

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.

Any items being proposed for the agenda must be sent to Mr. Campbell no later than noon on the Wednesday prior to the board meeting.

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

November 15, 2023

5:15 p.m.

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

NOTICE TO PUBLIC: The meeting may be viewed at <https://inyocoe.zoom.us/j/97038962819>. Public comments will be taken in person at the address indicated above. The Zoom interface will not be used for accepting public comment.

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. Scott Kemp, Member	_____
Mrs. Susan Lutze, Member	_____
Ms. Rachel Yourgules, Member	_____
Edward Campbell, 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. Person wishing to speak must complete a request card and hand it to the Board Secretary.

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 EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT (G.C. Sec. 54957)
- 2) PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT (G.C. Sec. 54957)
 - a. Native American Liaison
 - b. Extra Duty Positions
 - c. Specialized Aide One-to-One
- 3) CONFERENCE WITH LABOR NEGOTIATOR (G.C. Sec. 54957.6)
 - a) District Employees: CSEA & SITA
 - b) District Negotiators: Edward Campbell

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 – Shay Bhakta & Ella Powell

4.2 Lo-Inyo Principal Report – Mr. McCabe

4.3 LPHS Student Representative – Evelyn Thornburgh

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 speak must complete a request card and hand it to the Board Secretary.

5. GENERAL FUNCTIONS OF THE BOARD**NON CONSENT**

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. *The board may vote to waive the second reading and approve these items after the first read.*

- 1) BP 0410, Nondiscrimination in District Programs and Activities
- 2) BP/AR/E 1312.2, Complaints Concerning Instructional Materials
- 3) BP/AR 1312.3, Uniform Complaint Procedures
- 4) BP/AR/E 1312.4, Williams Uniform Complaint Procedures
- 5) BP 5145.3, Nondiscrimination/Harassment
- 6) BP/AR 6143, Courses of Study
- 7) BP/AR/E 6161.1, Selection and Evaluation of Instructional Materials
- 8) BP 6161.11, Supplementary Instructional Materials
- 9) BP 6163.1, Library Media Centers

5.2 Moved by _____ and seconded by _____ that the Board approve the regular minutes of October 18, 2023, 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 item 6.1 to 6.7.

- 6.1** Approve resignation of Amy Chelsie Gratzke as Native American Liaison, effective immediately.
- 6.2** Approve probationary employment of Sarah Grable to serve as Specialized Aide One-to-One for 1 hour per day, effective November 13, 2023. Compensation shall be Range 2a Step III, as specified on the 2022-23 Classified Salary Schedule.
- 6.3** Approve Memorandum of Understanding between the District and Southern Inyo Teachers Association to modify Article 23, Consulting Teachers, for the 2023-24 school year, dated October 16, 2023, as presented to the Board.
- 6.4** Approve attendance of Brenda Lacey and Chuck Carson at the San Joaquin Regional Roadshow and Meeting from November 17-18, 2023. Expenses to be paid from the AG Incentive Grant.
- 6.5** Approve temporary employment of coaches and extra duty positions for the 2023-24 school year. Compensation shall be as specified on the Extra Duty Pay Schedule.
_____, LPHS Boys' Varsity Basketball Coach
_____, LPHS Softball Coach
- 6.6** Approve attendance of Autumn Tyerman to attend the California Association of Activity Directors from March 6-9, 2023 in Reno, NV. Costs to the District include registration, lodging at the rate of \$179.14 per night, 4 days per diem and transportation costs, to be paid from the Educator Effectiveness Block Grant.
- 6.7** Authorize to reinstate one hour Van Driver position for the 2023-24 school year.

7 CURRICULUM & INSTRUCTION

NON-CONSENT AGENDA

7.1 Moved by _____ and seconded by _____ that the Board approve an overnight trip for Brenda Lacey, Jill Patton, and 14 FFA students to attend the Made for Excellence MFE & Advanced Leadership Academy in Ontario from February 2-3, 2024, as presented in the itinerary to the Board. Expenses will be paid by AG Incentive Grant and FFA Account.

8 BUSINESS AND FINANCE

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 8.1 and 8.2.

8.1 Approve the purchase of 2020 Ford F-250 XL for Maintenance, in the amount \$41,900 plus sales tax, to be paid from the Fund 17.

8.2 Approve Purchase Orders and Warrants.

ITEMS FROM THE SUPERINTENDENT

A. 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)

- Nov. 20-24 - Thanksgiving Break
- Wed. Dec. 13 - Regular Board Meeting

9 ADJOURNMENT

TO: Board of Trustees

FROM: Edward Campbell, Superintendent

SUBJECT: Board Meeting of November 15, 2023

The following policies are presented 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.

Board Policy 0410 - Nondiscrimination in District Programs and Activities

Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires that the district's policy prohibiting discrimination, harassment, intimidation, and bullying include a statement that the policy applies to all acts of the Governing Board and Superintendent in enacting policies and procedures that govern the district, (2) clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (3) requires the California Department of Education to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, and (4) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Policy also updated to reference NEW U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS GUIDANCE documents which provide that (1) a district may not separate students based on race, but may include group discussions or activities that focus on race as part of the curriculum, courses, or programs so long as access or participation is not permitted or limited based on race, (2) a school-sponsored program with emphasis on race, such as a student club, that is open to all students, typically would not violate Title VI solely because of its race-related theme, and (3) a district's responsibility not to discriminate against students applies to any of its programs or activities, whether directly or through contractual or other arrangements. Additionally, policy updated to expand the list of characteristics for which discrimination is prohibited in order to more closely align with law; and, to reflect NEW LAW (SB 523, 2022) which includes reproductive health decisionmaking as a characteristic for which employees, job applicants, unpaid interns and volunteers are protected against unlawful discrimination and harassment.

Board Policy 1312.2 - Complaints Concerning Instructional Materials

Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (2) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (3) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (4) requires CDE to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Policy also updated to expand and amend the list of criteria to be considered when instructional or library materials are being challenged; and, to provide that, unless required by law, any challenged material that is reviewed by the district will not be subject to further reconsideration for 12 months.

Administrative Regulation 1312.2 - Complaints Concerning Instructional Materials

Regulation updated to provide that for an instructional materials complaint for a nonprinted material the location of the objection be given; include that acknowledgement of receipt of an instructional materials complaint and notification of a review committee's decision be in writing; and, add that staff, in addition to the Superintendent or designee and teacher(s), be notified by the Principal as appropriate when an instructional materials complaint is received. Regulation also updated to delete material in the section "Formal Complaint" related to a request by a parent/guardian who has filed a complaint for the student to be excused from using the challenged material while the complaint is pending; and, move the section "Review Committee" to come before the section "Superintendent Determination" so that it follows chronologically. Additionally, regulation updated to amend the section "Review Committee" to provide that (1) the Superintendent or designee may appoint parents/guardians and students, in addition to administrators and staff from relevant instructional and administrative areas, to serve on the committee, (2) include that the Superintendent or designee may provide training to the review committee to ensure the committee is informed regarding its responsibilities, applicable laws, and Board policies and administrative regulations when reviewing instructional materials, and (3) delete the list of criteria to be considered when instructional materials are being challenged, as this list is provided in the accompanying Board policy.

Exhibit(1) 1312.2 - Complaints Concerning Instructional Materials

Exhibit updated to specify that the "Request for Reconsideration of Existing Instructional Materials" form is for use when challenging the content of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library. Exhibit also updated to accommodate for digital instructional materials; merge together portions of the form that are content related; and, change from a checklist to an open ended response the portion regarding the complainant's preference for what should be done about a challenged instructional material.

Board Policy 1312.3 - Uniform Complaint Procedures

Policy updated to ensure compliance with the California Department of Education's (CDE) 2023-24 federal program monitoring instrument, and reflect NEW LAW (AB 1078, 2023) which (1) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (3) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum. Policy also updated to reflect that the California Department of Fair Employment and Housing is now called the California Civil Rights Department.

Administrative Regulation 1312.3 - Uniform Complaint Procedures

Regulation updated to reference NEW LAW (AB 1078, 2023) which (1) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (3) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum. Regulation also updated to ensure compliance with CDE's 2023-24 federal program monitoring instrument.

Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures

Regulation updated to reflect NEW LAW (AB 1078, 2023) which (1) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (2) provides that complaints related to instructional materials alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly, and the SPI may directly intervene without waiting for an investigation, and, (3) requires CDE, upon a finding that a district has not provided sufficient textbooks or instructional materials, to take all remedial actions required by law, including purchasing textbooks and instructional materials and

assessing a financial penalty against the district's local control funding formula. Regulation also updated to reflect NEW LAW (SB 114, 2023) which requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class, (formerly with more than 20 percent English learners in the class), and NEW LAW (SB 760, 2023) which authorizes districts to temporarily close a restroom for a documented student safety concern, an immediate threat to student safety, or to repair the facility.

