpaid trainee or volunteer or in an in-school placement, and has submitted written parent/guardian permission. (5 CCR 10121)

In addition, a student shall not be required to obtain a work permit if the student is self-employed; is working at odd jobs such as yard work and babysitting in private homes where the student is not regularly employed; is a self-employed news carrier delivering newspapers to consumers on a regular route; is employed in agricultural, horticultural, viticultural, or domestic labor during non-school hours when the work is performed for or under the control of the parent/guardian and is performed upon or in connection with premises the parent/guardian owns, operates, or controls; or is otherwise exempted by law.

Persons Authorized to Issue Work Permits

The following individuals are authorized to issue a work permit to a student in the district: (Education Code 49110)

1. The Superintendent

WORK PERMITS (continued)

- 2. An employee holding a services credential with a specialization in pupil personnel services or a certificated work experience education teacher or coordinator, when authorized by the Superintendent in writing**
- 3. A principal, or another school administrator designated by the principal, provided that the principal or designee:**
 - a. Provides a self-certification that the principal or designee understands the requirements of law for issuing a work permit**
 - b. Does not issue a work permit to the principal's or designee's own child**

If the person designated to issue work permits is not available and delay in issuing a permit would jeopardize a student's ability to secure work, the Superintendent may temporarily authorize another person to issue the permit. (Education Code 49110)

Application

The student's parent/guardian, foster parent, caregiver with whom the student resides, or residential shelter services provider shall file a written request for a work permit. (Education Code 49110)

The request for a work permit shall be submitted to the Superintendent or designee on a form approved by the California Department of Education (CDE).

If the student is applying for a full-time work permit, the student and the student's parent/guardian shall generally be required to appear before, and submit the application to, the Superintendent or designee. (Education Code 49132)

In the event of an extended physical closure of the campus due to a natural disaster, pandemic, or other emergency, the required documentation, including signatures, may be collected electronically. In addition, if the application is for a full-time work permit, the student and parent/guardian shall not be required to appear in person before the Superintendent or designee if the completed application has been successfully submitted electronically and the student and parent/guardian have attended a video conference with the person issuing the work permit. (Education Code 49132, 49200)

Approval Process

The Superintendent or designee shall have discretion to determine whether or not to issue the work permit.

WORK PERMITS (continued)

In determining whether to approve a work permit, the Superintendent or designee shall verify the student's date of birth, the type of work permit to be issued, and whether the student meets any other criteria established by the Governing Board. The Superintendent or designee may inspect the student's records and/or may confer with at least one of the student's teachers for evidence of satisfactory grades and school attendance and to determine whether the student possesses the motivation and maturity to maintain academic progress while working.

(cf. 5121 - Grades/Evaluation of Student Achievement)

However, a work permit shall not be denied based on a student's grades, grade point average, or school attendance under either of the following circumstances: (Education Code 49120, 49200)

1. The student's school has been physically closed for an extended time due to a natural disaster, pandemic, or other emergency.
2. The student is applying for a work permit in order to participate in a government-administered employment and training program that will occur during the regular summer recess or vacation of the student's school.

Students shall not be approved to work in environments declared hazardous or dangerous for young workers or otherwise prohibited by child labor laws. (Labor Code 1290-1298; 29 CFR 570.33, 570.50-570.72)

The Superintendent or designee shall ensure that the requested work hours do not exceed the maximum work hours specified in law based on the student's age and whether the employment will occur while school is in session and/or not in session. (Education Code 49111, 49112, 49116; Labor Code 1391-1391.1; 29 CFR 570.35)

Full-time employment may be authorized for students 14-17 years of age in accordance with Education Code 49130-49135.

(cf. 6184 - Continuation Education)

All work permits shall be issued on forms provided by or authorized by CDE. (Education Code 49117)

Each permit shall authorize work for a specific employer. Whenever a student changes employers, the student shall request a new permit.

The student may be issued more than one work permit if the student works concurrently for more than one employer, provided that the total number of hours worked does not exceed

WORK PERMITS (continued)

the total number of hours allowed by law and the district.

Whenever a work permit is issued by a principal or other designated school administrator, the principal or designee shall submit to the Superintendent a copy of each work permit issued, along with a copy of the application. (Education Code 49110)

The Superintendent or designee shall periodically inspect the grades and attendance records of students granted work permits to ensure maintenance of academic progress and any additional criteria established in Board policy.

Expiration of Work Permits

Work permits issued during the school year shall expire five days after the opening of the next succeeding school year. (Education Code 49118)

Before the work permit expires, a student may apply for a renewed work permit in accordance with the procedures specified in the section "Approval Process" above.

Revocation of Work Permits

The Superintendent or designee shall revoke a student's work permit whenever the Superintendent or designee determines that the employment is impairing the health or education of the student, any provision or condition of the permit is being violated, the student is performing work in violation of law, or any condition for the issuance of the permit no longer exists or never existed. (Education Code 49116, 49164; Labor Code 1300)

The Superintendent may revoke a work permit issued by a principal of a public or private school located within the district if the Superintendent becomes aware of any grounds upon which the student may be deemed ineligible for a work permit under law. (Education Code 49110)

Retention of Records

The Superintendent or designee shall retain a copy of the work permit application and the work permit until the end of the fourth year after the work permit was issued. (5 CCR 16026)

**(cf. 3580 - District Records)
(cf. 5125 - Student Records)**

AWARDS FOR ACHIEVEMENT

The Governing Board encourages excellence as a goal for all students and wishes to publicly recognize students for exemplary achievement in academic, ~~athletic,~~ **artistic**, extracurricular, **athletic**, ~~and-or~~ community service activities.

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 6142.4 - Service Learning/Community Service Classes)

District/School Awards

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, public ceremony, trophy, gift, plaque, or ~~cash~~ **monetary** gift.

The Superintendent or designee shall develop criteria for the selection of student award recipients.

Golden State Seal Merit Diploma

At graduation from high school, ~~special recognition shall be awarded to those~~ students whose academic achievements in core curriculum areas have been outstanding **shall receive special recognition**.

The Superintendent or designee shall identify **graduating** high school students who have demonstrated mastery of the high school curriculum qualifying them for the Golden State Seal Merit Diploma. (Education Code 51454)

(cf. 6162.51 - State Academic Achievement Tests)

Nonschool Awards

~~The superintendent or designee shall approve or reject proposed trophies, prizes, or other awards from school nonschool donors. The purpose of any such proposed award must be consistent with school goals, and criteria for making the award must be either under professional staff control or acceptable to the staff. Such awards shall be rejected when offered primarily to achieve personal or corporate gain and publicity.~~

State Seal of Biliteracy Award

~~In order to recognize and encourage linguistic proficiency and cultural literacy, t~~The district shall present the **State Seal of Biliteracy** to each graduating high school student who **demonstrates has attained a high level of** proficiency in speaking, reading, and writing in one or more languages in addition to English. ~~The Superintendent or designee shall approve applications for the award based on a review of student qualifications in accordance with district established criteria.~~ **(Education Code 51460-51464)**

AWARDS FOR ACHIEVEMENT (continued)

(cf. 6142.2 - World/~~Foreign~~ Language Instruction)

(cf. 6174 - Education for English Learners)

In order to affirm the value of bilingualism and encourage students' enrollment in world language programs, the Superintendent or designee may present awards at appropriate grade levels to recognize the pursuit and/or attainment of grade-level proficiency in one or more languages in addition to English. The Superintendent or designee may also present awards to English learners who are reclassified as fluent English proficient to recognize proficiency in both English and the student's native language.

State Seal of Civic Engagement

The Superintendent or designee shall present the State Seal of Civic Engagement to each student who demonstrates excellence in civics education and participation and has demonstrated an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. (Education Code 51470-51474)

All district students shall be afforded the opportunity to earn the State Seal of Civic Engagement, regardless of their background, communities, or experiences. No student shall be denied such opportunity based on academic ability, alternative school setting, or unique or unconventional expression of civic engagement.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0415 - Equity)

(cf. 6157 - Distance Learning)

(cf. 6158 - Independent Study)

(cf. 6159 - Individualized Education Program)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

Scholarship and Loan Fund

The Board shall establish and maintain a scholarship and loan fund which **shall may** be used to provide interest-free loans for educational advancement, scholarship, **and/or** grants-in-aid to bona fide organizations, students, or graduates of district schools. (Education Code 35310, 35315)

(cf. 1260 - Educational Foundation)

(cf. 3290 - Gifts, Grants and Bequests)

The district's scholarship and loan fund shall be administered by a district committee composed of Board members, the Superintendent, and such other community, staff, administrative, and/or student representatives as determined by the Board. (Education Code 35310)

AWARDS FOR ACHIEVEMENT (continued)

The Board shall select its own representatives to the committee. Staff, community, and/or student representatives shall be selected by the Superintendent. Members of this committee shall serve two-year terms.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9140 - Board Representatives)

The committee may accept gifts, donations, and bequests made for the purposes of the fund and may prescribe conditions or restrictions on these gifts and bequests. If the donor imposes any conditions, the committee shall review the conditions and make a recommendation to the Board as to the compatibility of such conditions with the intent and purpose of the fund. The Board may prohibit the committee from accepting any donation under conditions it finds incompatible with the fund's intents and purposes. (Education Code 35313)

The Superintendent or designee shall report to the Board at least annually regarding the status and activity of the fund. (Education Code 35319)

*Legal Reference:***EDUCATION CODE**

220 Nondiscrimination

35160 Authority of governing boards

35310-35319 Scholarship and loan funds

44015 Awards to employees and students

51243-51245 Credit for private school foreign language instruction

51450-51455 Golden State Seal Merit Diploma

51460-51464 State Seal of Biliteracy

51470-51474 State Seal of Civic Engagement

52164.1 Assessment of English language skills of English learners

GOVERNMENT CODE

54950-54963 Brown Act open meeting laws

CODE OF REGULATIONS, TITLE 5

876 Golden State Seal Merit Diploma

1632 Credit for private school foreign language instruction

11517.60-11519.56 English Language Proficiency Assessments for California Assessment of English language development

*Management Resources:***CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

SSCE Implementation Guidance

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Californians Together: <http://www.californianstogether.org>

Policy

Adopted: September 15, 2010

Revised: February 24, 2021

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

IMMUNIZATIONS

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board shall cooperate with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 6142.8 - Comprehensive Health Education)

Each student enrolling for the first time in a district elementary or secondary school, preschool, or child care and development program or, after July 1, 2016, enrolling in or advancing to grade 7 shall present an immunization record from any authorized private or public health care provider certifying that he/she the student has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

Each Transfer students shall be requested to present his/her immunization records, if possible, upon registration at a district schools if possible.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

The Superintendent or designee may arrange for an authorized health care provider to administer immunizations at school to any student whose parent/guardian has consented in writing. At the beginning of the school year, parents/guardians shall be notified of their right to provide consent for the administration of an immunization to their child at school. (Education Code 48980, 49403)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

44871 Qualifications of supervisor of health

46010 Total days of attendance

48216 Immunization and exclusion from attendance

48853.5 Immediate enrollment of foster youth

48980 Required notification of rights

49403 Cooperation in control of communicable disease and immunizations

IMMUNIZATIONS (continued)

Legal Reference Con't:

49426 Duties of school nurses
 49701 Flexibility in enrollment of children of military families
 51745-51749.6 Independent study
HEALTH AND SAFETY CODE
 120325-120380 Immunization against communicable disease, especially:
 120335 Immunization requirement for admission
120372 Statewide medical exemption electronic standardized form
 120395 Information about meningococcal disease, including recommendation for vaccination
 120440 Disclosure of immunization information
CODE OF REGULATIONS, TITLE 5
 430 Student records; **definition**
CODE OF REGULATIONS, TITLE 17
 6000-6075 School attendance immunization requirements
UNITED STATES CODE, TITLE 20
 1232g Family Educational Rights and Privacy Act
UNITED STATES CODE, TITLE 42
 11432 Immediate enrollment of homeless children
CODE OF FEDERAL REGULATIONS, TITLE 34
 99.1-99.67 Family Educational Rights and Privacy

