

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

REGULAR MEETING OF THE GOVERNING BOARD
AGENDA

THURSDAY, OCTOBER 9, 2025

5:00 PM BOARD MEETING

CARDIFF SCHOOL MULTIPURPOSE ROOM • 1888 MONTGOMERY ROAD • CARDIFF-BY-THE-SEA, CA 92007

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

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

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

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

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

I. ORGANIZATIONAL ITEMS

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

Ms. Rhea Stewart, President

Mr. Richard Brocchini, Member

Mr. Andrew Howard, Member

Mr. Ashok Swaminathan, Member

Mr. Shad Thielman, Member

Ms. Jill Vinson, Superintendent

D. Approve Agenda for October 9, 2025

(All items are action unless labeled information.)

E. Approve Minutes from the Regular Meeting of September 11, 2025

II. HEARING SESSION

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

III. CONSENT CALENDAR

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

- A. Approve Current Business Items:
 - 1. Purchase Orders; September 2025
 - 2. Commercial Warrants September #14-338129 to #14-347822; \$198,440.20
 - 4. Payroll Warrants September 2025; \$976,580.29
- B. Approve Personnel Report as of October 6, 2025
- C. Approve Enrollment Report as of October 6, 2025
- D. Approval of Cardiff School District's Uniform Complaint Quarterly Report for July 1, 2025 - September 30, 2025
- E. Approval and Ratification of Contracts and Agreements
- F. Approval of Consent Calendar
- G. Removal of Items from Consent Calendar

IV. GENERAL FUNCTIONS

- A. Approve CSBA Board Policy Updates

- B. Approve the revised Tech Support Specialist I and Tech Support Specialist II Job Descriptions

V. FUTURE AGENDA ITEMS

VI. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION

- A. Public Employment Evaluation
Position: Superintendent

VII. RECONVENE TO OPEN SESSION

VIII. REPORT FROM CLOSED SESSION

IX. ADJOURNMENT OF MEETING

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

MINUTES
REGULAR BOARD MEETING, SEPTEMBER 11, 2025

The Regular Board Meeting of the Governing Board of the Cardiff School District was held on Thursday, September 11, 2025, at Cardiff School Multipurpose Room, located at 1888 Montgomery Ave, Cardiff-by-the-Sea, California. President Stewart called the meeting to order at 5:03 p.m. and led the trustees and visitors in the Pledge of Allegiance.

Members Present: Brocchini, Howard, Stewart, Swaminathan, Thielman

Members Absent:

Administrators Present: Giroux, Scheftner, Vinson

The agenda for the September 11th, 2025 Regular Board meeting was approved as presented.

MOTION: Swaminathan

SECOND: Brocchini

AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT:

The minutes from the Regular Board Meeting of August 4, 2025 were approved as presented.

MOTION: Brocchini

SECOND: Swaminathan

AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT:

Hearing Session:

- On behalf of CETA, Trish D'entremont shared that CETA has given their articles to the District for sunshining.
- The first ELAC meeting is scheduled for October 2nd.
- The first School Site Council meeting is scheduled for October 6th.
- The first Cardiff SEA meeting will be on September 17th. They are gathering room reps and looking forward to the Monster Dash on October 19th.
- Principal Scheftner reported that it has been a great start to the year. Teachers are creating a classroom culture conducive to personalized learning and the Cardiff Way. Beginning of the year assessments are completed, and intervention and ELD groups have started. Daily schedules and routines are fully implemented. The Wildcat Band is excited for the year. Garden Club is starting next week and is open to any Ada Harris student on Wednesdays from 12:30-2:00pm. The Student Council, made up of a strong group of student leaders, began last

week. CAASPP results are forthcoming in October, and Principal Scheftner will share a report with the Board at the November meeting.

- Principal Giroux also mentioned a great start to the school year. Back to School Night and the Cardiff Way Assembly both had successful participation with positive feedback from parents. Principal Giroux thanked the SEA for a fantastic Kinder Night, which was well attended and a fun way to build community and connection. Family Fit Night will be on September 25th. Our PE teachers will be hosting a fun outdoor game night for students to enjoy PE activities with their families. They are looking for volunteers to help run the activities.
- All Board members attended Back To School Night. Trustee Brocchini thanked the principals for their outstanding work and attention to the numerous aspects of their role. President Stewart mentioned she was so pleased to hear about all the great things happening at the sites.
- Superintendent Vinson thanked the teachers and staff for such a strong start to the school year. She thanked the leadership and custodial team for all their effort to maintain our beautiful facilities. She was proud to walk around and show the Board all the improvements and updates at the sites. She mentioned that Cardiff School District is hosting the School For Sound Finance meeting on September 23rd in the MPR, and she, our CBO, and a couple of trustees are looking forward to the event. She also thanked the teachers and leadership team for their good work preparing for our committee work this year. Lastly, she invited the Board to the Monster Dash on October 19th.