Exhibit(2) 1312.4 - Williams Uniform Complaint Procedures

Exhibit updated to reflect NEW LAW (SB 114, 2023) which requires that the Williams uniform complaint procedure be used to address a complaint related to teacher misassignment that claims that a teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class, (formerly with more than 20 percent English learners in the class), and NEW LAW (SB 760, 2023) which authorizes districts to temporarily close a restroom for a documented student safety concern, an immediate threat to student safety, or to repair the facility. Exhibit also updated to reflect NEW LAW (AB 1078, 2023) which provides that complaints related to instructional materials alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction directly.

Board Policy 5145.3 - Nondiscrimination/Harassment

Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires that the district's policy prohibiting discrimination, harassment, intimidation, and bullying include a statement that the policy applies to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district, and (2) clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library. Policy also updated to provide that all allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with the district's uniform complaint procedures. Additionally, policy updated to reflect NEW U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS GUIDANCE documents which (1) state that a district may not separate students based on race, but may include group discussions or activities that focus on race as part of the curriculum, courses, or programs so long as access or participation is not permitted or limited based on race, (2) provide that a school-sponsored program with emphasis on race, such as a student club, that is open to all students, typically would not violate Title VI solely because of its race-related theme, and (3) address discrimination in the use of discipline based on disability, race, and gender expression.

Board Policy 6143 - Courses of Study

Policy updated to expand the list of characteristics for which the district may not, on the basis of the student's actual or perceived characteristic, provide any course separately or require or refuse participation by any student, to more closely align with law.

Administrative Regulation 6143 - Courses of Study

Regulation updated to reflect NEW LAW (AB 1078, 2023) which (1) includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"), and members of other ethnic, cultural, religious, and socioeconomic status groups (formerly "ethnic and cultural") to the groups for which instruction in social studies is required to include a study of the role and contributions of. Regulation also updated to reflect the requirement for districts that offer a health education course to middle or high school students to include in such course mental health instruction.

Board Policy 6161.1 - Selection and Evaluation of Instructional Materials

Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires the California Department of Education (CDE) to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant, (2) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (3) requires the Governing Board to submit a copy of any resolution reflecting a finding of insufficient textbooks or other instructional materials to the County Superintendent of Schools no later than three business days after the hearing on such materials, (4) clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, and (5) provides that

complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Policy also updated to expand the list in the first philosophical statement regarding the Governing Board's desires for the district's instructional materials; clarify that instructional materials for mathematics and English language arts that are aligned to common core academic content standards are deemed to be aligned to state academic content standards adopted by the State Board of Education, move up the statement regarding the inclusion of the degree to which every student has sufficient access to standards-aligned instructional materials into the district's local control and accountability plan, and provide that the district shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year if the County Superintendent makes the district aware of a school that does not have sufficient instructional materials.

Administrative Regulation 6161.1 - Selection and Evaluation of Instructional Materials

Regulation updated to add that instructional materials being piloted by the district assess the extent to which the materials accurately reflect and value society's diversity. Regulation also updated to reflect NEW LAW (AB 1078, 2023) which includes people of all genders (formerly "men and women"), Latino Americans (formerly "Mexican Americans"), LGBTQ+ Americans (formerly "lesbian, gay, bisexual, and transgender Americans"), and members of other ethnic, cultural, religious, and socioeconomic status groups (formerly "ethnic and cultural") to the groups for which instruction in social studies is required to include a study of the role and contributions of, and (2) requires the California Department of Education to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant. Additionally, regulation updated to include, for instructional materials being recommended for adoption by the Governing Board, that they include specified subject content requirements, support the district's local control and accountability plan, stimulate exploration of ideas and intellectual exchanges, and include options for materials in digital format.

Exhibit(1) 6161.1 - Selection and Evaluation of Instructional Materials

Exhibit updated to clarify that districts who have determined that sufficient materials were not provided to students at a district school(s) in a certain subject(s), should complete the section "Finding of Insufficient Textbooks or Instructional Materials in One or More Subjects" in addition to the section "Finding of Sufficient Textbooks or Instructional Materials." Exhibit also updated to separate out section regarding "Finding of Available Science Laboratory Equipment for Grades 9-12," and to clarify the definition of "sufficient textbooks or instructional materials" in regard to materials in digital format. Additionally, Exhibit updated to reflect NEW LAW (AB 1078, 2023) which requires the Governing Board to submit a copy of any resolution reflecting a finding of insufficient textbooks or other instructional materials to the County Superintendent of Schools no later than three business days after the hearing on such materials.

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The ~~Governing~~ Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, **reproductive health decisionmaking** physical or mental disability, **medical condition**, sex, sexual orientation, gender, gender identity, gender expression, **veteran or military status**, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall be free of any discriminatory use, selection, or ejection of textbooks, instructional materials, library books, or similar educational resources.

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243).

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. ~~He/she~~ **The Superintendent or designee** shall take

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report ~~his/her~~ **the** findings and recommendations to the Board after each review.

~~All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 – Uniform Complaint Procedures.~~

All allegations of unlawful discrimination in district programs and activities shall be brought, investigates, and resolved in accordance with Board Policy 1312.3 – Uniform complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. –The notification shall also be posted on the district's website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. **Education Code 48985; 20 USC 6312)**

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations.

When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school websites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or **principal designee** if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. **He/she The compliance officer** shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Superintendent
(title or position)
301 S Hay St – Lone Pine
(address)
(760)876-5579
(telephone number)

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

Adopted: November 15, 2000
Revised: February 21, 2018
Revised: November 20, 2019
Reviewed: November 15, 2023

UNIFORM COMPLAINT PROCEDURES

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of **district staff**, parents/guardians and community members, **and, as appropriate, students**. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the **accompanying** administrative regulation **and exhibit**.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school. **(Education Code 35160)**

~~When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.~~

~~Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.~~

~~The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.~~

However, a complaint related to the use or prohibited use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library that alleges unlawful discrimination based on a violation of Education Code 243 shall be filed, investigated, and resolved in accordance with Board Policy 1312.3 – Uniform Complaint Procedures

When deliberating upon challenged materials, the Superintendent, or any designee or committee established by the Superintendent to review the materials, shall consider the degree to which the materials aligned with the criteria for instructional materials as specified in law, Board policy, and administrative regulation. In addition, such deliberations may consider the educational philosophy and vision of the district; the educational suitability of the materials including the manner in which the materials support the curriculum and appropriateness for the student's age; the professional opinions of teachers of the subject and of other competent

UNIFORM COMPLAINT PROCEDURES

authorities and/or experts; reviews of the materials by reputable bodies; the stated objectives in using the materials; community standards; the allegations in the complaint, including the extent to which the objections are based on the dislike of ideas contained in the materials; and the impact that keeping or removing the materials would have on student well-being.

The Superintendent, or any designee or committee established by the Superintendent to review the materials, shall not prohibit the continued use of an appropriately adopted textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library on the basis that it contains inclusive and/or diverse perspectives, as specified in Education Code 243.

If the complainant finds the Superintendent's or review committee's decision unsatisfactory, the complainant may appeal the decision to the Board.

Any challenged instructional material that is reviewed by the district shall not be subject to further reconsideration for 12 months, unless required by law.

Complaints related to the sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's as specified in Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures at AR 1312.4.

UNIFORM COMPLAINT PROCEDURES

Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, such individual shall informally discuss the material in question with the principal. (Education Code 35160)

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, the complainant shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection and location of such material shall be given. In order for the district to reply appropriately, complainants shall sign all complaints and provide identifying information. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall provide the complainant with a written acknowledgement of its receipt and respond to any procedural questions the complainant may have. The principal shall then notify the Superintendent or designee, the teacher(s), and other staff as appropriate.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached.

Step 3: Review Committee

The Superintendent or designee shall determine whether to convene a review committee to review the complaint.

If the Superintendent or designee determines that a review committee is necessary, the Superintendent or designee shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint parents/guardians, students, and community members, as appropriate, to serve on the committee.

The Superintendent or designee may provide training to the review committee to ensure that the review committee is informed regarding its responsibilities, the criteria to follow when

UNIFORM COMPLAINT PROCEDURES, con't.

reviewing instructional materials, and applicable laws, Board policy(ies), and administrative regulation(s).

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant in writing of the committee's decision within 15 days of receiving the committee's report.

Step 4: Superintendent Determination

If the Superintendent or designee determines that a review committee is not necessary, the Superintendent or designee shall, in a timely manner, issue a decision regarding the complaint.

Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, the complainant may appeal the Superintendent's or review committee's decision to the Board. The Board's decision shall be final.

Complaints Concerning Instructional Materials

**REQUEST FOR RECONSIDERATION OF EXISTING
INSTRUCTIONAL MATERIALS**

This form is only for use by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library.

Date: _____

Name of person filing
complaint: _____

Anonymous complaints will not be accepted.

Group represented (if any):

Phone: _____

E-mail address: _____

Address: _____

Instructional Material Being Challenged:

Title: _____

Author: _____

Publisher: _____

Date of Edition: _____

Name of school/classroom instructional material was
used: _____

1. Please specifically state the nature of your concern or objection and identify your objection by page, website, webpage and/or link, recording or digital sequence,

Complaints Concerning Instructional Materials, con't.

video frame, or words, as appropriate. You may use additional pages if necessary.