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
California Immunization Handbook for Child Care Programs and Schools, August 2015
Exemptions FAQs
Guide to Immunizations Requirements for Pre-kindergarten (Child Care)
Guide to Immunizations Requirements for K-12th Grade School Entry
Parents' Guide to Immunizations Required for Pre-kindergarten (Child Care)
Parents' Guide to Immunizations Required for School Entry
Vaccinations and Medical Exemptions Questions and Answers
California Immunization Handbook for Pre-kindergarten (Child Care) Programs and Schools, 10th Edition, July 2019
August 2015
EDUCATION AUDIT APPEALS PANEL PUBLICATIONS
Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, July 2015
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Family Educational Rights and Privacy Act (FERPA) and H1N1, October 2009
WEB SITES
 California Department of Education: <http://www.cde.ca.gov>
 California Department of Public Health, Immunization Branch:
<https://www.cdph.ca.gov/programs/cid/dcdc/pages/immunize.aspx>
<http://www.cdph.ca.gov/programs/immunize>
 California Department of Public Health, Shots for Schools: <http://shotsforschools.org>
<https://www.shotsforschool.org>
California Health & Human Services Agency: <https://www.chhs.ca.gov>
 Centers for Disease Control and Prevention: <http://www.cdc.gov>
 Education Audit Appeals Panel: <http://www.eaap.ca.gov>
 U.S. Department of Education: <http://www.ed.gov>

Policy

adopted: January 20, 2011
 Revised: February 16, 2017
 Revised: February 24, 2021

LONE PINE UNIFIED SCHOOL DISTRICT
 Lone Pine, California

IMMUNIZATIONS**Required Immunizations**

Upon a student's registration at a district school, The Superintendent or designee shall provide **the student's** parents/guardians, **upon school registration,** a written notice summarizing the state's immunization requirements.

The Superintendent or designee shall not unconditionally admit any student to a district **elementary or secondary** school, preschool, or child care and development program for the first time nor, **after July 1, 2016,** admit or advance any student to grade 7, unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR **6020-6025**)

1. Measles, mumps, and rubella **(MMR)**
2. Diphtheria, tetanus, and pertussis (whooping cough) **(DTP, DTaP, or Tdap)**
3. Poliomyelitis (polio)
4. Hepatitis B
5. Varicella (chickenpox)
6. Haemophilus influenza type b (Hib meningitis)
7. Any other disease **designated deemed appropriate** by **the** CDPH

(cf. 5141.22 - Infectious Diseases)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6170.1 - Transitional Kindergarten)

However, full immunization against hepatitis B shall not be a condition by which the Superintendent or designee shall admit or advance any student to grade 7. (Health and Safety Code 120335)

A A student who qualifies for an individualized education program (IEP), unless otherwise exempt, shall be fully immunized in accordance with Health and Safety Code 120335 and this regulation. However, the district shall continue to implement the student's IEP and shall not prohibit the student from accessing any special education and related services required by **the student's** **his/her** IEP regardless of whether the student is fully immunized. (Health and Safety Code 120335)

(cf. 6159 - Individualized Education Program)

IMMUNIZATIONS (continued)

School personnel shall record information for each student regarding all doses of required immunizations and the status of all requirements in accordance with 17 CCR 6070. The school records shall be based on the student's immunization record ~~shall be provided by the student's health care provider, or from the student's previous school immunization record, or~~ through the California Immunization Registry (CAIR). The record must show at least the month and year for each dose, except that the day, month, and year must be shown for the MMR doses given during the month of the first birthday and for the Tdap dose given during the month of the seventh birthday. (17 CCR 6070)

Exemptions

Exemption from one or more immunization requirements shall be granted under any of the following circumstances:

1. **A medical exemption is submitted using the standardized form developed by CDPH and transmitted using CAIR which includes, but is not limited to, a description of the medical basis for which the exemption for each individual immunization is sought and whether the medical exemption is permanent or temporary. (Health and Safety Code 120372)**

~~The parent/guardian files with the district a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe. The statement shall indicate the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization. (Health and Safety Code 120372; 17 CCR 6051)~~

A student who has a medical exemption issued prior to January 1, 2020 shall be allowed to continue enrollment until the next grade span, except that after July 1, 2021, a student may not be admitted or advanced to grade 7 unless the student has been immunized or a medical exemption form filed as stated above. (Health and Safety Code 120370)

A temporary exemption shall not exceed one year, and all medical exemptions shall not extend beyond the grade span. (Health and Safety Code 120372)

If a student's medical exemption is revoked by CDPH on the basis that the exemption does not meet applicable criteria for medical exemptions, the student shall continue in attendance and, within 30 calendar days of the revocation, commence the immunization schedule required for conditional admittance pursuant to 17 CCR 6050, as described below. (Health and Safety Code 120372)

IMMUNIZATIONS (continued)

The student's parent/guardian may appeal a revocation to the Secretary of California Health and Human Services. If a revocation is appealed, the student shall continue in attendance and shall not be required to commence the immunization schedule required for conditional admittance provided the appeal is filed within 30 calendar days of the revocation. (Health and Safety Code 120372, 120372.05)

2. The student's parent/guardian filed **d** with the district, before January 1, 2016, a letter or written affidavit stating that an immunization is contrary to **his/her the student's** personal beliefs, in which case the student shall be exempted from the immunization until **he/she the student** enrolls in the next applicable grade span requiring immunization (birth to preschool, grades K-6, grades 7-12). (Health and Safety Code 120335)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

When a student transfers to a different school within the district or transfers into the district from another school district in California, **the student's his/her** personal beliefs exemption filed before January 1, 2016, shall remain in effect until the next applicable grade span. A student transferring from a school outside the district shall present a copy of the personal beliefs exemption upon enrollment. **When a student transfers into the district from outside California and presents a personal beliefs exemption issued by another state or country prior to January 1, 2016, the Superintendent or designee may consult with legal counsel regarding the applicable immunization requirements.**

3. The student is enrolled in an independent study program pursuant to Education Code 51745-51749.6 and does not receive classroom-based instruction. **(Health and Safety Code 120335)**

(cf. 6158 - Independent Study)

Conditional Enrollment

The Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that: **(Health and Safety Code 120340; 17 CCR 6000, 6035)**

1. **The the** student has not received all the immunizations required for **the student's his/her** age group, but has commenced receiving doses of all required vaccines and is not due for any other doses at the time of admission. The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses as specified in 17 CCR 6035. **(Health and Safety Code 120340; 17 CCR 6035)**
2. **The student has a temporary exemption from immunization for medical reasons pursuant to item #1 in the section "Exemptions" above.**

IMMUNIZATIONS (continued)

~~The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses as specified in 17 CCR 6035.~~

(cf. 5145.6 - Parental Notifications)

In addition, a transfer student may be conditionally admitted for up to 30 school days while **the student's his/her** immunization records are being transferred from the previous school. If such documentation is not presented within 30 days, the student shall be excluded from school until the required immunizations have been administered. (17 CCR **6070-6035**)

~~The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6070)~~

The Superintendent or designee shall immediately enroll homeless students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or district staff shall work with the student's prior school to obtain the student's immunization records or shall ensure that **the student he/she** is properly immunized. (Education Code 48853.5, 49701; Health and Safety Code 120341; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

~~The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, **the student he/she** shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR **6040, 6070**)~~

Exclusions Due to Lack of Immunizations

~~Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or an exemption is granted in accordance with the section "Exemptions" above.~~

(cf. 5112.2 - Exclusions from Attendance)

(cf. 6183 - Home and Hospital Instruction)

~~Before an already admitted student is excluded from school attendance because of a lack of immunization~~ **If an enrolled student who was previously believed to be in compliance with immunization requirements is subsequently discovered to not be in compliance with**

IMMUNIZATIONS (continued)

requirements for unconditional or conditional admission, the Superintendent or designee shall notify the parent/guardian that ~~he/she has 10 school days to supply evidence of proper immunization or an appropriate exemption~~ **must be provided within 10 school days**. This notice

shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216; 17 CCR 6040)

(cf. 5112.2 - Exclusions from Attendance)
(cf. 5141.6 - School Health Services)

The Superintendent or designee shall exclude from further attendance ~~any already admitted-an enrolled~~ student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above. The student shall remain excluded from school until ~~he/she provides~~ documentation **is provided indicating that the student he/she** has received a dose of each required vaccine due at that time. ~~The student shall also be reported to the attendance supervisor or principal.~~ (17 CCR **6040**, 6055)

The student shall also be reported to the attendance supervisor or principal.

Exclusion Due to Exposure to Disease

If the district has good cause to believe that a student has been exposed to a disease listed in the section "Required Immunizations" above and **the student's his/her** documentation of immunization does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the local health officer ~~informs the district in writing that he/she~~ is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 120370)

Records

~~The Superintendent or designee shall record each new entrant's immunizations in the California School Immunization Record and retain it~~ **Each student's immunization record shall be retained** as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

(cf. 5125 - Student Records)

The district shall also retain in the mandatory student record any physician or health officer statement, personal beliefs letter or affidavit, reason for conditional enrollment, or any other documentation related to the student's immunization record or exemptions.

IMMUNIZATIONS (continued)

At least annually, the Superintendent or designee shall file a written report on the immunization status of new students with CDPH and the local department of public health on forms prescribed by CDPH. (Health and Safety Code 120375; 17 CCR 6075)

Audits

If an audit reveals deficiencies in the district's reporting procedures, the Superintendent or designee shall present the Board with a plan to remedy such deficiencies.

**Lone Pine Unified School District
Board Policy**

Instruction

BP 6146.1(a)

HIGH SCHOOL GRADUATION REQUIREMENTS

The Governing Board desires to prepare all students to **successfully complete the high school course of study and obtain a high school diploma that represents their educational achievement and increases their** ~~so that they can take advantage of~~ opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a diploma of graduation from high school, students shall complete the following courses in grades 9 through 12, as indicated: (Education Code 51225.3)

<u>Subject Area</u>	<u># of credits (10 credits per year/5 credits per semester)</u>
English	40
Mathematics	30*
Science	30**
Physical Education	20***
World History	10
U.S. History	10
American Government	05
Economics	05
V/P Art, Foreign Lang., or CTE	10
Electives	<u>75</u>
TOTAL CREDITS	235****

* Beginning with the Class of 2022, three courses of math including Integrated Math I, II, and III.

** Three courses in science, including biological and physical sciences. (*Education Code 51225.3*)

***Two courses in physical education *or equivalent units through sports*, unless the student has been exempted pursuant to Education Code 51241. Participation on a school athletic team, or cheerleading group, can be substituted for 5 to 20 credits of physical education.

**** In addition to the total credits listed, each student must successfully pass a senior interview.

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

The Board recognizes that the prescribed course of study may not accommodate the needs of some students. The Board, with the active involvement of parents/guardians, administrators, teachers and students, shall adopt alternative means for the completion of prescribed courses in accordance with law, which may include:

1. Practical demonstration of skill and competencies.
2. Work experience or other outside school experience.
3. Vocational education classes offered in high schools.
4. Courses offered by regional occupational centers or programs.
5. Interdisciplinary study.
6. Independent study.
7. Credit earned at a postsecondary institution.

(cf. 6178.1 – Work Experience Education)

(cf. 61778 – Vocational Education)

(cf. 6158 – Independent Study)

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to student, parents/guardians and the public. (Education Code 51225.3)

Foreign exchange students may receive honorary diplomas pursuant to Education Code 51225.5.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

(cf. 6142.4 - Service Learning/Community Service Classes)

The Superintendent or designee shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701.

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education for Children of Military Families)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Exemptions from District-Adopted Graduation Requirements

District students are required to complete graduation course requirements specified above, including the requirements imposed by Education Code 51225.3 and those adopted by the Board. However, a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers into the district or between district schools any time after completing the second year of high school, or a newly arrived immigrant student who is in the third or fourth year of high school and is participating in a newcomer program, shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school. Within 30 days of the transfer or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any eligible student of the availability of the exemption and whether the student qualifies for it. (Education Code 51225.1)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.6 - Parental Notifications)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 - Education for Juvenile Court School Students)

Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. A deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student's next of kin.

(Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. **Was in their senior year of high school during the 2019-20 school year, were in good academic standing and on track to graduate at the end of the 2019-**

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

20 school year as of March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis.

Honorary Diplomas

The Board may grant an honorary high school diploma to: (Education Code 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation and who is returning to the student's home country following the completion of one academic school year in the district

(cf. 6145.6 - International Exchange)

2. A student who is terminally ill

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)

Legal Reference:

EDUCATION CODE

47612 Enrollment in charter school

48200 Compulsory attendance

48412 Certificate of proficiency

48430 Continuation education schools and classes

48645.5 Acceptance of coursework

49701 Interstate Compact on Educational Opportunity for Military Children

51224 Skills and knowledge required for adult life

51224.5 Algebra instruction

51225.1 Exemption from district graduation requirements

51225.2 Pupil in foster care defined; acceptance of coursework, credits, retaking of course

51225.3 Requirements for graduation

51225.35 Mathematics course requirements; computer science

51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation

51225.5 Honorary diplomas; foreign exchange students

51225.6 Compression-only cardiopulmonary resuscitation

51228 Graduation requirements

Legal Reference: (continued on next page)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Legal Reference: (continued)

51230 Credit for community emergency response training

51240-51246 Exemptions from requirements

51250-51251 Assistance to military dependents

51410 51413 Diplomas

51420-51427 High school equivalency certificates

51430 Retroactive high school diplomas

51440 Retroactive high school diplomas

51450-51455 Golden State Seal Merit Diploma

51745 Independent study restrictions

56390-56392 Recognition for educational achievement, special education

66204 Certification of high school courses as meeting university admissions criteria

67386 Student safety; affirmative consent standard

CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of students from grade 12 and credit toward graduation

4600-4687 Uniform complaint procedures

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Policy

adopted: September 15, 2010

Revised: May 23, 2018

Revised: November 14, 2018

Revised: February 20, 2019

Revised: March 18, 2020

Revised: February 24, 2021

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY

The Governing Board desires that every student have the opportunity to earn a high school diploma through successful completion of ~~class work and examination~~ **district graduation requirements**. However, when a student is unable to do so, the Board encourages completion of an alternative program that allows ~~him/her~~ **the student** to obtain an equivalent certificate.

(cf. 5147 - Dropout Prevention)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6200 - Adult Education)

~~Eligible persons may obtain a certificate of proficiency or a high school equivalency certificate in accordance with law, Board policy and administrative regulation.~~ **who pass the California High School Proficiency Examination may obtain a certificate of proficiency from the State Board of Education (SBE). Eligible persons who pass a general educational development test designated by the SBE may obtain a high school equivalency certificate from the testing service.**

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

(cf. 6164.2 - Guidance/Counseling Services)

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

Legal Reference: (see next page)

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY (continued)

Legal Reference:

EDUCATION CODE

48400-48403 *Persons subject to compulsory continuation education*

48410 *Persons exempt from continuation classes*

48412 *Certificate of proficiency; examination fees*

48413 *Enrollment in continuation classes*

48414 *Reenrollment in district*

51420-51427 *High school equivalency certificate*

52052 *Accountability; numerically significant student subgroups*

CODE OF REGULATIONS, TITLE 5

11520-11523 *Proficiency examination and certificate*

11530-11532 *High school equivalency certificate*

Management Resources:

CDE PUBLICATIONS

Adult Education Handbook for California, 1997

WEB SITES

CDE California Department of Education, California High School Proficiency Examination:

<http://www.cde.ca.gov/ta/tg/sp>

CDE California Department of Education, High School Equivalency Tests:

<http://www.cde.ca.gov/ta/tg/gd>

California High School Proficiency Examination: <https://www.chspe.net>

General Educational Development Test: <https://ged.com>

High School Equivalency Test: <https://hiset.ets.org>

Policy

Adopted: September 15, 2010

Revised: February 24, 2021

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY

Certificate of Proficiency

The principal of each high school shall distribute to each student in grades 11-12 an announcement explaining the California High School Proficiency Examination (CHSPE). Announcements from the California Department of Education (CDE) or its contractor shall be distributed early enough to enable interested students to register for the test to be given in the fall of that year. (5 CCR 11523)

(cf. 5145.6 - Parental Notifications)

The principal also shall advise students that the certificate of proficiency awarded upon passing the CHSPE, while equivalent to a high school diploma, is not the equivalent of completing all coursework required for high school graduation and therefore students should contact the admissions office of the college or university they are interested in attending to determine if the certificate satisfies college admission requirements.

A student may take the CHSPE if the student meets one of the following conditions: (Education Code 48412)

1. Is age 16 or older
2. Has been enrolled in the 10th grade for one school year or longer
3. Will complete one school year of enrollment in 10th grade at the end of the semester during which the CHSPE will be administered

If a student receives the certificate of proficiency, the district shall indicate the student's accomplishment and the date of the award on the student's official transcript. (5 CCR 11521)

(cf. 5125 - Student Records)

Any student who has received the certificate of proficiency may be exempted from compulsory school attendance upon the student's request, with verified parent/guardian consent as appropriate. For this purpose, the Superintendent or designee shall provide a consent form which contains at least the following information: (Education Code 48410; 5 CCR 11522)

1. A general explanation of the student's rights of exemption from compulsory attendance and of re-enrollment in the public high schools
2. The date of issuance of the certificate of proficiency

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY (continued)

- 3. The signature of the parent/guardian and the date**
- 4. The signature of the school administrator who has personally confirmed the authenticity of the parent/guardian's signature and the date**

(cf. 5112.1 - Exemptions from Attendance)

If a student age 16 or 17 terminates enrollment after receiving the high school proficiency certificate, the student may re-enroll in the district. If the student subsequently terminates enrollment again, the student may be denied re-enrollment until the beginning of the following semester. (Education Code 48414)

(cf. 6184 - Continuation Education)

High School Equivalency Certificate

An eligible person may earn a high school equivalency certificate by passing a general educational development test designated by the State Board of Education pursuant to Education Code 51420, including the General Educational Development (GED) test or the High School Equivalency Test (HiSET).

Any person is eligible to take a test leading to a high school equivalency certificate if the person is a resident of California or a member of the armed forces assigned to duty in California and meets any one of the following criteria: (Education Code 51420; 5 CCR 11532)

- 1. Is 18 years of age or older, or is within 60 days of the person's 18th birthday, regardless of enrollment status**
- 2. Is not currently enrolled in school and is within 60 days of when the person would have graduated from high school had the person remained in school and followed the usual course of study**
- 3. Is 17 years of age, has been out of school for at least 60 consecutive days, and provides a letter of request for the test from the military, a postsecondary educational institution, or a prospective employer**
- 4. Is 17 years of age, has accumulated fewer than 100 units of high school credit, is confined to a state or county hospital or to an institution maintained by a state or county correctional facility, and meets other criteria listed in 5 CCR 11532**
- 5. Is 17 years of age, has accumulated fewer than 100 units of high school credit prior to enrollment in an academic program offered by a dropout recovery high school as defined in Education Code 52052, and has successfully completed the dropout**

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY (continued)

recovery high school's instructional program which is aligned to state standards, offers the opportunity for a high school diploma, and provides services for at least one year

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY**NOTICE AND CONSENT TO DISCONTINUE SCHOOL ATTENDANCE
FOR STUDENTS WITH A CERTIFICATE OF PROFICIENCY**

Notice of Student Rights: Students who pass the California High School Proficiency Examination (CHSPE) and receive a Certificate of Proficiency issued by the State Board of Education may continue to attend school, but upon request will be exempted from compulsory school attendance pursuant to Education Code 48410. If the student is under 18 years of age, the student's parent/guardian must also provide approval in order for the student to discontinue school attendance.

If the student leaves school after receiving a Certificate of Proficiency and is under 18 years of age, the student may later decide to re-enroll in the district with no adverse consequences. In this case, the student may be required to meet new or additional requirements established since the student was previously enrolled. If the student re-enrolls and then leaves school again, the student may be denied re-admittance until the beginning of the following semester.

For further information about leaving school after obtaining the Certificate of Proficiency, contact the principal or school guidance counselor.

Student's name: _____

School: _____

Date on which the Certificate of Proficiency was issued: _____

To be completed by student: I understand the rights granted to students who are awarded the Certificate of Proficiency to disenroll from school, and to re-enroll if desired before the age of 18. I hereby notify the school district of my intent to disenroll from school.

Student's signature: _____ **Date:** _____

To be completed by parent/guardian: I hereby grant consent for my minor child to disenroll from school.

Parent/guardian's name (please print): _____

Signature: _____ **Date:** _____

To be completed by school administrator: I hereby verify the parent/guardian's signature and date recorded above.

Name of school administrator (please print): _____

Instruction

E 6146.2(b)

Position: _____

Signature: _____ **Date:** _____

Exhibit
Adopted: February 24, 2021

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

TRANSITIONAL KINDERGARTEN

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills ~~they need~~ **needed** to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Eligibility

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and **of the** age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program u~~Upon request of a child's parents/guardians, the district may, on a case-by-case basis after~~ **if** the Superintendent or designee determines that it is in the child's best interest, ~~admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.~~

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

TRANSITIONAL KINDERGARTEN (continued)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential **knowledge and** skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

The Board shall establish the length(s) of the school day in the district's TK program, **which shall be at least three hours but no more than four hours long. If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program** ~~TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours.~~ The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code **8973**, 37202, 46111, 46115, 46117, 48003)

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be ~~placed in a classroom~~ commingled **in the same classroom** with **4 four-year-old students** from a California State Preschool Program as long as **all of the requirements of each program are met and** the classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten. (Education Code 8235, 48000)

(cf. 5148.3 - Preschool/Early Childhood Education)

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that

TRANSITIONAL KINDERGARTEN (continued)

authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020 2021, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation, and the progress of students in meeting related academic standards, and student preparedness for future education.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference: (see next page)

TRANSITIONAL KINDERGARTEN (continued)

Legal Reference:

EDUCATION CODE

8235 California State Preschool Program
8970-897473 **Early primary programs; Extended-day kindergarten**
37202 School calendar; equivalency of instructional minutes
44258.9 Assignment monitoring by county superintendent of schools
46111 Kindergarten, hours of attendance
46114-46119 Minimum school day, kindergarten
46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten
48000 Age of admission, kindergarten and transitional kindergarten
48002 Evidence of minimum age required to enter kindergarten or first grade
48003 Kindergarten annual report
48200 Compulsory education, starting at age six

Management Resources:

CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 3, 2013

California Preschool Learning Foundations, Vol. 3, 2012

California Preschool Curriculum Framework, Vol. 2, 2011

California Preschool Learning Foundations, Vol. 2, 2010

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Kindergarten Association: <http://www.ckanet.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <https://www.tkcocalifornia.org>

Policy

adopted: August 15, 2012

Revised: April 24, 2019

Revised: May 16, 2019

Revised: December 18, 2019

Revised: February 24, 2021

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

BOARD MEMBER ELECTRONIC COMMUNICATIONS

The Governing Board recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the district and with members of the public. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting, **nor to circumvent the public's right to access records regarding district business, or restrict access to a public forum.**

(cf. 1100 - Communication with the Public)

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

Board members may engage in separate conversations or communications with members of the public on a social media platform to answer questions, provide information, or solicit information regarding a matter that is within the subject matter jurisdiction of the Board, as long as a majority of the Board does not use the platform to discuss among themselves any business of a specific nature that is within the subject matter jurisdiction of the Board. A Board member is prohibited from responding directly to any communication from other Board members regarding matters that are within the subject matter jurisdiction of the Board or using digital icons (e.g., "likes" or emojis) to express reactions to communications made by other Board members. (Government Code 54952.2)

Whenever a Board member uses a social media platform to communicate with the public about district business or Board activities, the Board member shall not block access to a member of the public based on the viewpoint expressed by that individual.

Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that **the his/her** response does not necessarily reflect the views

BOARD MEMBER ELECTRONIC COMMUNICATIONS (continued)

of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the media shall be forwarded to the designated district spokesperson.

(cf. 1112 - Media Relations)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3320 - Claims and Actions Against the District)
(cf. 9005 - Governance Standards)
(cf. 9121 - President)
(cf. 9200 - Limits of Board Member Authority)

To the extent possible, electronic communications regarding any district-related business shall be transmitted through a district-provided device or account. When any such communication is transmitted through a Board member's personal device or account, the Board member shall copy the communication to a district electronic storage device for easy retrieval.

~~Like other writings concerning district business, a Board member's electronic communication may be subject to disclosure under the California Public Records Act.~~

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)

Legal Reference: (continued on next page)

BOARD MEMBER ELECTRONIC COMMUNICATIONS (continued)

Legal Reference:

EDUCATION CODE

35140 *Time and place of meetings*

35145 *Public meetings*

35145.5 *Agenda; public participation; regulations*

35147 *Open meeting law exceptions and applications*

GOVERNMENT CODE

6250-6270 *California Public Records Act*

11135 *State programs and activities, discrimination*

54950-54963 *The Ralph M. Brown Act, especially:*

54952.2 *Meeting, defined*

54953 *Meetings to be open and public; attendance*

54954.2 *Agenda posting requirements, board actions*

COURT DECISIONS

Garnier v. Poway Unified School District, No. 17-cv-2215-W (JLB), 2019 WL 4736208 (S.D. Cal.

September 26, 2019)

Knight First Amendment Institute at Columbia University v. Trump, 928 F.3d 226 (2019)

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

The Brown Act: School Boards and Open Meeting Laws, rev. 2014 2019

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

WEB SITES

CSBA: <http://www.csba.org>

CSBA, *Agenda Online-GAMUT Meetings:*

<https://www.csba.org/ProductsAndServices/AllServices/AgendaOnline.aspxGamutMeetingsPolicy>

California Attorney General's Office: <https://oag.ca.gov>

Policy

adopted: September 15, 2010

Revised: February 24, 2021

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

Board Bylaws

MEETINGS AND NOTICES

BB 9320(a)

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

A Board meeting exists whenever a majority of Board members gather at the same time and **location place, including teleconference location**, to hear, discuss, ~~or deliberate~~, **or take action** upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, **including social media and other electronic communications**, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. **(Government Code 54952.2)**

However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

(cf. 9012 - Board Member Electronic Communications)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, **54954.2**)

Regular Meetings

The Board shall hold one regular meeting each month, except for the month of July. Regular meetings shall be held at **4:00 5:15** p.m. on the third Wednesday of each month at the Lone Pine Unified School District Conference Room.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations

MEETINGS AND NOTICES

BB 9320(b)

freely accessible to members of the public and on the district's Internet web site. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

(cf. 1340 - Access to District Records)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 - Superintendent's Contract)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and **place location** of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an *emergency situation* for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An *emergency situation* means either of the following: (Government Code 54956.5)

MEETINGS AND NOTICES

BB 9320(c)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time **he/she notifies notification is given to** the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

A majority vote by ~~the~~ The Board may adjourn/continue any regular or special meeting to a later time and **place location** that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

MEETINGS AND NOTICES

BB 9320(d)

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of

MEETINGS AND NOTICES

BB 9320(e)

ancestry or any characteristic listed in Government Code 11135, ~~including, but not limited to, religion, sex, or sexual orientation.~~ In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

MEETINGS AND NOTICES

BB 9320(f)

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a **place location** designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Legal Reference:

EDUCATION CODE

- 35140 Time and place of meetings
- 35143 Annual organizational meeting, date, and notice
- 35144 Special meeting
- 35145 Public meetings
- 35145.5 Agenda; public participation; regulations
- 35146 Closed sessions **in connection with a student**
- 35147 Open meeting law exceptions and applications

Legal Reference: (continued on next page)

MEETINGS AND NOTICES

BB 9320(g)

Legal Reference: (continued)

GOVERNMENT CODE

3511.1 Local agency executives

11135 State programs and activities; **prohibition of** discrimination

54950-54963 The Ralph M. Brown Act, especially:

54953 Meetings to be open and public; attendance

54954 Time and place of regular meetings

54954.2 Agenda posting requirements, board actions

54956 Special meetings; call; notice

54956.5 Emergency meetings

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications **for individuals with disabilities**

36.303 Auxiliary aids and services **for individuals with disabilities**

COURT DECISIONS

Garnier v. Poway Unified School District, No. 17-cv-2215-W (JLB), 2019 WL 4736208 (S.D. Cal. September 26, 2019)

Knight First Amendment Institute at Columbia University v. Trump, 928 F.3d 226 (2019)

Wolfe v. City of Fremont, (2006) 144 Cal.App. 4th 54433

ATTORNEY GENERAL OPINIONS

88 *Ops.Cal.Atty.Gen.* 218 (2005)

84 *Ops.Cal.Atty.Gen.* 181 (2001)

84 *Ops.Cal.Atty.Gen.* 30 (2001)

79 *Ops.Cal.Atty.Gen.* 69 (1996)

78 *Ops.Cal.Atty.Gen.* 327 (1995)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. **2014 2019**

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, 2nd Ed., 2010

WEB SITES

CSBA: <http://www.csba.org>

CSBA, **GAMUT Meetings Agenda Online:**

<https://www.csba.org/ProductsAndServices/AllServices/GamutMeetingsPolicy>

<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

California Attorney General's Office: **<https://oag.ca.gov/home>** <http://www.ag.ca.gov>

Institute for Local Government: <http://www.ca-ilg.org>

League of California Cities: <http://www.cacities.org>

Bylaw

adopted: September 15, 2010

Revised: September 12, 2012

Revised: February 24, 2021

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **MONDAY, MARCH 15, 2021**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2021 DELEGATE ASSEMBLY BALLOT
SUBREGION 16-A
(Inyo County)

Number of vacancies: 1 (Vote for no more than 1 candidate)

Delegates will serve two-year terms beginning April 1, 2021 - March 31, 2023

**denotes incumbent*

☐

Susan Patton (Lone Pine USD)*

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

See reverse side for list of all current Delegates in your Region.

UNADOPTED

**LONE PINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES
January 20, 2021**

The regular meeting was held via videoconferencing per California Governor Executive Order N-25-20.

1. CALLED TO ORDER & ROLL CALL @ 4:38 P.M.

Mrs. Susan Patton, President	Absent
Mrs. Krista Sullivan, Clerk	Present
Mr. Jason Olin, Member	Present
Mr. Scott Kemp, Member	Present
Mrs. Susan Lutze, Member	Present
Patrick Traynor, Superintendent and Secretary to the Board	Present

PUBLIC PARTICIPATION (HEARING SESSION)

No one addressed the Board.

2. CLOSED SESSION (4:30 P.M.)

2.1 Moved by Trustee Kemp and seconded by Trustee Olin that the Board recess to closed session to discuss the following items:

- 1) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT (G.C. Sec. 54957)
- 2) CONFERENCE WITH LABOR NEGOTIATOR (G.C. Sec. 54957.6)

District Employees: SITA and CSEA

District Negotiator: Patrick Traynor

3. OPEN SESSION (5:15 P.M.)

3.1 Moved by Trustee Olin and seconded by Trustee Kemp that the Board return to open session at 5:15 p.m.

3.2 Pledge of Allegiance was led by Trustee Sullivan.

3.3 Moved by Trustee Olin and seconded by Trustee Lutze that the Board approve the agenda order as presented, with closed session time changed to 4:30 p.m. Motion passed 4-0 with Trustee Patton absent.

3.4 Trustee Sullivan reported that no action was taken in Closed Session.

4. PRESENTATION SESSION

4.1 Lo-Inyo Student Representative – Mylee Patton, ASB Secretary, before Christmas break students took the Interim Comprehensive Assessments and it went very smooth, Lo-Inyo continues to be socially distance, washing hands and wearing masks; stay home, stay safe and we will get through this together.

4.2 LPHS Student Representative – Paul Olin reported what sophomores are working on in their science class ; Economics students are finishing up their online personal finance program; US History students have reached the last chapter; IM III students are finishing up rational functions and IM II students are finishing up studying functions; Math support students are working on their independent projects; in English, seniors are presenting their final projects, 9th and 10th graders have completed individual inquiry driven research projects.

4.3 Lo-Inyo Principal Report – Mr. Dutton reported that students and staff continue to keep with guidelines if sick stay home; January Student of Month were announced for each teacher; keeping school as safe as we can; attendance enrollment has gone down a little bit 95% this month; shared percentages of in-seat and distance learning for the months of October, November, and December; thanked all you attended the virtual parent teacher conferences; students took the Interim Comprehensive Assessments in December just waiting on the scoring and will present at February Board Meeting; thanked Mrs. Julie and Mandy Kemp for the January bulletin board in the main hall; thanked everyone for all their hard work and time for all the students.

4.3 LPHS Principal Report – Ms. O'Sullivan commented that the Interim Comprehensive Assessments were completed and scoring will be presented at the February Board Meeting; attendance is still staying strong at 97%; in seat numbers drastically dropped because of some quarantines; congratulated staff and students that it is the end of the semester, final exams started today and will end on Friday, finals exams are mostly project based, new classes start January 25th; Juniors are selling See's candy for a class fundraiser link is on website.

4.4 SITA and/or CSEA Representative Reports – No report

PUBLIC PARTICIPATION (HEARING SESSION)

No one addressed the Board.

5. GENERAL FUNCTIONS OF THE BOARD

NON-CONSENT AGENDA

5.1 Moved by Trustee Kemp and seconded by Trustee Olin that the Board adopt the following revised and/or updated Board Policy and/or Administrative Regulation as presented to the Board for second read. Motion passed 4-0 with Trustee Patton absent.

- 1) BP/AR 5113.1, Chronic Absence and Truancy
- 2) BP/AR 5145.7, Sexual Harassment
- 3) BP 5145.9, Hate-Motivated Behavior
- 4) AR/E 5145.71, Title IX Sexual Harassment Complaint Procedures
- 5) BP/AR/E 6161.1, Selection and Evaluation of Instructional Materials
- 6) E(1) 9323.2, Actions by the Board

5.2 Moved by Trustee Lutze and seconded by Trustee Kemp to accept for first reading revised Board Policies, as presented to the Board: Motion passed 4-0 with Trustee Patton absent.

- 1) AR 0430, Comprehensive Local Plan for Special Education
- 2) BP/AR 1312.3, Uniform Complaint Procedures
- 3) BP/AR 0460, Local Control and Accountability Plan
- 4) BP 4119.25, Political Activities of Employees
- 5) BP 4140/4240/4340, Bargaining Units
- 6) BP 5113.2, Work Permits
- 7) BP 5126, Awards for Achievement
- 8) BP/AR 5141.31, Immunizations
- 9) BP 6146.1, High School Graduation Requirements
- 10) BP/AR/E 6146.2, Certificate of Proficiency/High School Equivalency
- 11) BP 6170.1, Transitional Kindergarten
- 12) BB 9012, Board Member Electronic Communications
- 13) BB 9320, Meetings and Notices

CONSENT AGENDA

Moved by Trustee Olin and seconded by Trustee Kemp that the Board approve consent agenda items 5.3 to 5.5. Motion passed 4-0 with Trustee Patton absent.

Trustee Kemp thanked Mobil and Alta One for their generous donations. Trustee Sullivan thanked our businesses for supporting the schools.

5.3 Approve the regular meeting minutes of December 9, 2020, as presented to the board.

5.4 Accept generous donation of \$500 each to Lo-Inyo School and Lone Pine High School from ExxonMobil Educational Alliance to support each school's math/science programs.