The Consent Calendar was approved as presented.

MOTION: Swaminathan

SECOND: Brocchini

AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

The Public Notice of Contract Articles to be Included in Negotiations Between Cardiff School District and the Cardiff Elementary Teachers Association (CETA) was presented.

The Instructional Continuity Plan, to be included in the Comprehensive Safety Plan as mandated by SB 153/AB 176, was adopted.

MOTION: Thielman

SECOND: Swaminathan

AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

The Health & Welfare Increase for All Current Eligible District Employees was approved.

MOTION: Swaminathan

SECOND: Thielman

AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

The 2024-25 Unaudited Financial Report was approved.

MOTION: Swaminathan

SECOND: Thielman

AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

The public hearing to determine sufficiency of instructional materials was opened at 5:26 p.m. by President Stewart. There being no public comment, the public hearing was closed at 5:27 p.m.

Resolution 25-26-01 Declaring Sufficiency of Instructional Materials was approved.

MOTION: Thielman

SECOND: Brocchini

AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

The Gann Limit, Resolution No. 25-26-02 was adopted.

MOTION: Thielman

SECOND: Brocchini

AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

Resolution 25-26-03 Regarding State Education Protection Account (EPA) Funds for 2024-25 was adopted.

MOTION: Swaminathan

SECOND: Thielman

AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

The Request from Employee #208128 for a 20% Leave of Absence for the 2025-26 School Year was approved.

MOTION: Thielman

SECOND: Swaminathan

AYES: Brocchini, Howard, Stewart, Swaminathan, Thielman

NOES: 0

ABSENT: 0

Future agenda items include CSBA board policies and the superintendent's evaluation.

The meeting was adjourned to closed session at 5:30 p.m. The meeting reconvened to open session at 6:40 p.m. President Stewart reported that no action was taken during the closed session.

There being no other business to come before the Board, the meeting was adjourned at 6:41 p.m.

Respectfully submitted,

Shad Thielman, Clerk

Jill Vinson, Superintendent

SEPTEMBER 2025 PO LISTING

PO	Date	Supplier	Fund	Resource	Goal	Function	Object	Site	Description	Amount
INSTRUCTIONAL SUPPLIES										
5963	9/4/25	GOPHER SPORT	0100	6300000	1110	1000	4300000	111	Instructional Supplies	\$ 1,718.84
5969	9/4/25	LAZEL	0100	0000000	0000	2420	4300111	222	Annual Subscription	\$ 206.67
5962	9/8/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 51.71
5912	9/8/25	AMAZON CAPITAL SERVICES	0100	6300000	1110	1000	4300000	111	Instructional Supplies	\$ 386.45
5966	9/8/25	AMAZON CAPITAL SERVICES	0100	6500000	5760	1120	4300000	222	SPED Instructional Supplies	\$ 99.23
5911	9/8/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 465.48
5968	9/8/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 404.80
5913	9/8/25	AMAZON CAPITAL SERVICES	0100	6300000	1110	1000	4300000	111	Instructional Supplies	\$ 577.60
5932	9/8/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 155.10
5935	9/8/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 279.21
5937	9/8/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 247.70
5940	9/8/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 77.12
5942	9/8/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 196.92
5947	9/8/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 96.95
5954	9/8/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 366.33
5957	9/8/25	AMAZON CAPITAL SERVICES	0100	6500000	5760	1110	4300000	111	SPED Instructional Supplies	\$ 112.15
5958	9/8/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 167.01
5911	9/8/25	AMAZON CAPITAL SERVICES	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 465.48
5964	9/8/25	AMAZON CAPITAL SERVICES	0100	6300000	1110	1000	4300000	111	Instructional Supplies	\$ 654.27
5970	9/8/25	LAKESHORE	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 269.97
5973	9/8/25	S.W. SCHOOL SUPPLY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 257.12
5952	9/8/25	AMAZON CAPITAL SERVICES	0100	6770000	1110	1000	4300012	000	Instructional Supplies	\$ 664.12
5888	9/11/25	IMSE	0100	6500000	5760	1110	4100000	111	SPED Instructional Supplies	\$ 188.91
5766	9/11/25	95 PERCENT GROUP INC	0100	6300000	1110	1000	4300000	222	Instructional Supplies	\$ 1,745.00
5955	9/11/25	HEINEMANN	0100	6300000	1110	1000	4300000	111	Instructional Supplies	\$ 1,780.20
5976	9/11/25	S.W. SCHOOL SUPPLY	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 138.62
5936	9/11/25	SCHOOL OUTFITTERS	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 467.61
5984	9/11/25	XTRAMATH	0100	0000000	0000	2420	4300111	222	Annual Subscription	\$ 200.00
5987	9/15/25	GOPHER SPORT	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 778.28
5975	9/15/25	HEGGERTY PHONEMIC AWARENESS	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 107.90
5809	9/15/25	MIND EDUCATION	0100	0000000	0000	2420	4300111	111	Annual Subscription	\$ 3,800.00
5809	9/15/25	MIND EDUCATION	0100	0000000	0000	2420	4300111	222	Annual Subscription	\$ 3,800.00
5889	9/18/25	TEACHER SYNERGY	0100	6500000	5760	1120	4100000	111	Instructional Supplies	\$ 230.57
	9/18/25	MATTHEW JEWELL	0100	6300000	1110	1000	4300000	111	Instructional Supplies	\$