2. Was the instructional material of concern read/heard/viewed in isolation or was the entire selection read/heard/viewed? If the entire selection was not read/heard/viewed, what is your estimate regarding the percentage of the amount read/heard/viewed?

3. What is your concern regarding the consequence if a student reads/hears/views the instructional material?
In your assessment, is the instructional material appropriate for the age of the students being taught?

4. What would you like the school to do about the instructional material?

Complaints Concerning Instructional Materials, con't.

Signature of complainant

For District Use;

Request received by: _____

Date: _____

Title: _____

Action taken: _____

Date: _____

Adopted:
November 15, 2023

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 complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

UNIFORM COMPLAINT PROCEDURES (continued)

Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243)

11. Educational and graduation requirements for students in foster care, **homeless** students **experiencing homelessness**, students from military families, **and** students formerly in a juvenile court school, **students who are migratory, and students participating in a newcomer program** (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
- ~~20. School safety plans (Education Code 32280-32289)~~
- 240.** School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
- 221.** State preschool programs (Education Code 8207-8225)
- 232.** State preschool health and safety issues in license-exempt programs (Education Code 8212)

UNIFORM COMPLAINT PROCEDURES (continued)

- 243. 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
- 254. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

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

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

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

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

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

Non-UCP Complaints

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California **Civil Rights** Department ~~of Fair Employment and Housing~~.
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education, (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

Policy

Adopted: September 15, 2010

Revised: February 24, 2021

Revised: February 17, 2022

Reviewed: November 15, 2023

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

UNIFORM COMPLAINT PROCEDURES

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

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in Administrative Regulation 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

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.

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.

UNIFORM COMPLAINT PROCEDURES (continued)**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)

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
3. A statement that a UCP complaint must be filed no later than one year from the date the alleged violation occurred
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
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, **homeless** students **experiencing homelessness**, children of military families, and former juvenile court school students now enrolled in the district, **students who are migratory, and students participating in a newcomer program** as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

UNIFORM COMPLAINT PROCEDURES (continued)

8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that the complainant has a right to appeal the district's investigation report to CDE for programs within the scope of the UCP by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable
11. A statement that copies of the district's UCP are available free of charge

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

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

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's 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. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

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 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. 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.
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 Governing Board. (5CCR 4630)
4. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. 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)
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.
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.

UNIFORM COMPLAINT PROCEDURES (continued)**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 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~~ **The** compliance officer shall begin an investigation into the complaint **within 10 business days of receiving the complaint.**

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

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.

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 Investigation Report

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

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.

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 or~~ bullying), the respondent shall be informed of any extension of the timeline

UNIFORM COMPLAINT PROCEDURES (continued)

agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Investigation Report

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

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective actions, whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
2. The 60 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.

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

For complaints 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:

UNIFORM COMPLAINT PROCEDURES (continued)

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (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.

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 investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in

UNIFORM COMPLAINT PROCEDURES (continued)

writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including 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.
4. The legal conclusion in the district's investigation report is inconsistent with the law.
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

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

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's UCP
6. Other relevant information requested by CDE

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

UNIFORM COMPLAINT PROCEDURES (continued)

Regulation
Adopted: September 15, 2010
Revised: February 24, 2021
Revised: February 17, 2022
Reviewed: November 15, 2023

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

Lone Pine Unified School District

Community Relations

AR 1312.4(a)

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Beginning of the year or semester means the time period from the first day students attend classes for a year-long course or semester-long course though not later than 20 business days afterwards.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for **a documented student safety concern, an immediate threat to student safety,** or to **make repairs—repair the facility.** (Education Code 35292.5)

In any school serving any of grades 6-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 8235.5, 35186; 5 CCR 4680)

The Superintendent or designee shall post in each K-12 classroom in each school a notice containing the components specified in Education Code 35186. In each license-exempt CSPP classroom, a notice containing the components specified in Education Code 8235.5 shall be posted. (Education Code 8235.5, 35186)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee, or the preschool administrator or designee as appropriate, at the school in which the complaint arises. A complaint about problems beyond the authority of the principal or preschool administrator shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 8235.5, 35186; 5 CCR 4680)

A complaint alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly in addition to or in lieu of being filed with the district. Any such complaint shall identify the basis and provide evidence to support its filing directly with the SPI. (Education Code 35186)

If the Superintendent or designee becomes aware that a complaint alleging insufficient textbooks or instructional materials that has been filed directly with the SPI but not with the district, the Superintendent or designee may initiate an investigation in accordance with this administrative regulation, as described below, if there is sufficient evidence to do so.

Investigation and Response

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

The principal administrator or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within their authority. (Education Code 8235.5, 35186; 5 CCR 4685)

Investigation of a complaint regarding preschool health or safety issues shall begin within 10 calendar days of receipt of the complaint. (Education Code 8235.5)

The principal/preschool administrator or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 8235.5, 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal administrator or Superintendent's designee shall send written resolution of the complaint to the mailing address of the complainant as indicated on the complaint within 45 working days of the initial filing of the complaint. If the principal/preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8235.5, 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 8235.5, 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 8235.5, 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in Item #3a or #4 in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal/preschool administrator or Superintendent or designee may file an appeal to the **Superintendent of Public Instruction SPI** within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 8235.5, 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 8235.5, 35186; 5 CCR 4686)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools, summarized data on the

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Regulation
approved: September 15, 2010
Revised: September 21, 2022
Reviewed: November 15, 2023

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

WILLIAMS UNIFORM COMPLAINT PROCEDURES

**NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS:
K-12 COMPLAINT RIGHTS**

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. A complaint form can be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

WILLIAMS UNIFORM COMPLAINT PROCEDURES**COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact Information:

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

- ☐ A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- ☐ A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)

- ☐ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. **(5 CCR 4600)**
- ☐ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with **one or more than 20 percent** English learners in the class.
- ☐ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions: (Education Code 35186, 35292.5, 35292.6; 5 CCR 4683)

- ☐ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.
- ☐ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- ☐ For a school serving any of grades 6-12 the school has not at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- ☐ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for **a documented student safety concern, an immediate threat to student safety**, or to ~~make repairs~~ **repair the facility**.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils or staff.

Please file this complaint at the following location:

Lone Pine Unified School District
P.O. Box 159
Lone Pine, CA 93545

Please be aware that you may file a complaint directly with the Superintendent of Public Instruction if you are alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Governing Board, or the Board's failure to remedy the deficiency.

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Date)

Exhibit
version: September 15, 2010
Revised: September 21, 2022
Reviewed: November 15, 2023

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

NONDISCRIMINATION/HARASSMENT

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, ~~and~~ to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

~~The , and to all acts of the~~ Governing Board ~~and the Superintendent in enacting policies and procedures that govern the district.~~

~~The Board~~ desires to provide a **welcoming, safe, and supportive** school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, 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 association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination may occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 – Discipline, Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 – Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a

NONDISCRIMINATION/HARASSMENT (continued)

discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. **(Education Code 234.1, 2346)**

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Policy Adopted:

LONE PINE UNIFIED SCHOOL DISTRICT

Adopted: September 8, 2004

Lone Pine, California

Revised: September 15, 2010 - Revised: March 16, 2016

Revised: September 21, 2016 - Revised: November 18, 2020

Reviewed: November 15, 2023

COURSES OF STUDY

The Governing Board recognizes that a well-aligned sequence of courses fosters academic growth and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful academically, professionally, and personally.

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, the Superintendent or designee shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, only utilizes prerequisites that are essential to success in a given program or course, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

The district shall not provide any course separately or require or refuse participation by any student on the basis of the student's actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, immigration status, race, ancestry, national origin, religion, color, mental or physical disability, age, medical condition, genetic information, marital status, or any other characteristic listed in Education Code 200 and 220, Government Code 11135, or Penal Code 422.55, or the student's association with a person or group with one or more of such actual or perceived characteristics. (Education Code 200, 220; Government Code 11135; Penal Code 422.55; 5 CCR 4940)

~~The district shall not provide any course separately on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability or require or refuse participation by any of its students on any such basis. (5 CCR 4940)~~

Elementary Grades

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

Secondary Grades

The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. (Education Code 51228)

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years, in each course necessary to fulfill the requirements

COURSES OF STUDY (continued)

and prerequisites for admission to California public colleges and universities prior to graduation. (Education Code 51224, 51228)

The Superintendent or designee shall develop a process by which courses that meet California college admission criteria (referred to as "A-G" course requirements) are submitted to the University of California for review and certification. The Superintendent or designee shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to all students in grades 9-12 and their parents/guardians, and shall make updated lists readily available. (Education Code 51229, 66204)

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

Policy adopted: September 15, 2010
Revised: October 21, 2020
Reviewed: November 15, 2023

COURSES OF STUDY

Grades 1-6

Courses of study for grades 1-6 shall include the following:

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)
2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)
3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)

- a. The history, resources, development, and government of California and the United States

Instruction shall include the early history of California and a study of the role and contributions of ~~men and women~~ **people of all genders**, Native Americans, African Americans, ~~Mexican~~ **Latino** Americans, Asian Americans, Pacific Islanders, European Americans, ~~lesbian, gay, bisexual, and transgender~~ **LGBTQ+** Americans, persons with disabilities, and members of other ethnic ~~and~~ , cultural, **religious, and socioeconomic status** groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