5.5 Accept generous donation of \$650.00 to Lo-Inyo School from AltaOne Federal Credit Union to be used for weekly student incentive.

6. PERSONNEL

CONSENT AGENDA

Moved by Trustee Lutze and seconded by Trustee Kemp that the Board approve consent agenda items 6.1 to 6.4. Motion passed 4-0 with Trustee Patton absent.

Trustee Kemp thanked Liz and Tim for all the work and time they put in to coach softball. Trustee Sullivan also thanked for all their years of service.

- 6.1 Approve resignation of Liz Jones from her position as Head Softball Coach, effective immediately.
- 6.2 Ratify probationary employment of Lisa Stephens to serve as Food Service Assistant for 2 1/2 hours per day/5 days a week, effective December 16, 2020. Compensation shall be Range 1 Step 1 on the Classified Employee Salary Schedule.
- 6.3 Ratify probationary employment of Lisa Stephens to serve as Food Service Worker for 1 1/2 hours per day/5 days a week, effective December 16, 2020. Compensation shall be Range 2 Step 1 on the Classified Employee Salary Schedule.
- 6.4 Approve Memorandum of Understanding between the District and California School Employee Association (CSEA), regarding a One-Time Stipend, pending approval from CSEA Chapter #440, as presented to the Board.

7. CURRICULUM & INSTRUCTION

CONSENT AGENDA

Moved by Trustee Olin and seconded by Trustee Kemp that the Board approve consent agenda item 7.1. Motion passed 4-0 with Trustee Patton absent.

- 7.1 Approve the 2020-21 School Accountability Report Cards for Lo-Inyo and Lone Pine High School, as presented to the board. The SARC's will be posted on the District's website as required by law.

8. BUSINESS AND FINANCE

CONSENT AGENDA

Moved by Trustee Olin and seconded by Trustee Kemp that the Board approve consent agenda items 8.1 to 8.5. Motion passed 4-0 with Trustee Patton absent.

Dr. Traynor commented that he sought input from the unions who helped clarify the plan and thanked principals for last minute input from parents.

- 8.1 Approve the COVID-19 Prevention Program Plan, as presented to the Board.
- 8.2 Accept the Quarterly Report on Williams Uniform Complaints for the period October to December 2020.
- 8.3 Approve application for Impact Aid FY 2021.
- 8.4 Approve Surplus Property List, as presented to the Board.
- 8.5 Approve Purchase Orders and Warrants.

ACKNOWLEDGEMENT OF CORRESPONDENCE

1) Inyo County Superintendent of Schools receipt of School Board Recognition – Dr. Traynor informed the board that the County Superintendent, Mr. Simpson, sent a letter to board members throughout the County for all the super work they do and how appreciated they are. The letter was also published in the Inyo Register.

ITEMS FROM THE SUPERINTENDENT

- A. Other – Dr. Traynor reported that the 9th grade class has been quarantined as well as the volleyball team will be back on the January 25th, reviewed COVID-19 positive guidelines, 10 days quarantine with symptoms or on the onset of symptoms, there is a flowchart on district website. All of California cases have increased dramatically and all are in purple, our county alone has 864 cases a week from yesterday. There were 110 cases just this week in our county, we are experiencing the increase and our schools are taking the extra precautions. Students in-seat are receiving high quality structured instruction from our teachers. Our district was the first to reopen in the County and last to have any closures. Traynor said the Governor has offered incentives for schools to reopen and we were going to apply for these incentives. He also said Sports teams are still practicing unfortunately we can't play any games as of yet, but the students are practicing enthusiastically. Open up to the board for any direction from the board or anything to discuss regarding staying open.

Trustee Sullivan asked where public health stands while cases increase are they in favor of our district to stay open. Dr. Traynor commented that the county is thinking long term and they know that the students social and mental health is at risk, research shows students are safer at school, and county wants the students to be in-seat as much as possible, it is our responsibility to offer high quality education to our students. Our schools are taking strong precautions with desk shields, masks, social distancing, and at least 6 ft apart in classroom and on campus. Trustee Sullivan asked if any teachers were being quarantined. Dr. Traynor said our 9th grade teachers are quarantined and teaching from home, there is substitute or another teacher supervising their non-ninth grade students while in-seat while teacher is on zoom.

ITEMS FROM THE BOARD

Trustee Olin offered that as far as sports is concerned that not having sports competitions does more of a detriment to the athletes. He asked if there was a way that we can institute limitations so the athletes can play. Dr. Traynor said he will look into it and knows the athletes are working really hard just would be nice to see them play a game. Trustee Kemp reiterated what Trustee Olin said about sports and it is a huge thing for the students. In keeping the school open, thanked Dr. Traynor, entire administration staff, teachers, entire staff, and that his child loves being in-seat and being at school to see friends and to be doing the instruction. Thanked everyone involved with keeping the safe and clean really appreciates it.

Trustee Lutze hears what Trustee Olin and Trustee Kemp are saying, has a lot of empathy for the students, it isn't whether or not they are ready it is that there is no other school to play, it's really hard for the students who have been practicing this whole time and not being able to play. Reiterate what Trustee Kemp said and believes that the supervised interaction is really important for the social interaction and being at school.

Trustee Sullivan thanked Cheer for being out there practicing diligently to get ready for our non-existing sports program and the social impact has some normalcy for the students.

UPCOMING DATES AND REMINDERS (See District Calendar at www.lpusd.k12.ca.us)

- Wed. Feb 3 - Special Board Workshop/Study Session 9:00 a.m. (Tentative)
- Wed. Feb 24 - Regular Board Meeting 5:15 p.m. DCR

9. ADJOURNMENT @ 6:05 P.M.

Respectfully Submitted,

Patrick Traynor, Superintendent and
Secretary to the Board

**LONE PINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING/STUDY SESSION
MINUTES
Wednesday, February 3, 2021**

The special meeting was held via videoconferencing per California Governor Executive Order N-25-20.

1. CALLED TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL @ 9:03 A.M.

Mrs. Susan Patton, President	Present
Mrs. Krista Sullivan, Clerk	Present
Mr. Jason Olin, Member	Absent
Mr. Scott Kemp, Member	Present
Mrs. Susan Lutze, Member	Present
Patrick Traynor, Superintendent and Secretary to the Board	Present

PUBLIC PARTICIPATION (HEARING SESSION)

No one addressed the Board

2. SPECIAL BOARD WORKSHOP/STUDY SESSION (9:00 a.m.)

2.1 The Board and Superintendent participated in a Governance Team Workshop with Small School Districts of California (SSDA). Topics discussed included:

- 1) Board Goals
- 2) Roles of Governance Team Members
- 3) Review of Brown Act
- 4) Other Items of discussion toward optimum governance team performance

PUBLIC PARTICIPATION (HEARING SESSION)

No one addressed the Board

3. CLOSED SESSION

3.1 Moved by Trustee Sullivan and seconded by Trustee Lutze that the Board convene into closed session to discuss the following item:

- 1) PUBLIC EMPLOYMENT PERFORMANCE EVALUATION: (G.C. Section 54957(b).)
 - A. Superintendent Evaluation
- 2) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT (G.C. Sec. 54957)
- 3) PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT (G.C. Sec. 54957)
 - A. Volunteers
 - B. Classified
 - C. Certificated

4. OPEN SESSION

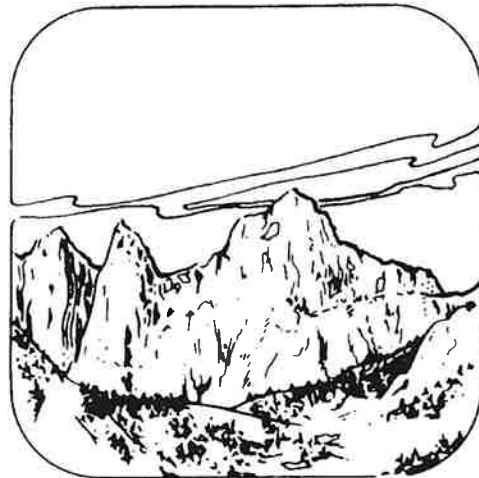
4.1 Moved by Trustee Lutze and seconded by Trustee Sullivan that the Board reconvene into open session at 1:32 p.m.

4.2 President Patton reported that no action taken in Closed Session.

5. ADJOURNMENT

Respectfully Submitted,

Patrick Traynor, Superintendent and
Secretary to the Board



Lone Pine Unified School District Board of Trustees Protocols

Board of Trustees

Susan Patton, President

Krista Sullivan, Clerk

Scott Kemp, Trustee

Jason Olin, Trustee

Susan Lutze, Trustee

Superintendent

Patrick Traynor, Ph.D.

This handbook reflects the governance team's (Superintendent and Board's) creation of a framework for effective governance. The framework guides ongoing discussions about unity of purpose, trustee roles, commitment to norms, and developing consensus on protocols or formal structures that will enable the governance team to perform its responsibilities in a way that best benefits the children of Lone Pine Unified School District.

The Lone Pine Unified School District Mission Statement

Lone Pine Unified School District is committed to providing every student the tools they need for academic, personal and social achievement so that each student may become a productive member of society.

GOVERNANCE ROLES AND RESPONSIBILITIES

Citizen oversight of local government is the cornerstone of democracy in America. The role of the trustees who sit on the board is to ensure school districts are responsive to the values, beliefs, and priorities of their communities. Boards fulfill this role by performing five major responsibilities. These are:

- Setting Direction
- Establishing the structure
- Demonstrate support
- Ensure accountability
- Demonstrate community leadership

These responsibilities represent core functions that are so fundamental to a school system's accountability to the community it serves, they can only be performed by an elected governing body. Authority is granted to the board as a whole, not each member individually. Therefore, board members fulfill these responsibilities by working together as a governance team with the superintendent to make decisions that best serve all the students in the community.

The superintendent assists the board in carrying out its responsibilities and leads the staff toward the accomplishment of the agreed upon district vision and goals.

BOARD AND SUPERINTENDENT PROTOCOLS

The purpose of these protocols is to provide a basic set of professional standards by which the Governing Board and the Superintendent are to function as a team and in alignment with the Board approved District Policy. There is no intention to abridge the rights and obligations of board members, nor interfere with the Superintendent with his/her role as chief executive officer of the district.

1. All individuals will work together to become a team devoted to students; dedicated to making all members of the team successful. The team will keep learning and achievement for all students as the primary focus.
2. Every member of the team is honorable, honest, and dedicated to the success of the students and staff of the district. All will define and understand the difference between administration and policy-making and respect the roles of each other. Each member of the team accepts responsibility for making the team successful. Each member of the team is to be treated with dignity and respect. Loyalty to the entire team includes;
 - a. Participating in the discussion of issues and listen patiently and respectfully
 - b. Being civil and striving to understand the positions of other members
 - c. Respecting each individual's opinion
 - d. Accept and live with the action of the Board
 - e. Read board packets prior to the meeting, bring questions or concerns prior to the meeting
3. Questions and clarification of board agenda items are to be communicated to the Superintendent prior to the board meeting, and the Superintendent will respond in a timely and efficient manner. Board members may ask questions again at the board meeting in the interest of informing the public.
4. Communication between the Superintendent and individual board members is crucial in cultivating strong relationships and developing the Governance Team. Board members will make an effort to meet with the Superintendent, individually, at least once per month.
5. During a meeting, board members, when interacting with the public, will not make statements which could be interpreted as having a full team concurrence. No individual board member will make or appear to make a decision which appropriately should be made by the entire board. There are five board members. "I am only one equal vote."
6. Prior disagreements on decisions shall be deemed to be closed after action is taken. All members of the board should support publicly any actions taken by the majority of the board.
7. Unsubstantiated rumor, innuendo and information from anonymous sources are not to be pursued except by and in the judgment of the Superintendent. New issues or items raised at a public meeting or otherwise that are concerning school operations will be referred to the Superintendent, and the Superintendent will respond accordingly.