NON-INSTRUCTIONAL SUPPLIES

	9/4/25	DUGMORE AND DUNCAN OF CA	0100	0000000	0000	8110	4300000	000	Maintenance Supplies	\$	192.36
5902	9/4/25	LEES LOCK & SAFE	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$	148.00
5881	9/4/25	BDJtech	0100	0000000	0000	2420	4300005	000	Technology Supplies	\$	176.63
5965	9/8/25	AMAZON CAPITAL SERVICES	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$	72.88
5939	9/8/25	AMAZON CAPITAL SERVICES	0100	0000000	0000	7200	4300000	000	Office Supplies	\$	51.71
5908	9/8/25	AMAZON CAPITAL SERVICES	0100	0000000	0000	7200	4300000	000	Office Supplies	\$	25.84
5901	9/8/25	HOME DEPOT CREDIT SERVICES	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$	2,379.60
5902	9/8/25	LEES LOCK & SAFE	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$	291.24
	9/11/25	CONSOLIDATED ELECTRICAL	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$	549.53
5884	9/11/25	SHERWIN WILLIAMS	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$	91.46
	9/22/25	TOSHIBA BUSINESS SOLUTIONS	0100	0000000	0000	7200	4300000	000	Office Supplies	\$	113.14
	9/25/25	DUGMORE AND DUNCAN OF CA	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$	2,611.95
6009	9/25/25	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$	4,969.57
6014	9/25/25	APLUS ELECTRONICS	0100	0000000	0000	2420	4300005	000	Technology Repair	\$	501.46
	9/29/25	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	8110	4300000	000	Maintenance Supplies	\$	326.82
	9/29/25	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	4300000	000	Office Supplies	\$	140.00
	9/29/25	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Office Supplies	\$	726.27
5893	9/29/25	WEX BANK	0100	0000000	0000	8110	4300000	000	Automotive Supplies	\$	144.41

\$ 13,512.87

Personnel Report - October 9, 2025			
Stephanie Fraser	Instructional Assistant II, SPED	New Hire	10/1/25

CARDIFF

K	Glass	<u>18</u>
K	McNamara	<u>17</u>
K	Robles	<u>17</u>
K	Sallans	<u>18</u>

TOT K 70

1	Douil/Hamilton	<u>18</u>
1	Easson	<u>18</u>
1	Stone	<u>19</u>
1	Stuart	<u>19</u>

TOT 1 74

2	Boyesen	<u>24</u>
2	Kavan	<u>23</u>
2	Payte	<u>23</u>
2	Redding	<u>23</u>

TOT 2 93

Wilson	<u>0</u>	TOT <u>0</u>
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Subtotal 237