- b. The development of the American economic system, including the role of the entrepreneur and labor
 - c. The relations of persons to their human and natural environments
 - d. Eastern and western cultures and civilizations
 - e. Contemporary issues
 - f. The wise use of natural resources
4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)
 5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

COURSES OF STUDY (continued)

6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)
 - a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation (CPR) when appropriate equipment is available
 - b. Fire prevention
 - c. The protection and conservation of resources, including the necessity for the protection of the environment
 - d. Venereal disease
 - e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body
 - f. Violence as a public health issue
 - g. Mental Health, that provides for reasonably designed instruction on the overarching themes and core principles of mental health challenges**
 - i. Defining the signs and symptoms of common mental health challenges**
 - ii. Explaining evidence-based services and supports that effectively help individuals manage mental health challenges**
 - iii. Promoting mental health wellness and protective factors, including positive development, social and cultural connectedness and supportive relationships, resiliency, problem solving skills, coping skills, self-esteem, and a positive school and home environment in which students feel comfortable**
 - iv. Identifying warning signs of common mental health problems in order to promote awareness and early intervention so that students know to take action before a situation turns into a crisis, including how to obtain assistance from the district or the community for themselves or others and evidence-based and culturally responsive practices that are proven to help overcome mental health challenges**
 - v. Connecting the importance of mental health to overall health and academic success and to co-occurring conditions, such as chronic physical**

COURSES OF STUDY (continued)

conditions, chemical dependence, and substance abuse

- vi. **Conveying an awareness and appreciation about the prevalence of mental health challenges across all populations, races, ethnicities, and socioeconomic statuses, including the impact of race, ethnicity, and culture on the experience and treatment of mental health challenges**
- vii. **Understanding the stigma surrounding mental health challenges and what can be done to overcome stigma, increase awareness, and promote acceptance, including, to the extent possible classroom presentations of narratives by trained peers and other individuals who have experienced mental health challenges and how they coped with their situations, including how they sought help and acceptance**

Mental health instruction offered by the district shall: (Education Code 51926)

- 1. **Be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, students with disabilities, and English learners**
- 2. **Be accessible to students with disabilities, including, but no limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary aids**
- 3. **Not reflect or promote bias against any person on the basis of any category protected by Education Code 220**
- 4. **Be coordinated with any existing on-campus mental health providers, including, but not limited to, providers with a pupil personnel services credential, who may be immediately call upon by students for assistance**

Students receiving mental health instruction shall not be required to disclose their confidential health or mental health information at any time in the course of receiving the instruction. (Education Code 51927)

- 7. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind **(Education Code 51210)**
- 8. Violence awareness and prevention
- 9. Career awareness exploration

COURSES OF STUDY (continued)

Grades 7-12

Courses of study for grades 7-12 shall include the following:

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)
2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)
 - a. The history, resources, development, and government of California and the United States, including instruction in:
 - (1) The early history of California and a study of the role and contributions of ~~men and women~~ **people of all genders**, Native Americans, African Americans, **Mexican Latino** Americans, Asian Americans, Pacific Islanders, European Americans, ~~lesbian, gay, bisexual, and transgender~~ **LGBTQ+** Americans, persons with disabilities, and members of other ethnic ~~and~~ , cultural, **religious, and socioeconomic status** groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5, **60040**)
 - (2) World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time
 - (3) The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war
 - (4) The Bracero program, in which there was a 1942 agreement between the United States and Mexico authorizing the temporary migration of laborers to the United States
 - b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions
 - c. The development of the American economic system, including the role of the entrepreneur and labor
 - d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

COURSES OF STUDY (continued)

- e. Eastern and western cultures and civilizations
 - f. Human rights issues, with particular attention to the study of the inhumanity of genocide (which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides), slavery, and the Holocaust
 - g. Contemporary issues
3. World language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)
 4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)
 5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)
 6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)
 7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)
 8. Applied arts: consumer education, family and consumer sciences education, industrial arts, general business education, or general agriculture (Education Code 51220)
 9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)
 10. Comprehensive sexual health and HIV prevention (Education Code 51225.36, 51934)
 11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)
 - a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and CPR when appropriate equipment is available

Instruction shall be provided in compression-only CPR based on national guidelines and shall include hands-on practice. (Education Code 51225.6)

COURSES OF STUDY (continued)

- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of the environment
- d. Venereal disease
- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body
- f. Prenatal care for pregnant individuals
- g. Violence as a public health issue
- h. Mental Health, that provides for reasonably designed instruction on the overarching themes and core principles of mental health, which includes: Education Code 51925)**
 - i. Defining the signs and symptoms of common mental health challenges**
 - ii. Explaining evidence-based services and supports that effectively help individuals manage mental health challenges**
 - iii. Promoting mental health wellness and protective factors, including positive development, social and cultural connectedness and supportive relationships, resiliency, problem solving skills, coping skills, self-esteem, and a positive school and home environment in which students feel comfortable**
 - iv. Identifying warning signs of common mental health problems in order to promote awareness and early intervention so that students know to take action before a situation turns into a crisis, including how to obtain assistance from the district or the community for themselves or others and evidence-based and culturally responsive practices that are proven to help overcome mental health challenges**
 - v. Connecting the importance of mental health to overall health and academic success and to co-occurring conditions, such as chronic physical conditions, chemical dependence, and substance abuse**
 - vi. Conveying an awareness and appreciation about the prevalence of mental health challenges across all populations, races, ethnicities, and socioeconomic statuses, including the impact of race, ethnicity, and culture on the experience and treatment of mental health challenges**

COURSES OF STUDY (continued)

- vii. **Understanding the stigma surrounding mental health challenges and what can be done to overcome stigma, increase awareness, and promote acceptance, including, to the extent possible classroom presentations of narratives by trained peers and other individuals who have experienced mental health challenges and how they coped with their situations, including how they sought help and acceptance**

Mental health instruction offered by the district shall: (Education Code 51926)

- 1. Be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural backgrounds, students with disabilities, and English learners**
- 2. Be accessible to students with disabilities, including, but no limited to, providing a modified curriculum, materials, and instruction in alternative formats, and auxiliary aids**
- 3. Not reflect or promote bias against any person on the basis of any category protected by Education Code 220**
- 4. Be coordinated with any existing on-campus mental health providers, including, but not limited to, providers with a pupil personnel services credential, who may be immediately call upon by students for assistance**

Students receiving mental health instruction shall not be required to disclose their confidential health or mental health information at any time in the course of receiving the instruction. (Education Code 51927)

12. Violence awareness and prevention

13. Ethnic studies

Commencing in the 2025-26 school year, the district shall offer a one-semester course in ethnic studies as specified in Education Code 51225.3.

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education, including, but not limited to, child growth and development, parental responsibilities, household budgeting, child abuse and neglect issues, personal hygiene, maintenance of healthy relationships, teen parenting issues, and self-esteem. (Education Code 51220.5)

COURSES OF STUDY (continued)

High schools shall offer automobile driver education that includes instruction in: (Education Code 51220, 51220.1, 51220.4)

1. Vehicle Code provisions and other relevant state laws
2. Proper acceptance of personal responsibility in traffic
3. Appreciation of the causes, seriousness, and consequences of traffic accidents
4. Knowledge and attitudes necessary for the safe operation of motor vehicles
5. The safe operation of motorcycles
6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle
7. The rights and duties of a motorist as they pertain to pedestrians and the rights and duties of pedestrians as they pertain to traffic laws and traffic safety

Certification of College Preparatory Courses

The Superintendent or designee shall identify district courses that may qualify for designation as "A-G" college preparatory courses, including courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives. The Superintendent or designee shall submit any necessary information regarding each identified course to ~~the University of California (UC)~~ **UC** for "A-G" designation.