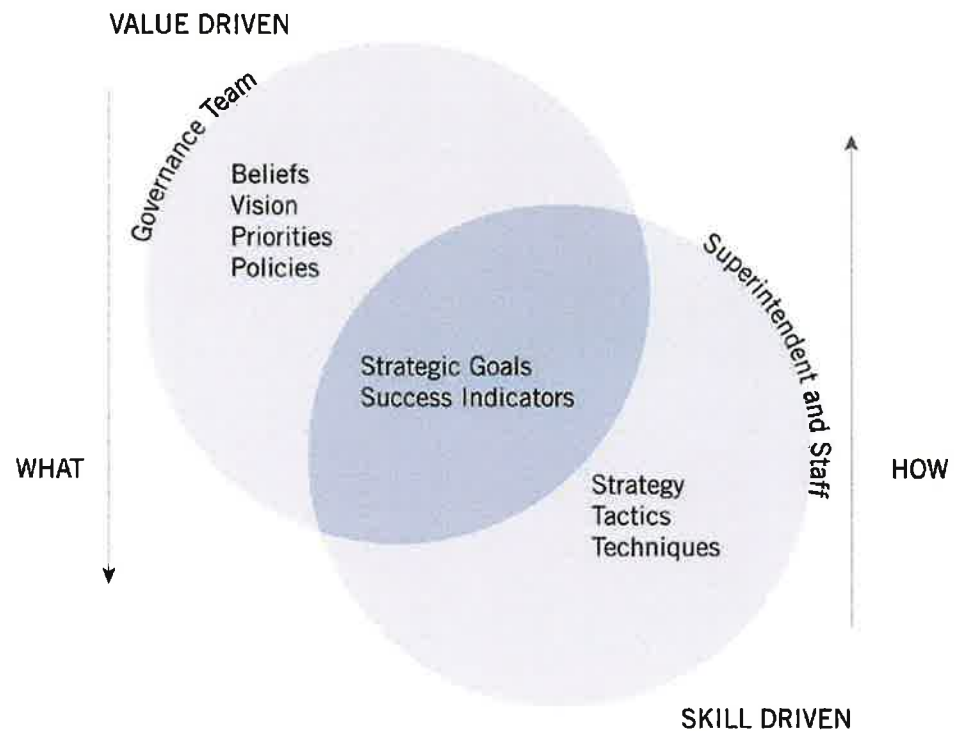
8. All conversations taking place in closed session will remain absolutely confidential. Team members never discuss confidential personnel or confidential negotiations matters with members of the bargaining unit, public, or staff.
9. Any concern reported to the Superintendent by a board member is to receive the appropriate priority, with the disposition of the matter communicated to the entire board. Any substantive complaint made to a board member by the community is to be referred directly to the Superintendent who shall provide response back to the entire board in a timely manner.
10. All board members are to be apprised by the Superintendent in a timely manner of any incident to which they may be called upon to answer or explain. Individual requests for reports, surveys, projects etc. will be directed only to the Superintendent, with the understanding that the Superintendent shall be given the necessary time to complete the request. Response shall be directed to the entire board.
11. Appointments are made by the Superintendent, but only in consultation with the board. Personnel changes are to be recommended by the Superintendent. Board input will include only significant and relevant data – never the “pushing” or “pushing out” of individuals.
12. No individual board member is to come between the Superintendent and his/her staff in an attempt to undermine the Superintendent. Board members, as their time permits are encouraged to visit school sites and attend school functions, but will not interrupt instruction or employees at work. All substantive contacts between board members and staff are to be reported to the Superintendent as soon as possible.
13. Individual board members will not use the media as a personal forum. The Superintendent is the district designee appointed to talk to the press/media in consultation with the Board President. The Superintendent will apprise all board members of the circumstances/situation prior to the release of a statement or information when applicable.
14. Every action by a member of the Governance Team should be directed toward improving the educational program for students. Each board member shall make a courteous effort to share opportunity to comment. We shall never let an opportunity go by to say something positive about our school district.

Board of Trustees of the Lone Pine Unified School District previously adopted Protocols by Resolution #2016-17-02.

EFFECTIVE GOVERNANCE TEAMS

Effective teams value and respect their essential roles, reach mutual agreement on the roles of the board and superintendent, and strive to operate within them.

UNDERSTANDING GOVERNANCE ROLES*



*Source: California School Board Association

Protocols to Facilitate Governance Leadership

Requesting Information from the Superintendent

Principle

- Critical to the ability of trustees to make informed decisions is timely access to Information.
- The superintendent wants to be responsive to requests for information, maintain the focus on district priorities and balance the management of staff time.
- This will provide clarity about the organizational structure for trustees and Staff.

Protocol

- Trustees will always work through the superintendent when asking questions or requesting additional information on board meeting agenda items.
- The superintendent will ensure timely responses to requests and will provide the information or direct trustees to the correct source. As appropriate, the superintendent will distribute answers to all trustees.
- Board members will self-monitor to ensure one person's request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals. Requests requiring inordinate amounts of time will be brought to the board to decide whether to support the request.

Meetings as Strategic Leadership

Principle

- The board meeting is a meeting to conduct district business in public. Well-run efficient meetings model leadership, promote trust and confidence and provide opportunities to demonstrate strategically moving the district forward and planning for the future.
- The governance team wants to demonstrate to the public that the board maintains the focus on priorities and that deliberation and discussion are conducted with professionalism and respect.
- The board meeting provides opportunities to share educational philosophy among the governance team and with the community.

Protocol

- The board will communicate how the agenda topics link to district priorities and how actions link to the goals and strategies.
- The principal/superintendent reports will explicitly demonstrate the relationship to the district goals.
- The board members agree to share accountability for board deliberations that demonstrate that the 'right' amount of time is spent on the 'right' things while valuing the input of each member of the governance team.
- Board member comments at the board meeting with focus on goals, professional learning or educational trends.
- Annually and as needed the board will schedule study sessions and board conversations linked to the district's strategic priorities.

MEMORANDUM OF UNDERSTANDING

BETWEEN

LONE PINE UNIFIED SCHOOL DISTRICT

AND

SOUTHERN INYO TEACHERS ASSOCIATION

REGARDING EXCEEDING CLASS SIZE CONTRACTUAL LIMIT

This Memorandum of Understanding ("MOU") is entered into between LONE PINE SCHOOL DISTRICT ("District") and the Southern Inyo Teachers Association (SITA), collectively known as the Parties. The purpose of this MOU is to clarify the terms of placing additional students, beyond the contractual limit (contractual referring to the existing agreement between SITA and District Board) into K-12 classrooms for the purpose of avoiding combination classes (combos).

The Parties recognize that traditionally at the high school level, it has become necessary to place students concomitantly enrolled in Cerro Coso Community College, into a classroom in which regular instruction is taking place. Should this happen (or similar practice involving another outside educational institution), that classroom will be considered a combination class for the purpose of this MOU and will therefore be bound by the agreement between SITA and District pertaining to combination classrooms.

The district will not accept inter-district transfers to impacted classes without SITA agreement.

It is agreed that should the district receive any new student that would exceed the contractual limit for a classroom, rather than creating a combination class (that is, a classroom composed of students belonging to different grade levels in one class), the district will first make every attempt to contact and consult with SITA prior to creating a combination class or placing the additional student(s) into an impacted class. The district agrees that a combo class will be defined as a class with more than one grade level or course. The district further agrees that a combination class will not be created without teacher consent **UNLESS** necessary to avoid going over the contractual class size limit. This restriction shall not apply to the inclusion of Cerro Coso type students into a class period. Other than the inclusion of Cerro Coso type students, combination classes in grades 6-12 shall only consist of courses in the same academic domain. Examples of combinations classes could be ELA 11/ELA 12, Math 7/Math 8, etc.

While consulting with SITA regarding ways to avoid a combination class, if an agreement cannot be immediately reached prior to placement, or, if SITA cannot be immediately consulted, rather than depriving the student(s) of instruction or creating a combination class, the parties agree that the additional student(s) may be temporarily placed into an impacted classroom. This temporary placement will last no more than five school days unless the Parties agree to extend it.

The district agrees that the word classroom in Article 13 (Class Size) of the SITA contract means a teacher's class roster regardless of where the students are physically located.

If mutual consent cannot be reached after five days, the District may create a combination classroom within the confines of the existing agreement.

This agreement does not constitute "mutual consent" to higher class sizes; it is merely a resolution for the current 2020-21 school year.

For the Association
Bob Heist
President, SITA

Date

For the Association
Megan Maybury
Lead Negotiator, SITA

Date

For the District
Dr. Patrick Traynor
Superintendent, LPUSD

Date

LONE PINE UNIFIED SCHOOL DISTRICT
2021/22

PENDING BOARD APPROVAL: February 24, 2021

Updated															
	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri
JUL				1	2	5	6	7	8	9	12	13	14	15	16
AUG	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20
SEPT			1	2	3	6	7	8	9	10	13	14	15	16	17
OCT					1	4	5	6	7	8(M)	11	12	13	14	15
NOV	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19
DEC			1	2	3	6	7	8	9	10	13	14	15	16	17(M)
JAN	3	4	5	6	7	10	11	12	13	14	17	18	19(M)	20(M)	21(M)
FEB		1	2	3	4	7	8	9	10	11	14	15	16	17	18
MAR		1	2	3	4	7	8	9	10	11	14	15	16	17	18
APRIL					1	4	5	6	7	8	11	12	13	14	15
MAY	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20
JUNE			1	2	3	6	7	8(M)	9(M)	10	13	14	15	16	17

Days= 180

Wednesday, August 18 ☆ First Day of Student Attendance
Friday, June 10 ☆ Last Day of Student Attendance

2021-22 HOLIDAYS FOR CLASSIFIED

July 4 Independence Day
Sept 6 Labor Day Holiday
Nov 11 Veteran's Day Holiday
Nov 25-26 Thanksgiving Holidays
Dec 24- & 27 Christmas Holidays
Dec 31 & Jan 3 New Year's Holidays Observed
Jan 17 Martin Luther King Holiday
Feb 22 Lincoln's Day Observed
Feb 21 Presidents' Day
Apr 15 Good Friday Holiday
May 30 Memorial Day Holiday
Floating 1 day per CSEA contract

LO-INYO/PHS QUARTER DATES

Oct 22 - End 1st Qtr 46 Days
Jan 21 - End 2nd Qtr 47 Days
Apr 1 - End 3rd Qtr 45 Days
June 10 - End School 42 Days

HIGH SCHOOL SEMESTERS END

Jan 21 = 93 Days
June 10 = 87 Days

TESTING DATES

SAT
SAT
PSAT
PST 8th
PST 10th
LI CAASPP
HS CAASPP
May 9-27
May 9-27

MINIMUM DAYS (M)

Oct 8 K-12 Film Festival
Dec 17 K-12
Jan 19, 20, 21 K-12 Parent Conferences
June 8, 9, 10 K-12

KINDERGARTEN-5th TRIMESTER DATES

Nov 12 - End 1st Trimester 60 Days
Mar 11 - End 2nd Trimester 63 Days
June 10 - End 3rd Trimester 57 Days

HIGH SCHOOL WASC VISIT

April 11-13

TEACHER CONTRACT DAYS - NO STUDENTS

Aug 16 & 17 Comp Time during school yr or pay on June 30

GRADUATION & PROMOTIONS DATES

June 9 Lo-Inyo 8th Grade Promotion 7 p.m.
June 10 High School Graduation 7 p.m.