Notification and Information to Students in Grades 9-12

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. A brief explanation of the course requirements for admission to UC ~~and the California State University (CSU)~~
2. A list of the current UC and CSU websites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU
3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)

COURSES OF STUDY (continued)

4. The Internet address for the portion of the CDE's website where students can learn more about career technical education
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

The Superintendent or designee shall provide information to students and parents/guardians regarding the completion and submission of the Free Application for Federal Student Aid (FAFSA) and/or the California Dream Act Application (CADAA) at least once before grade 12. (Education Code 51225.8)

Financial Aid Requirements for Students in Grade 12

~~Commencing in the 2022-23 school year, the~~ **The** Superintendent or designee shall ensure that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education or, if a student is exempt from paying nonresident tuition a CADAA to the Student Aid Commission (CSAC), unless either: (Education Code 51225.7)

1. The student's parent/guardian, emancipated minor, or student age 18 years or older submits an opt-out form to the district
2. If the district determines that a student is unable to complete a requirement of Education Code 51225.7, the district shall exempt the student or the student's parent/guardian from completing the FAFSA, CADAA, or opt-out form and shall complete and submit an opt-out form on the student's behalf

The Superintendent or designee shall ensure that each high school student in grade 12, and if applicable, the student's parent/guardian, be directed to any support and assistance necessary to complete the FAFSA and/or CADAA that may be available through outreach programs, including, but not limited to, programs operated by CSAC, postsecondary immigration resource centers, college readiness organizations, community-based organizations, and/or legal resource organizations. (Education Code 51225.7)

Information shared by students and parents/guardians in completing and submitting the FAFSA and/or CADAA shall be handled in compliance with the federal Family Rights and Privacy Act and applicable state law, regardless of any person's immigration status or other personal information. (Education Code 51225.7)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, **accurately** reflect and value society's diversity, **stimulate thought, the exploration of ideas and intellectual exchanges** and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or that have, during the district's review process, been determined to be aligned with the state academic content standards adopted by SBE, **which includes instructional materials for mathematics and English language arts that are aligned to Common Core State Standards**. (Education Code 60200, 60210)

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying administrative regulation. (Education Code 60400)

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

Public Hearing on Sufficiency of Instructional Materials

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

Sufficiency of Instructional Materials and Public Hearing

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials, including textbooks, technology-based materials, other educational materials, and tests. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource. (Education Code 60010, 60119)

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

The Board encourages participation by parents/guardians, teachers, interested community

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

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

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

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

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

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

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

If the Board determines that there are insufficient textbooks or other instructional materials, the **district Board** shall, **by resolution**, provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

reasons that each student does not have sufficient textbooks **and/or** instructional materials. **The Board shall submit a copy of the resolution to the County Superintendent of Schools no later than three business days after the hearing.** The Board shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

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

Complaints

~~Complaints concerning instructional materials shall be handled in accordance with BP/AR 1312.2 – Complaints Concerning Instructional Materials or AR 1312.4 – Williams Uniform Complaint Procedures, as applicable.~~

In addition, if the County Superintendent, in accordance with Education Code 1240, makes the district aware of a school that does not have sufficient textbooks or instructional materials, the district shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year.

Prohibition Against Refusal to Approve the Use of Specified Instructional Materials

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Complaints

Complaints concerning instructional materials shall be handled in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials, Board Policy 1312.3 – Uniform Complaint Procedures, or Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures, as applicable.

Policy
Adopted: September 15, 2010
Revised: January 20, 2021
Reviewed: November 15, 2023

LONE PINE UNIFIED SCHOOL DISTRICT
Lone Pine, California

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**Review Process**

The district's review process for evaluating instructional materials shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members in accordance with Education Code 60002. The review process may also involve administrators, other staff who have subject-matter expertise, and students as appropriate. The Superintendent or designee shall seek input from stakeholders with diverse backgrounds and perspectives.

If the district is considering the use of instructional materials for grades K-8 that have not been adopted by the State Board of Education (SBE), the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

The Superintendent or designee may establish an advisory committee to conduct the review of instructional materials.

The Superintendent or designee shall present to the Governing Board recommendations for instructional materials and documentation that supports the recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

When possible, the district may pilot instructional materials in a representative sample of classrooms for a specified period of time during a school year, in order to determine the extent to which the materials support the district's curricular goals and academic standards, **and accurately reflect and value society's diversity**. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Criteria for Selection and Adoption of Instructional Materials

In recommending instructional materials for adoption by the Board, the Superintendent or designee shall ensure that the materials:

1. Are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE

For grades K-8, only instructional materials on the list of materials adopted by SBE and/or other instructional materials that have not been adopted by SBE but are aligned with the state academic content standards or the Common Core State Standards may be recommended for selection. (Education Code 60200, 60210)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

For grades 9-12, instructional materials in history-social science, mathematics, English/language arts, and science shall be reviewed using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.

- ~~2.~~ For grades 9-12, are provided by publishers that comply with the requirements of Education Code 60040-60052, 60060-60062, and 60226 (Education Code 60400)
32. Do not reflect adversely upon persons because of any characteristic specified in law and Board Policy 0410 - Nondiscrimination in District Programs and, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)
43. To the satisfaction of the Board, are accurate, objective, current, and suited to the needs and comprehension of district students at their respective grade levels (Education Code 60045)
54. With the exception of literature and tradebooks, use proper grammar and spelling (Education Code 60045)
65. Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)
 - a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by SBE.
 - b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.
76. Meet the requirements of Education Code 60040-60043 for specific subject content, including, but not limited, accurately portraying society's cultural and racial diversity to:

Accurately portraying society's cultural and racial diversity, including:

- i. The contributions of all genders in all types of roles, including professional, vocational, and executive roles
- ii. The role and contributions of Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, and members of other ethnic, cultural, religious, and socioeconomic groups to the total development of California and the United States

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

iii. The role and contributions of the entrepreneur and labor in the total development of California and the United States

Accurately portraying humanities place in ecological systems and the necessity for the protection of the environment

Accurately portraying the effects on the human system of the use of tobacco, alcohol, and narcotics, and restricted dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances

Encouraging thrift, fire prevention, and the humane treatment of animals and people

Requiring, when appropriate to the comprehension of students, that textbooks for social science, history, or civics classes contain the Declaration of Independence and the United States Constitution

87. Support the district's adopted courses of study and curricular goals
98. Contribute to a comprehensive, balanced curriculum
109. Demonstrate reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date, and well-documented information
 - b. Objective presentation of diverse viewpoints
 - c. Clear, concise writing and appropriate vocabulary
 - d. Thorough treatment of subject matter
140. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
121. Stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
132. As appropriate, have corresponding versions available in languages other than English
143. Include high-quality teacher's guides

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

154. When available, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

In addition to meeting the above criteria as applicable, technology-based materials shall:

1. Be both available and comparable to other, equivalent instructional materials (Education Code 60052)
2. Be accessible to all students, including economically disadvantaged students, students with disabilities, and English learners
3. Protect the privacy of student data

Conflict of Interest

To ensure integrity in the evaluation and selection of instructional materials, individuals who are participating in the evaluation of instructional materials and are not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that they:

1. Will not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

2. Are not employed by nor receive compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
3. Do not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

Whereas, the Governing Board of the Lone Pine Unified School District, ~~in order to comply~~ **accordance** with the requirements of Education Code 60119, held a public hearing on *(date)*, at *(time)* o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or other instructional materials were provided to all students, including English learners, in the Lone Pine Unified School District, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned ~~textbook~~ **textbooks and/or** instructional materials to use in class and to take home, which may include materials in a digital format **as long as each student, at a minimum, has and can access the same materials in the class and at home as other students in the same class or course in the district,** but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards and/or the Common Core State Standards adopted by the State Board of Education;

Finding of Sufficient Textbooks or Instructional Materials

~~Whereas,~~ **Therefore, be it resolved, for the (year) the Lone Pine Unified School District** sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, **at the following schools** in the following subjects:

- Mathematics: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*
- Science: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

- History-social science: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*
- English language arts, including the English language development component of an adopted program: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*
- World language: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*
- Health: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the (*year*) school year, the Lone Pine Unified School District has provided each student with sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks.

Finding of Insufficient Textbooks or Instructional Materials in One or More Subjects

~~Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or other instructional materials were provided to students in the following subjects and grade levels at district schools: (*For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history social science, English language arts, world language, and health.*)~~

~~Whereas, sufficient textbooks or other instructional materials were not provided at each school listed above due to the following reasons: (*For each school at which there is an insufficiency, list the reasons that each student does not have sufficient instructional materials in each subject and grade level listed above.*)~~

~~Therefore, Be it is further resolved, that for the (*year*) school year, the Lone Pine Unified School District has not provided each student with sufficient, insufficient standards-aligned textbooks or other instructional materials that are consistent with were provided to students at the eyes and content of following schools in the curriculum framework, and following subjects;~~

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

- **Mathematics:** (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- **Science:** (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- **History-social science:** (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- **English language arts, including the English language development component of an adopted program:** (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- **World language:** (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

- **Health:** (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials and the reasons that each student does not have sufficient instructional materials.)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or other instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. *(List actions to be taken to resolve insufficiency.)*

Finding of Available Science Laboratory Equipment for Grades 9-12

Be it further resolved, laboratory science equipment was available or was not available for science laboratory courses offered in grades 9-12, inclusive, as indicated below:

- **Available: (List all science laboratory courses offered in grades 9-12 for which science laboratory equipment was available.)**

Not Available: (List all science laboratory courses offered in grades 9-12 for which science laboratory equipment was not available.)

Be it further resolved, that the Superintendent or designee, on behalf of the Board, shall submit a copy of this resolution to the County of Superintendent of Schools within three business days of the hearing.

PASSED AND ADOPTED THIS ____ day of _____, ____ at a meeting, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Attest:

Secretary

President

Exhibit:

Adopted: January 20, 2011

Revised: January 20, 2021

Reviewed: November 15, 2023

LONE PINE UNIFIED SCHOOL DISTRICT

Lone Pine, California

UNADOPTED

**LONE PINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES
October 18, 2023**

The regular meeting was held in the District Office Conference Room, 301 S. Hay Street, Lone Pine, CA.