2021-22 BREAKS/HOLIDAYS-NO STUDENTS

Sept 6 Labor Day Holiday
Sept 24 California Indian Day Holiday
Nov 11 Veteran's Day Holiday
Nov 22-26 Thanksgiving Break
Dec 20-Jan 3 Winter Break
Jan 17 Martin Luther King Holiday
Feb 21 & Feb 22 President's Holidays
Apr 14-Apr 22 Spring Break
May 30 Memorial Day Holiday
kw:Calendar/2021-22 School Calendar 1.xls

Non-school days for break or teacher in-service
Non-school days for Holidays
Teacher Work Days/School Attendance

TOTAL TEACHING DAYS 180
TEACHER CONTRACT DAYS 182
TOTAL WORK DAYS 182

ITEM 8.4

2021 FEBRUARY MEETING

INYO COUNTY SCHOOLS ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 02/24/2021

05 Lone Pine Unified

Fiscal Year: 2021

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
210229	GRAINGER INC	Mini Water Heater	1	01	-0000	-0	-0000	-8110	-4380	-911	-MAIN	248.11
		Total										248.11
210230	U.S. BANK CORPORATE PAYMENT	Kitchen Faucet	1	01	-0000	-0	-0000	-8110	-4380	-911	-MAIN	64.64
		Total										64.64
210231	U.S. BANK CORPORATE PAYMENT	Toner	1	01	-1100	-0	-1110	-1000	-4310	-111	-IN L	183.16
		Total										183.16
210232	QUILL CORPORATION	Office supplies as needed	1	01	-1100	-0	-0000	-2700	-4350	-456	-IN H	1,616.25
		Total										1,616.25
210233	QUILL CORPORATION	Quill.com Teachers	1	01	-1100	-0	-0000	-2700	-4350	-456	-IN H	1,616.25
		Total										1,616.25
210234	U.S. BANK CORPORATE PAYMENT	Mat -Kitchen	1	13	-5310	-0	-0000	-3700	-4702	-910	-CAFE	43.07
		Total										43.07
210235	AERIES SOFTWARE	AERIES scheduling training	1	01	-1100	-0	-1110	-1000	-5810	-456	-IN H	200.00
		Total										200.00
210236	SHOW SMART	subscription - online program for AG	1	01	-7010	-0	-3800	-1000	-5810	-456	-AG	650.00
		Total										650.00
210237	CALIFORNIA FFA ASSOCIATION	Understanding AG.	1	01	-7010	-0	-3800	-1000	-5810	-456	-AG	700.00
		Total										700.00
		Purchase Order Count: 9										5,321.48
		Grand Total										5,321.48

The above Purchase Order(s) have been issued in accordance with the District's policies and procedures and are hereby recommended for approval.


Authorized Agent

2021 FEBRUARY MEETING

05 Lone Pine Unified

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 02/24/2021

Fiscal Year: 2021

Board Approval

2021 FEBRUARY 24, 2021 MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 02/24/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000032-0 AUDIT

Reference	Vendor	Description	Amount
PO210075-006	AMERICAN BUSINESS MACHINES	Toners/ Staples 20-21	71.57
PO210075-007	AMERICAN BUSINESS MACHINES	Toners/ Staples 20-21	63.57
PV210231-001	AMERICAN BUSINESS MACHINES	STAPLE CARTRIDGE	71.57
PV210232-001	AMERICAN BUSINESS MACHINES	STAPLE CARTRIDGE	71.57
Total Payment Amount			278.28
PO210129-005	ATKINSON, ANDELSON, LOYA, RUUD	Legal Fees	152.25
Total Payment Amount			152.25
PV210233-001	MISSION JANITORIAL	CUSTODIAL SUPPLIES	591.61
Total Payment Amount			591.61
PO210021-002	PINCO	SCHWANS	593.35
PO210128-006	PINCO	Pinco Transportation & Monthly	1,004.82
Total Payment Amount			1,598.17
PO210167-001	SHI INTERNATIONAL CORP	Document Cameras for Distance	3,014.50
Total Payment Amount			3,014.50
PO210126-026	SYSCO VENTURA	Open PO for Cafeteria Food Sup	770.27
Total Payment Amount			770.27
Transmittal Total			6,405.08
Fund Summary:			
		Fund 01	4,036.64
		Fund 13	2,368.44
Transmittal Number: 21000032-0			
PO210121-008	AMERICAN FIDELITY ASSURANCE CO	SDI Insurance for Classified E	838.40
Total Payment Amount			838.40
PO210103-023	AMERIGAS	ANNUAL AMERIGAS PROPANE COSTS	359.34
PO210103-024	AMERIGAS	ANNUAL AMERIGAS PROPANE COSTS	166.19
PO210103-025	AMERIGAS	ANNUAL AMERIGAS PROPANE COSTS	2,858.98
PO210103-026	AMERIGAS	ANNUAL AMERIGAS PROPANE COSTS	1,296.08
PO210103-027	AMERIGAS	ANNUAL AMERIGAS PROPANE COSTS	2,258.81
Total Payment Amount			6,939.40

2021 FEBRUARY 24, 2021 MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 02/24/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000032-0

Reference Vendor
PO210071-001 CALCHAMBER

Description	Amount
Labor Law Poster	106.04
Total Payment Amount	106.04

PO210222-001 GRAINGER INC

Bathroom Water Heater/Faucets	405.66
Total Payment Amount	405.66

PV210234-001 GRAINGER INC
PV210235-001 GRAINGER INC
PV210236-001 GRAINGER INC
PV210237-001 GRAINGER INC
PV210238-001 GRAINGER INC

CUSTODIAL SUPPLIES	75.10
CUSTODIAL SUPPLIES	86.41
MAINTENANCE SUPPLIES	259.99
MAINTENANCE SUPPLIES	131.23
MAINTENANCE SUPPLIES	14.23
Total Payment Amount	566.96

PV210239-001 MARJIANNE YONGE

MILEAGE FOR WKG W/SUZETTE	268.80
Total Payment Amount	268.80

PO210016-001 PINCO

PINCO-OCT 2020	23.40
Total Payment Amount	23.40

PO210127-018 PRODUCERS DAIRY

Open PO for Food Purchases	299.19
Total Payment Amount	299.19

Transmittal Total 9,447.85

Fund Summary:	Fund 01	9,125.26
	Fund 13	322.59

Transmittal Number: 21000033-0 AUDIT
PO210103-028 AMERIGAS
PO210103-029 AMERIGAS

ANNUAL AMERIGAS PROPANE COSTS	1,701.48
ANNUAL AMERIGAS PROPANE COSTS	1,076.57
Total Payment Amount	2,778.05

PV210242-001 CALIFORNIA'S VALUED TRUST

HEALTH AND WELFARE FEBRUARY 20	93,324.79
Total Payment Amount	93,324.79

PO210220-002 DELL COMPUTERS

Dell items for Ag and Broadcas	4,936.51
Total Payment Amount	4,936.51

2021 FEBRUARY 24, 2021 MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 02/24/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000033-0 AUDIT
Reference Vendor
PO210119-048 DEPT OF WATER AND POWER

Description	Amount
DWP Annual Power Services	652.26
Total Payment Amount	652.26

Transmittal Total 101,691.61

Fund Summary:	Fund 01	70,789.74
	Fund 13	3,042.38
	Fund 71	27,859.49

Transmittal Number: 21000033-0
PO210136-003 A-Z BUS SALES INC-COLTON

Bus Parts for Repairs	48.65
Total Payment Amount	48.65

PV210241-001 ACSA REGION XI	INVOMONO ACSA CHARTER DUES	175.00
	Total Payment Amount	175.00

PO210091-007 CANON FINANCIAL SERVICES INC	Annual Copier Leases	2,065.57
	Total Payment Amount	2,065.57

PO210119-049 DEPT OF WATER AND POWER	DWP Annual Power Services	1,152.31
PO210119-050 DEPT OF WATER AND POWER	DWP Annual Power Services	211.59
	Total Payment Amount	1,363.90

PV210240-001 KERN COUNTY SUPT OF SCHOOLS	20-21 BUS DRIVER TRAINING	564.06
	Total Payment Amount	564.06

PO210110-007 MCI	MCI Long Dist	92.25
	Total Payment Amount	92.25

PO210092-007 VERIZON WIRELESS	ANNUAL CELL PHONE SERVICE FOR	68.17
	Total Payment Amount	68.17

Transmittal Total 4,377.60

Fund Summary:	Fund 01	4,377.60
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Transmittal Number: 21000034-0 AUDIT	New servers	34,245.17
PO210160-001 DELL MARKETING L.P.		

2021 FEBRUARY 24, 2021 MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 02/24/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000034-0 AUDIT

Reference Vendor
PO210168-003 DELL MARKETING L.P.

Description	Amount
Distance Learning Equipment	3,363.03
Total Payment Amount	37,608.20

PO210127-019 PRODUCERS DAIRY

Open PO for Food Purchases	332.72
Total Payment Amount	332.72

PO210126-027 SYSCO VENTURA

Open PO for Cafeteria Food Sup	728.65
Total Payment Amount	728.65

Transmittal Total 38,669.57

Fund Summary:	Fund 01	37,608.20
	Fund 13	1,061.37

Transmittal Number: 21000034-0

PO210126-028 SYSCO VENTURA

Open PO for Cafeteria Food Sup	98.12
Total Payment Amount	98.12

Transmittal Total 98.12

Fund Summary:	Fund 13	98.12
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Transmittal Number: 21000035-0 AUDIT

PO210118-018 DAVES AUTO PARTS
PO210134-010 DAVES AUTO PARTS
PO210178-010 DAVES AUTO PARTS

Annual Maintenance Supplies	14.00
Transportation Supplies	25.26
AG Supplies	43.95
Total Payment Amount	83.21

PO210119-051 DEPT OF WATER AND POWER
PO210119-052 DEPT OF WATER AND POWER
PO210119-053 DEPT OF WATER AND POWER
PO210119-054 DEPT OF WATER AND POWER
PO210119-055 DEPT OF WATER AND POWER

DWP Annual Power Services	382.04
DWP Annual Power Services	1,962.94
DWP Annual Power Services	528.33
DWP Annual Power Services	1,281.65
DWP Annual Power Services	106.22
Total Payment Amount	4,261.18

PO210085-019 GARDNERS
PO210085-025 GARDNERS
PO210085-031 GARDNERS

Annual Maintenance Supplies-Op	18.30
Annual Maintenance Supplies-Op	6.30
Annual Maintenance Supplies-Op	19.91

2021 FEBRUARY 24, 2021 MEETING

05 Lone Pine Unified

Transmittal Number: 21000035-0 AUDIT

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 02/24/2021

Fiscal Year: 2021

Total Payment Amount		Amount
Mini Water Heater		248.11
Total Payment Amount		248.11
CAFE FOOD SUPPLIES		179.34
Total Payment Amount		179.34
Open PO for Food Purchases		318.55
Total Payment Amount		318.55
COVID supplies		123.80
Total Payment Amount		123.80
Transmittal Total		5,258.70
Fund Summary:		
Fund 01		4,760.81
Fund 13		497.89
Transmittal Number: 21000035-0		
PO210103-030	AMERIGAS	465.54
PO210103-031	AMERIGAS	2,870.42
PO210103-032	AMERIGAS	1,371.77
Total Payment Amount		4,707.73
PO210180-002	BISHOP VET HOSPITAL	198.00
Total Payment Amount		198.00
CM210013-001	DAVES AUTO PARTS	(0.86)
PO210118-016	DAVES AUTO PARTS	14.00
PO210118-017	DAVES AUTO PARTS	11.84
PO210134-011	DAVES AUTO PARTS	49.82
PO210178-008	DAVES AUTO PARTS	8.34
PO210178-009	DAVES AUTO PARTS	35.53
PO210178-011	DAVES AUTO PARTS	79.08
PV210244-001	DAVES AUTO PARTS	1,058.78
Total Payment Amount		1,256.53

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

2021 FEBRUARY 24, 2021 MEETING

Board of Trustees Meeting 02/24/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 2100035-0

Reference

Vendor

PO210225-001

DR. HOWARD TARAS

Description

Medi-Cal Physician for Speech

Amount

Total Payment Amount

70.00
70.00

PV210245-001

EMPLOYMENT DEVELOPMENT DEPT

2ND QTR FEES

Total Payment Amount

59.62
59.62

PO210123-043

FRONTIER COMMUNICATIONS

Open purchase order for school

Total Payment Amount

1.36
1.36

PO210085-020
PO210085-021
PO210085-022
PO210085-023
PO210085-024
PO210085-026
PO210085-027
PO210085-028
PO210085-029
PO210085-030
PO210085-032
PO210085-033
PO210085-034
PO210187-010
PO210187-011

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Total Payment Amount

16.13
26.93
45.24
73.79
64.05
48.22
54.33
11.84
11.84
11.84
8.61
20.45
96.98
82.18
44.86
617.29

PO210077-007

LIGHTHOUSE THERAPY LLC

Speech Online Annual services

Total Payment Amount

6,840.72
6,840.72

PV210246-001

LIGHTWERKS

TAX NOT PAID IN ORIGINAL INV.