1. CALLED TO ORDER & ROLL CALL

Mrs. Susan Patton, President	Present
Mrs. Krista Sullivan, Clerk	Present
Mr. Scott Kemp, Member	Present
Mrs. Susan Lutze, Member	Absent arrived @ 4:37
Ms. Rachel Yourgules, Member	Present
Edward Campbell, 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 Yourgules and seconded by Trustee Kemp that the Board recess to closed session to discuss the following items: Motion passed 4-0 with Trustee Lutze absent.

- 1) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT (G.C. Sec. 54957)
- 2) PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT (G.C. Sec. 54957)
 - a. Director of Finance
 - b. Extra Duty Positions
 - c. Noon Duty Aide
- 3) CONFERENCE WITH LABOR NEGOTIATOR (G.C. Sec. 54957.6)

District Employees: SITA and CSEA
District Negotiator: Edward Campbell
- 4) PUBLIC EMPLOYMENT PERFORMANCE EVALUATION: (G.C. Section 54957(b).)
 - a. Superintendent Evaluation

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

- 3.1** Moved by Trustee Sullivan and seconded by Trustee Kemp that the Board return to open session at 5:15 p.m.
- 3.2** President Patton led the Pledge of Allegiance.
- 3.3** Moved by Trustee Kemp and seconded by Trustee Sullivan that the Board approve the agenda order as presented, adding items 6.11 and 7.6. Motion passed 5-0.
- 3.4** Trustee Patton reported that no action was taken in Closed Session.

4. PRESENTATION SESSION

- 4.1** Lo-Inyo Student Report – Sohan Bhakta & Christian Rosales
- 4.2** Lo-Inyo Principal Report – David McCabe shared the High-Flying Achievements for the month of October; Hawk Academy will focus on Mathematics for the next four weeks; teacher observations have begun this month; Fifth Grade will be attending science camp next week; ELOP classes have begun; thanked everyone for the Community Events, Lions Club Spaghetti Dinner, Catalina Enchilada Dinner, and Back to School Night; Exploring Attendance Recovery, Saturday School.
- 4.3** LPHS Student Report – Mylee Patton shared pictures of Homecoming week activities; Film Festival Art in the Park and parade; FFA has new lambs and goats, freshman is learning how to take of rabbits; freshmen attended the Greenhand Conference.
- 4.4** LPHS Principal Report – Ms. O’Sullivan reported enrollment is at 102 and attendance is at 91%; Back to School Night was great; volleyball game and it is senior night; Dr. Colon, college/career consultant, will be presenting Thursday night; shared upcoming events.
- 4.5** SITA and/or CSEA Representative Reports – No Reports

PUBLIC PARTICIPATION (HEARING SESSION)

Mr. Beaton spoke regarding National Infectious Control Week. Karen Mike asked the Board to consider hiring an Attendance Clerk. Carrie Ray would like to give kuddo's to the instructional aides for being very helpful, flexible and she appreciates all of the aides. Mindy Patterson shared her concerns regarding safety and lack of communication with parents.

5 GENERAL FUNCTIONS OF THE BOARD**NON CONSENT**

5.1 Moved by Trustee Kemp and seconded by Trustee Lutze that the Board adopt the following revised and/or updated Board Policy and/or Administrative Regulation as presented to the Board as second read. Motion passed 5-0.

- 1) BP 1160, Political Processes
- 2) BP/AR 1330, Use of Facilities
- 3) AR 3311, Bids
- 4) AR 3311.3, Design-Build Contracts
- 5) BP 3312, Contracts
- 6) BP 3460, Financial Reports and Accountability
- 7) BP/AR 3551, Food Service Operations/Cafeteria Fund
- 8) BP 4151/4251/4351, Employee Compensation
- 9) AR 4217.3, Layoff/Rehire
- 10) BP 5131.9, Academic Honesty
- 11) BP 6154, Homework/Makeup Work
- 12) BP 6162.5, Student Assessment
- 13) AR 7140, Architectural and Engineering Services
- 14) BB 9124, Attorney
- 15) Delete E(1), Use of Facilities

CONSENT AGENDA

Moved by Trustee Kemp and seconded by Trustee Sullivan that the Board approve consent agenda items 5.2 and 5.3. Motion passed 5-0.

- 5.2** Approve the regular minutes of September 20, 2023, and special meeting minutes of September 13, 2023, as presented to the Board.
- 5.3** Accept generous donation from Donald & Ruby Branson Foundation of \$5,625.00 towards Lo-Inyo Catalina Trip.

6 PERSONNEL**CONSENT AGENDA**

Moved by Trustee Lutze and seconded by Trustee Yourgules that the Board approve consent agenda items 6.1 to 6.10. Motion passed 4-0.

Karen Mike asked the Board to reconsider her as the softball coach since she was the only applicant. Chris and Kristin Connelly spoke in support of Karen Mike as the softball coach.

- 6.1** Approve the list of teacher assignments for the 2023-24 school year, as presented to the Board. The list verifies that teachers are teaching within their credentialed areas of authorization in compliance E.C. 44256(b), 44258.2, 44258.3, and 44258.7.
- 6.2** Approve resignation of Garrett Sullivan as Varsity Boys Basketball Coach.
- 6.3** Approve probationary employment of Ana Velazquez to serve as Director of Finance, effective November 13, 2023. Salary placement shall be Step 3 of the Director of Finance range on the District Office Salary Schedule.

Inyo County Office of Education will pay the difference over three years to allow for initial placement at Step 5. Pending verification of fingerprint and employment requirements.

- 6.4 Approve temporary employment of athletic coaches and Extra Duty positions for the 2023-24 school year. Compensation shall be as specified on the Extra Duty Pay Schedule. All coaching employment is pending sufficient student participation.

Scott Kemp, LPHS Boys' Basketball

_____, LPHS Softball

Sarah Fogarty, Bookfair

- 6.5 Approve probationary employment of Ginger Haskin to serve as Noon Duty Aide for 2 hours per day. Compensation shall be Range 2 Step 1, as specified on the 2022-23 Classified Salary Schedule. Pending verification of fingerprint and employment requirements.
- 6.6 Approve Megan Maybury to serve as Support Teacher/Reflective Coach for beginning teachers for the 2023-24 school year. Compensation shall be a stipend in accordance with the bargaining unit contract.
- 6.7 Approve Jayson Lozier to serve as Support Teacher/Reflective Coach for beginning teacher for the 2023-24 school year. Compensation shall be a stipend in accordance with the bargaining unit contract.
- 6.8 Approve Leslie Rowan to serve as Support Teacher/Reflective Coach for beginning teacher for the 2023-24 school year. Compensation shall be a stipend in accordance with the bargaining unit contract.
- 6.9 Approve Joseph Kinberg to serve as Support Teacher/Reflective Coach for beginning teacher for the 2023-24 school year. Compensation shall be a stipend in accordance with the bargaining unit contract.
- 6.10 Approve Kim Huizar to serve as Support Teacher/Reflective Coach for beginning teacher for the 2023-24 school year. Compensation shall be a stipend in accordance with the bargaining unit contract.
- 6.11 **Added** Approve Sarah Fogarty to serve as Support Teacher/Reflective Coach for beginning teacher for the 2023-24 school year. Compensation shall be a stipend in accordance with the bargaining unit contract.

7 CURRICULUM & INSTRUCTION

CONSENT AGENDA

Moved by Trustee Lutze and seconded by Trustee Kemp that the Board approve consent agenda items 7.1 to 7.5. Motion passed 5-0.

Carrie Ray and Jennifer Ray expressed their concerns about the college senior trip.

- 7.1 Approve attendance of Mel Joseph, three approved van drivers, and 18 volleyball players to tour University of California, Los Angeles and attend the Women's Volleyball game on Sunday, October 22, 2023 as presented in the itinerary to the Board. Cost will be paid for by the ASB Volleyball Fund.
- 7.2 Approve overnight trip for Mr. Joseph Kinberg, two approved chaperones and 18 eighth graders to attend college tour of University of Nevada, Reno from November 15-16, 2023, as presented in the itinerary to the Board. Transportation, substitute, and expenses will be funded by Inyo County Office of Education.
- 7.3 Approve overnight trip for three approved chaperones and up to 24 juniors to attend college tour of University of Nevada, Reno from November 30-December 1, 2023, as presented in the itinerary to the Board. Transportation, substitute, and expenses will be funded by Inyo County Office of Education, pending bus drivers for transportation.
- 7.4 Approve overnight field trip to Catalina Island for Joseph Kinberg, one approved chaperone, and 18 students from March 25-29, 2024. Cost for the camp will be paid from fundraising activities and parents.
- 7.5 Approve to hold Saturday School once per month to make-up lost instructional time for the remainder of the 2023-24 school year.
- 7.6 **Added** Approve overnight trip for Jayson Lozier, Jen Ray, Alex Quezada, and 29 seniors to tour Cal State Northridge, Cal State Channel Islands, and UC Santa Barbara on Wednesday, November 8 – Thursday, November 9, 2023. As presented in the itinerary to the Board. Transportation, substitute, and expenses will be funded through the A-G Completion Improvement Grant.

8 BUSINESS AND FINANCE

Williams Facility Report – David McCabe & Nancy O’Sullivan

CONSENT AGENDA

Moved by Trustee Kemp and seconded by Trustee Lutze that the Board approve consent agenda items 8.1 to 8.4. Motion passed 5-0.

- 8.1** Approve the Williams Quarterly Report for July to September 2023, as presented to the Board.
- 8.2** Adopt Resolution No. 2022-23-03 regarding the use of Education Protection Account funds for the 2023-24 school year, as presented to the Board.
- 8.3** Approve Surplus List, as presented to the Board.
- 8.4** Approve Purchase Orders and Warrants, as presented to the Board.

ITEMS FROM THE SUPERINTENDENT

A. Other – Mr. Campbell reported on grade level CAASPP scores.

ITEMS FROM THE BOARD

Trustee Yourgules thanked everyone for their comments. Trustee Lutze appreciates everyone for coming to speak to the Board and she believes that students should not be denied to fundraise. Trustee Sullivan shared that the Board is listening and understands, but as a Board they cannot comment. Trustee Patton agrees that the students did get a bad break during COVID, she congratulated the volleyball team for being league champs and football is also having a great season. Trustee Kemp congratulated the youth soccer team for going undefeated, thanked Ms. O’Sullivan for the sign above the high school looks great; thanked Carrie for her comments and the Board is listening.

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

- **Fri. Nov. 10 - Veteran’s Day Holiday**
- **Wed. Nov. 15 - Regular Board Meeting 4:30 p.m. (Closed) 5:15 p.m. (Open) DCR**

9 ADJOURNMENT @ 7:23 P.M.

Respectfully Submitted,

Edward Campbell, Superintendent and
Secretary to the Board

Memorandum of Understanding (MOU)

Between the District and the Southern Inyo Teachers Association (SITA)
 Article 23 – Peer Assistance and Review Program (Reflective Coaches Program)

During the 2023-2024 School Year, the provisions of Article 23 shall be modified as follows:

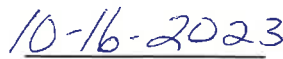
Part D: Consulting Teachers, #1 Consulting Teacher (Reflective Coach) Selection:

Consulting teachers can include retired teachers who have returned to teaching and are currently employed by Lone Pine Unified School District, as long as at the time of their retirement they had successfully taught in the District at least three of the last five years of their employment, spending at least 60% of a full-time position providing classroom instruction to students.

Those interested in becoming Consulting Teachers (Reflective Coaches) need only submit a letter of interest, which can be done via email, in order to be considered for the position.



For the Association
 Bob Heist
 President, SITA



Date



For the Association
 Megan Maybury
 Lead Negotiator, SITA



Date



For the District
 Ed Campbell
 Superintendent, LPUSD



Date

Lone Pine FFA

Ontario Made for Excellence MFE & Advanced Leadership Academy ALA Events

1. Depart on Friday February 2 - at 7:00 am and return on Saturday February 3, 2024 at 7:00 pm
2. Students will be transported in the school van and driven by Brenda Lacey and additional chaperon
3. Lodging is at the Ontario-Double Tree 222 North Vineyard Ave. Ontario, CA 91754 (909) 937 0900 rooms are reserved by the State FFA.
4. There are 9 girls and 5 boys attending. Rooms are assigned by the San Joaquin Regional Office. Students will be supervised by Brenda Lacey with 15 other female and 15 male chaperones from local schools. Along with the State FFA Staff. Boys and girls are housed in different building on the hotel site.
5. Brenda Lacey 
6. Finalized Student list will be provide after the first of the year.

ITEM 8.2

NOVEMBER 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 11/15/2023

05 Lone Pine Unified

Fiscal Year: 2024

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
240181	SCREENCASTIFY LLC	Screencastify Renewal	1	01	-3213	-0	-1110	-1000	-5810	-910	-ESSR	3,894.00
		Total										3,894.00
240182	MCCLINTOCK & BUSTAD, INC	Reznor Heaters	1	01	-3213	-0	-1110	-1000	-4490	-910	-ESSR	140,838.59
		Total										140,838.59
240183	ACSA	Superintendent Symposium	1	01	-0000	-0	-0000	-7100	-5200	-910	-BD/S	899.00
		2 01-0000-0-0000-7100-5810-910-BD/S	2	01	-0000	-0	-0000	-7100	-5810	-910	-BD/S	883.15
		Total										1,782.15
240184	LINDE GAS & EQUIPMENT INC.	Plas mach spect 625 Xtrm 12	1	01	-6387	-0	-6000	-1000	-6400	-456	-CTIG	2,908.18
		Total										2,908.18
240185	LINDE GAS & EQUIPMENT INC.	Plas mach spect 625 Xtrm 12 -	1	01	-6387	-0	-6000	-1000	-6400	-456	-CTIG	2,908.18
		Total										2,908.18
240186	DELL MARKETING L.P.	Repair for Chromebook	1	01	-0000	-0	-0000	-7700	-5810	-910	-TECH	176.35
		Total										176.35
240187	AERIES SOFTWARE	Aeries Traning SBG	1	01	-0000	-0	-0000	-2700	-5200	-111	-ADML	1,500.00
		Total										1,500.00
240188	U.S. BANK CORPORATE PAYMENT	muffin pans	1	13	-5310	-0	-0000	-3700	-4702	-910	-CAFE	471.56
		Total										471.56
240189	DELL MARKETING L.P.	Replacement AC adapters & Prin	1	01	-0000	-0	-0000	-7700	-4340	-910	-TECH	623.06
		Total										623.06
240190	U.S. BANK CORPORATE PAYMENT	Replacement Smart Display Pens	1	01	-0000	-0	-0000	-7700	-4340	-910	-TECH	193.95
		Total										193.95
240191	U.S. BANK CORPORATE PAYMENT	Blinds- Principal's office	1	01	-0000	-0	-0000	-2700	-4350	-111	-ADML	286.01
		Total										286.01
240192	U.S. BANK CORPORATE PAYMENT	Meals for college trip	1	01	-7412	-0	-1110	-1000	-5810	-910	-A-G	2,389.48
		2 01-7412-0-1110-1000-5800-910-A-G	2	01	-7412	-0	-1110	-1000	-5800	-910	-A-G	1,300.00
		Total										3,689.48
240193	U.S. BANK CORPORATE PAYMENT	Basketball Scorebook	1	01	-1100	-0	-1110	-1000	-4350	-456	-IN H	28.02

NOVEMBER 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT

Board of Trustees Meeting 11/15/2023

05 Lone Pine Unified

Fiscal Year: 2024

Purchase Order	Vendor	Description	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Encumbered
											Total	28.02
240194	CROWN AWARDS	Pins for ASB Athletics	1	01	-1100	-0	-0000	-2700	-4350	-456	-IN H	170.67
											Total	170.67
		Purchase Order Count: 14									Grand Total	159,470.20

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

Board Approval

NOVEMBER 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 11/15/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 24000021-0 AUDIT

Reference Vendor
PO240103-005 PRODUCERS DAIRY

Description	Amount
Open PO for Milk Purchases	368.51
Total Payment Amount	368.51

PO240081-010 SYSCO VENTURA

Open PO for Cafeteria Food Sup	1,124.31
Total Payment Amount	1,124.31

Transmittal Total 1,492.82

Fund Summary: Fund 13 1,492.82

Transmittal Number: 24000022-0 AUDIT

PV240113-001 ACSA REGION XI

Dues for the Inyo/Mono Chapter	275.00
Total Payment Amount	275.00

PV240110-001 CALIFORNIA'S VALUED TRUST

Health and Welfare Premium	92,135.64
Total Payment Amount	92,135.64

PO240059-025 DEPT OF WATER AND POWER
PO240059-026 DEPT OF WATER AND POWER
PO240059-027 DEPT OF WATER AND POWER
PO240059-028 DEPT OF WATER AND POWER
PO240059-029 DEPT OF WATER AND POWER
PV240116-001 DEPT OF WATER AND POWER

DWP Annual Power Services	2,421.75
DWP Annual Power Services	211.20
DWP Annual Power Services	369.12
DWP Annual Power Services	764.25
DWP Annual Power Services	93.02
Olancha Electricity	661.55
Total Payment Amount	4,520.89

PV240107-001 EMPLOYMENT DEVELOPMENT DEPT.