Total Payment Amount

62.00
62.00

PO210198-004

LONE PINE COMMUNICATIONS

Internet connectivity for stud

Total Payment Amount

638.00
638.00

PO210062-005
PO210064-010
PO210064-011

QUILL CORPORATION
QUILL CORPORATION
QUILL CORPORATION

Open Po- Cartridges
Open PO
Open PO

140.59
21.56
144.06

2021 FEBRUARY 24, 2021 MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 02/24/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000035-0

Total Payment Amount		306.21
Reference	Vendor	Description
PO210008-005	SOUTHERN INYO HOSPITAL	LAB WORK-DRUG TESTING
PO210008-006	SOUTHERN INYO HOSPITAL	LAB WORK-DRUG TESTING
PO210008-007	SOUTHERN INYO HOSPITAL	LAB WORK-DRUG TESTING
Total Payment Amount		211.83
PO210126-029	SYSOCO VENTURA	Open PO for Cafeteria Food Sup
Total Payment Amount		660.33
PO210090-007	WEX BANK	Open Purchase Order for Annual
Total Payment Amount		325.39
PV210243-001	WEX BANK	FINANCE CHARGES
Total Payment Amount		39.00
Transmittal Total		15,994.01
Fund Summary:		
	Fund 01	15,333.68
	Fund 13	660.33
Transmittal Number: 21000036-0 AUDIT		
PV210251-001	AMERICAN BUSINESS MACHINES	STAPLES
PV210252-001	AMERICAN BUSINESS MACHINES	STAPLES
Total Payment Amount		162.54
PO210112-008	CALIFORNIA BROADBAND COOPERATI	Annual ERate Year Contract 7/2
Total Payment Amount		661.09
PO210237-001	CALIFORNIA FFA ASSOCIATION	Understanding AG.
Total Payment Amount		700.00
PO210123-044	FRONTIER COMMUNICATIONS	Open purchase order for school
PO210123-045	FRONTIER COMMUNICATIONS	Open purchase order for school
PO210123-046	FRONTIER COMMUNICATIONS	Open purchase order for school
PO210123-047	FRONTIER COMMUNICATIONS	Open purchase order for school
PO210123-048	FRONTIER COMMUNICATIONS	Open purchase order for school
Total Payment Amount		742.44

2021 FEBRUARY 24, 2021 MEETING

INYO COUNTY SCHOOLS
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Board of Trustees Meeting 02/24/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000036-0 AUDIT

Reference Vendor
PO210142-060 INYO COUNTY WATER SYSTEMS

Description	Amount
Annual Water Fees	260.23
Total Payment Amount	260.23

PO210097-016 SIERRA DISPOSAL

Waste Annual Needs	1,263.26
Total Payment Amount	1,263.26

PO210126-030 SYSCO VENTURA
PO210126-031 SYSCO VENTURA

Open PO for Cafeteria Food Sup	561.69
Open PO for Cafeteria Food Sup	95.07
Total Payment Amount	656.76

PO210096-008 TERMINIX

Pest Control Annual Service	126.50
Total Payment Amount	126.50

PV210260-001 U.S. BANK CORPORATE PAYMENT
PV210262-001 U.S. BANK CORPORATE PAYMENT

COVID TEST MAILING	66.34
BOOKS FOR CONCURRENT CLASSES	119.99
Total Payment Amount	186.33

Transmittal Total

4,759.15

Fund Summary:

Fund 01	4,102.39
Fund 13	656.76

Transmittal Number: 21000036-0

PO210115-002 AIZEN FIRE PROTECTION, INC.

ANNUAL SERVICE for Kitchen	973.41
Total Payment Amount	973.41

PV210248-001 BRITT'S DIESEL & AUTOMOTIVE

BUS #11 REPAIRS	6,090.46
Total Payment Amount	6,090.46

PV210249-001 GRAINGER INC

MAINTENANCE SUPPLIES	277.09
Total Payment Amount	277.09

PO210139-007 INYO COUNTY RECYCLING WASTE MA

Annual Dump Fees	41.25
Total Payment Amount	41.25

PO210142-057 INYO COUNTY WATER SYSTEMS
PO210142-058 INYO COUNTY WATER SYSTEMS
PO210142-059 INYO COUNTY WATER SYSTEMS

Annual Water Fees	81.32
Annual Water Fees	260.23
Annual Water Fees	260.23

2021 FEBRUARY 24, 2021 MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 02/24/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000036-0

Reference	Vendor	Description	Amount
PO210142-061	INYO COUNTY WATER SYSTEMS	Annual Water Fees	260.23
PO210142-062	INYO COUNTY WATER SYSTEMS	Annual Water Fees	260.23
PO210142-063	INYO COUNTY WATER SYSTEMS	Annual Water Fees	260.23
PO210142-064	INYO COUNTY WATER SYSTEMS	Annual Water Fees	81.32
		Total Payment Amount	1,463.79
PO210034-002	PINCO	TYSON BEEF	112.71
		Total Payment Amount	112.71
PO210152-026	QUILL CORPORATION	Office supplies as needed.	0.32
PO210152-027	QUILL CORPORATION	Office supplies as needed.	209.46
		Total Payment Amount	209.78
PV210250-001	ROBERT MCALISTER	MEAL REIMBURSE-BUS PICK UP	19.77
		Total Payment Amount	19.77
PO210122-002	SCHOOL SERVICES OF CALIF. INC.	Annual Fiscal Services Agreeeme	240.00
		Total Payment Amount	240.00
PO210236-001	SHOW SMART	subscription	650.00
		Total Payment Amount	650.00
PO210097-015	SIERRA DISPOSAL	Waste Annual Needs	151.43
		Total Payment Amount	151.43
PO210223-001	U.S. BANK CORPORATE PAYMENT	EMist One Gal Tank	214.65
PO210224-001	U.S. BANK CORPORATE PAYMENT	HAND SANITIZER DISPENSER	243.94
PO210226-001	U.S. BANK CORPORATE PAYMENT	Gel Hand Sanitizer Refill	172.38
PO210227-001	U.S. BANK CORPORATE PAYMENT	Brown Act Virtual Workshop	225.00
PO210228-001	U.S. BANK CORPORATE PAYMENT	Board Presidents Workshop	375.00
PO210230-001	U.S. BANK CORPORATE PAYMENT	Kitchen Faucet	64.64
		Total Payment Amount	1,295.61
PV210256-001	U.S. BANK CORPORATE PAYMENT	USPS STAMPS FOR STAFF CARDS	11.00
PV210257-001	U.S. BANK CORPORATE PAYMENT	STAFF-HOLIDAY MEAL	1,423.95
PV210258-001	U.S. BANK CORPORATE PAYMENT	QUICKBOOKS SUBSCRIPTION	40.00
PV210259-001	U.S. BANK CORPORATE PAYMENT	COVID TEST MAILING	63.75
PV210261-001	U.S. BANK CORPORATE PAYMENT	COVID TEST MAILING	66.34

2021 FEBRUARY 24, 2021 MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 02/24/2021

05 Lone Pine Unified

Fiscal Year: 2021

Transmittal Number: 21000036-0

Reference	Vendor	Description	Amount
PV210263-001	U.S. BANK	CORPORATE PAYMENT	269.70
PV210264-001	U.S. BANK	CORPORATE PAYMENT	126.36
PV210265-001	U.S. BANK	CORPORATE PAYMENT	73.25
PV210266-001	U.S. BANK	CORPORATE PAYMENT	11.46
PV210267-001	U.S. BANK	CORPORATE PAYMENT	40.00
Total Payment Amount			2,125.81

Transmittal Total			13,651.11
Fund Summary:			
	Fund 01		13,538.40
	Fund 13		112.71

Transmittal Number: 21000037-0 AUDIT

PV210268-001	INYO CO OFFICE OF ED	ZOOM SERVICE	1,750.00
Total Payment Amount			1,750.00
Transmittal Total			1,750.00
Fund Summary:			
	Fund 01		1,750.00

Transmittal Number: 21000037-0

PV210269-001	INYO CO OFFICE OF ED	2021 FISCAL SERVICES COMPUTER	9,320.00
PV210270-001	INYO CO OFFICE OF ED	STUDENT HOTSPOTS	1,685.63
Total Payment Amount			11,005.63

Transmittal Total			11,005.63
Fund Summary:			
	Fund 01		11,005.63

Payment Count:	66	Transmittal Count:	12	Grand Total:	213,108.43
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2021 FEBRUARY 24, 2021 MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 02/24/2021

05 Lone Pine Unified

Fiscal Year: 2021

The above Payable transactions have been issued in accordance with the District's policies and procedures.
It is recommended that the Board of Trustees approve them.



Authorized Agent

Board Approval



Inyo County Office of Education

Barry D. Simpson, Superintendent

February 3, 2021

Board of Trustees
Dr. Patrick Traynor, District Superintendent
Lone Pine Unified School District
P.O. Box 159
301 S. Hay Street
Lone Pine, CA 93545

Dear Board of Trustees and Superintendent:

Our office has completed its review of your 2020/21 First Interim Report in compliance with Education Code § 42131 (a)(2). The Education Code requires that the County Superintendent of Schools approve or disapprove your First Interim Report after reviewing the following:

Examine the fiscal projections for the current fiscal year to determine if they comply with the standards and criteria established by Education Code § 33127.

Identify any technical corrections needed to bring the operating budget into compliance with the standards and criteria established by Education Code § 33127.

Determine whether the District fiscal projections will allow the District to meet its financial obligations during the current year and two subsequent years.

We found the report and supporting documentation to be well prepared and appreciate the opportunity to examine your financial condition in detail. Based on our review we have approved your District's positive certification of the First Interim Report.

Deficit Spending

The following projected deficits have been reported in the multi-year projection.

<u>2020 – 2021</u>	<u>2021 – 2022</u>	<u>2022 – 2023</u>
(\$100,925)	(\$173,733)	(\$352,207)

While the District continues to maintain the required level of reserves, it is important that this level of deficit spending be recognized and monitored so that it remains

manageable. We encourage the District to develop strategies that will reduce the projected levels of deficit spending.

AB 1200 – Collective Bargaining Disclosure

The First Interim Report indicated that you have not yet settled negotiations with your certificated or classified employees for the 2020/21 fiscal year. To the extent that the settlement with your employees results in additional ongoing costs, we would advise you that such increased costs should be supported by additional ongoing income or ongoing expenditure reductions. Please remember that AB 1200 disclosure documents that include an analysis of the cost of any settlement and its impact on the operating budget are required by our office a minimum of 10 business days prior to approval by the Board.

Budget Overview for Parents

Senate Bill 98 requires that all school district governing boards adopt and submit the Budget Overview for Parents (BOP) on or before December 15, 2020. While the BOP does not require approval by the County Superintendent, the report should align with the District's First Interim Report. We have received and completed our review of the District's BOP as submitted.

Other Comments

We appreciate the timely submittal of your First Interim Report and await your Second Interim Report, which must be filed with our office no later than March 17, 2021. If you have questions or concerns, or if we can be of further assistance, please call Tom Snyder at (760) 878-2426.

Sincerely,



Tom Snyder
Deputy Superintendent

cc: Marjianne Yonge, Chief Business Official
County Board of Education
Barry Simpson, Inyo County Superintendent of Schools (Email)
1st Interim File (Laserfiche)