3rd Qtr 2023 Unemployment Prem	231.18
Total Payment Amount	231.18

PV240121-001 EWELL EDUCATIONAL SERVICES, IN

www.judgingcard.com	1,628.00
Total Payment Amount	1,628.00

PV240114-001 FARMERS WAREHOUSE

Ag Supplies	3,043.47
Total Payment Amount	3,043.47

PO240074-024 GARDNER'S
PV240117-001 GARDNER'S

Annual Maintenance Supplies-Op	31.24
Ag Supplies	32.31
Total Payment Amount	63.55

NOVEMBER 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 11/15/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 2400022-0 AUDIT

Reference Vendor
PO240106-036 GRAINGER INC

Description	Amount
Maintenance Supplies	107.64
Total Payment Amount	107.64

MV240008-001 IMPERIAL DADE WEST COAST

Cafe Non-Food Supplies	1,247.64
Total Payment Amount	1,247.64

PO240098-024 INYO COUNTY WATER SYSTEMS

Monthly water fees for school	301.27
Total Payment Amount	301.27

PO240103-008 PRODUCERS DAIRY
PO240103-009 PRODUCERS DAIRY

Open PO for Milk Purchases	412.28
Open PO for Milk Purchases	397.95
Total Payment Amount	810.23

PO240008-004 SAVVAS LEARNING CO. LLC

2024 Envision K-8 Math Adoptio	9,697.97
Total Payment Amount	9,697.97

PV240106-001 SISC I - WORK COMP

3rd Qtr 2023 Worker's Comp Pre	7,633.15
Total Payment Amount	7,633.15

PO240081-013 SYSCO VENTURA
PO240081-014 SYSCO VENTURA
PO240081-015 SYSCO VENTURA
PV240111-001 SYSCO VENTURA

Open PO for Cafeteria Food Sup	1,674.07
Open PO for Cafeteria Food Sup	174.55
Open PO for Cafeteria Food Sup	1,361.10
Snacks for ELOP-After School P	89.33
Total Payment Amount	3,299.05

Transmittal Total 124,994.68

Fund Summary:	Fund 01
	91,476.73
	Fund 13 8,763.31
	Fund 71 24,754.64

Transmittal Number: 2400022-0
PO240093-003 ATKINSON, ANDELSON, LOYA, RUUD

Legal Fees	2,436.01
Total Payment Amount	2,436.01

PO240029-001 AUTUMN TYERMAN

PE Equipment- classroom	103.33
Total Payment Amount	103.33

NOVEMBER 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/15/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 2400022-0

Reference

Vendor

PO240153-001 BISHOP VET HOSPITAL
PO240153-002 BISHOP VET HOSPITAL

Description
Ag Incentive Grant Open Purcha
Ag Incentive Grant Open Purcha

Total Payment Amount

Amount
477.00
517.01
994.01

PO240096-006 BRITTS DIESEL & AUTOMOTIVE
PO240096-007 BRITTS DIESEL & AUTOMOTIVE

Transportation Repairs/Service
Transportation Repairs/Service

Total Payment Amount

118.00
118.00
236.00

PO240186-001 DELL MARKETING L.P.
PV240109-001 DELL MARKETING L.P.

Repair for Chromebook
Chromebook Adapters

Total Payment Amount

74.94
548.12
623.06

PO240074-020 GARDNER'S
PO240074-021 GARDNER'S
PO240074-022 GARDNER'S
PO240074-023 GARDNER'S
PO240074-025 GARDNER'S
PO240074-026 GARDNER'S
PO240074-027 GARDNER'S
PO240074-028 GARDNER'S
PO240074-029 GARDNER'S
PV240118-001 GARDNER'S
PV240119-001 GARDNER'S
PV240120-001 GARDNER'S

Annual Maintenance Supplies-Op
Annual Maintenance Supplies-Op
Annual Maintenance Supplies-Op
Annual Maintenance Supplies-Op
Annual Maintenance Supplies-Op
Annual Maintenance Supplies-Op
Annual Maintenance Supplies-Op
Annual Maintenance Supplies-Op
Annual Maintenance Supplies-Op
Annual Maintenance Supplies-Op
Ag Supplies
Ag Supplies
Ag Supplies

Total Payment Amount

504.25
11.84
48.98
51.70
50.62
32.62
38.75
22.62
67.02
21.27
332.98
201.89
1,384.54

PO240106-030 GRAINGER INC
PO240106-031 GRAINGER INC
PO240106-032 GRAINGER INC
PO240106-033 GRAINGER INC
PO240106-034 GRAINGER INC
PO240106-035 GRAINGER INC
PO240106-037 GRAINGER INC
PO240106-038 GRAINGER INC

Maintenance Supplies
Maintenance Supplies
Maintenance Supplies
Maintenance Supplies
Maintenance Supplies
Maintenance Supplies
Maintenance Supplies
Maintenance Supplies

Total Payment Amount

347.77
146.62
11.70
6.96
143.53
19.96
38.01
190.12
904.67

PO240105-010 GRAINGER INC
PO240105-012 GRAINGER INC

Custodial Supplies
Custodial Supplies

Total Payment Amount

329.39
107.64
437.03

NOVEMBER 2023 BOARD MEETING

**INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT**

Board of Trustees Meeting 11/15/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 2400022-0

Reference	Vendor	Description	Amount
PO240098-025	INYO COUNTY WATER SYSTEMS	Monthly water fees for school	301.27
PO240098-026	INYO COUNTY WATER SYSTEMS	Monthly water fees for school	301.27
PO240098-027	INYO COUNTY WATER SYSTEMS	Monthly water fees for school	301.27
PO240098-028	INYO COUNTY WATER SYSTEMS	Monthly water fees for school	301.27
PO240098-029	INYO COUNTY WATER SYSTEMS	Monthly water fees for school	94.15
PO240098-030	INYO COUNTY WATER SYSTEMS	Monthly water fees for school	301.27
PO240098-031	INYO COUNTY WATER SYSTEMS	Monthly water fees for school	94.15
Total Payment Amount			1,694.65
PO240080-004	MOUNTAIN INVESTMENTS INC	Cerro Gordo Site Rent-Trans Re	315.28
Total Payment Amount			315.28
PV240115-001	NANCY O'SULLIVAN	Food for Students/Job Fair	108.29
Total Payment Amount			108.29
PO240057-003	QUILL CORPORATION	Office Supplies	24.14
PO240172-001	QUILL CORPORATION	2 Drawer File Cabinet, Ink Car	497.43
Total Payment Amount			521.57
PO240180-001	SCHOOL SERVICES OF CALIF. INC.	Human Resources Operations Web	315.00
Total Payment Amount			315.00
PO240160-004	SHI INTERNATIONAL CORP	Networking Cable Installation	38.57
Total Payment Amount			38.57
PO240063-003	SOUTHERN INYO HEALTHCARE DIST	Annual TB Test	25.00
Total Payment Amount			25.00
PV240112-001	SYSCO VENTURA	Snacks for ELOP-After School P	113.90
Total Payment Amount			113.90
PV240108-001	TOM SNYDER	Preparation of SSJPA calculati	3,000.00
Total Payment Amount			3,000.00
Transmittal Total			13,250.91
Fund Summary:			
Fund 01			13,250.91

NOVEMBER 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 11/15/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 24000022-1 AUDIT
Reference Vendor
PO240105-011 GRAINGER INC

Description	Amount
Custodial Supplies	204.73
Total Payment Amount	204.73

Transmittal Total 204.73

Fund Summary: Fund 01 204.73

Transmittal Number: 24000023-0 AUDIT
PO240096-008 BRITTS DIESEL & AUTOMOTIVE

Transportation Repairs/Service	898.00
Total Payment Amount	898.00

PO240059-030 DEPT OF WATER AND POWER	995.44
PO240059-031 DEPT OF WATER AND POWER	327.45
Total Payment Amount	1,322.89

PV240124-001 JORDAN KINBERG	134.93
Total Payment Amount	134.93

PO240182-002 MCCLINTOCK & BUSTAD INC	131,444.73
Total Payment Amount	131,444.73

PO240103-010 PRODUCERS DAIRY	325.89
Total Payment Amount	325.89

PO240081-016 SYSCO VENTURA	1,620.15
Total Payment Amount	1,620.15

PO240084-004 VERIZON WIRELESS	136.97
Total Payment Amount	136.97

PO240075-004 WEX BANK	3,652.28
Total Payment Amount	3,652.28

Transmittal Total 139,535.84

Fund Summary: Fund 01 137,589.80
Fund 13 1,946.04

NOVEMBER 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT
Board of Trustees Meeting 11/15/2023

05 Lone Pine Unified

Fiscal Year: 2024

Transmittal Number: 2400023-0

Reference	Vendor	Description	Amount
PO240096-009	BRITTS DIESEL & AUTOMOTIVE	Transportation Repairs/Service	118.00
PO240096-010	BRITTS DIESEL & AUTOMOTIVE	Transportation Repairs/Service	118.00
		Total Payment Amount	236.00
PV240123-001	CALIFORNIA ASSOCIATION, FFA	Agriculture Ed Leadership Pack	830.00
		Total Payment Amount	830.00
PO240173-001	DR. CYNTHIA COLON	Dr. Cynthia Colon-College Admi	3,995.00
		Total Payment Amount	3,995.00
PO240115-003	INYO COUNTY WASTE MGMT	Annual Dump Fees	47.25
		Total Payment Amount	47.25
PO240062-004	PITNEY BOWES	Postage Annual Rental & Fee	553.75
		Total Payment Amount	553.75
PO240085-010	TERMINIX	Pest Control Annual Service	126.50
		Total Payment Amount	126.50
PV240122-001	WEX BANK	Fuel for transportation vehicl	617.51
		Total Payment Amount	617.51

Transmittal Total 6,406.01

Fund Summary: Fund 01 6,406.01

Payment Count: 47 Transmittal Count: 6 Grand Total: 285,884.99

NOVEMBER 2023 BOARD MEETING

INYO COUNTY SCHOOLS
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 11/15/2023

05 Lone Pine Unified

Fiscal Year: 2024

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