DISTRICT TOTAL 610

ADA HARRIS

3	Herrman	<u>24</u>
3	Milliken	<u>23</u>
3	Murray/Ensberg	<u>22</u>
3	Van Lear	<u>20</u>

TOT 3 89

4	Cope	<u>22</u>
4	Brice	<u>19</u>
4	Green	<u>23</u>
4	Mihaly	<u>21</u>

TOT 4 85

5	Atalla	<u>20</u>
5	d'Entremont/Vargas	<u>22</u>
5	Kannegieter	<u>23</u>
5	Price	<u>23</u>
5	Yant	<u>22</u>

5 110

6	Jewell	<u>21</u>
6	Nguyen	<u>20</u>
6	Therriault	<u>18</u>
6	Tiersma	<u>21</u>

TOT 6 80

Rapp	<u>9</u>	TOT <u>9</u>
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Subtotal 373

Cardiff School District
Cardiff by the Sea, California 92007
October 9, 2025

ITEM: APPROVE CARDIFF SCHOOL DISTRICT'S UNIFORM COMPLAINT
QUARTERLY REPORT FOR JULY 1, 2025 THROUGH SEPT 30, 2025

BACKGROUND:

Governing boards of school districts in California are required to review and approve the District's Quarterly Report of Complaints regarding instructional materials, facilities and teacher staffing. This is the 1st Quarterly Report, prepared for the period of July 1, 2025 to September 30, 2025. No complaints have been received for this period.

CURRENT CONSIDERATIONS:

The San Diego County Office of Education has created a link on their website for school districts to electronically report the required information and the Cardiff School District has completed the reporting process for the quarter specified above.

FINANCIAL IMPLICATIONS:

There are no current financial implications at this time.

RECOMMENDATION:

It is respectfully recommended that the Board approve the Uniform Complaint Quarterly Report for July 1, 2025 through September 30, 2025.



SDCOE Uniform Complaint Quarterly Reports Database

Williams and Valenzuela Settlements

Quarterly Complaint Summary ADD a new summary record

Submitted By:

Jennifer Hatter

Title:

Support Staff

Report Date:

10/1/2025

Quarter:

7/1/2025 - 9/30/2025

Number of Complaints for Quarter:

	Received	Resolved	Unresolved
Instructional Material	0	0	0
Facilities	0	0	0
Misassignment	0	0	0

Print

Go Back

Williams UCP Quarterly Reporting



San Diego County Office of Education

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Cardiff School District
Cardiff-By-The-Sea, California 92007
October 9, 2025

ITEM: APPROVAL AND RATIFICATION OF CONTRACTS AND AGREEMENTS

BACKGROUND

The District maintains agreements with numerous agencies, consultants, contractors, and scholastic organizations.

CURRENT CONSIDERATIONS

The listed agreements and amendments require approval by the Board of Trustees.

FINANCIAL IMPLICATIONS

<u>PROVIDER</u>	<u>SERVICES PROVIDED</u>	<u>EFFECTIVE DATES</u>	<u>AMOUNT</u>
Maxim Healthcare Services Inc.	Extended Day Support	9-22-25 through 05-31-26	\$55.00/hr M-F 2-5pm
Edapt	Professional Development Services	9-1-25 through 05-31-26	\$8,500

RECOMMENDATION

It is respectfully recommended that the Board approve the listed agreements and/or contracts.

CSBA POLICY GUIDE SHEET

October 2025

Board Policy 3515 - Campus Security

Policy Updated to reflect The Department of Homeland Security's, "Behavioral Threat Assessment and Management in Practice," guide.

Administrative Regulation 3515 - Campus Security

Regulation updated to emphasize that a campus security plan be developed for each school site. Additionally, regulation updated to reference (1) **NEW LAW (AB 2715, 2024)** which authorizes the Governing Board to hold a closed session meeting with law enforcement or security personnel on matters posing a threat to security, including a threat to critical infrastructure controls or critical infrastructure information relating to cybersecurity, (2) **NEW LAW (AB 1858, 2024)** which requires districts to comply with specified requirements if a district's comprehensive school safety plan (CSSP) includes procedures to prepare for active shooters or other armed assailants by conducting a drill, and (3) the requirement for CSSPs to include procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at a district school, an activity sponsored by the school, or on a school bus serving the school. In addition, regulation updated to reflect **NEW LAW (AB 2565, 2024)** which requires districts that undertake an addition, alteration, reconstruction, rehabilitation, or retrofit of a school building, to install interior locks on each door of any room with an occupancy of 5 or more persons in that school building.

Board Policy 3515.4 - Recovery for Property Loss or Damage

Policy updated to reference current parent/guardian liability limits for the costs of specified damages caused by their minor child. Additionally, policy updated to clarify that debt may not be collected for damages caused by a current or former student experiencing homelessness or foster child.

Administrative Regulation 3515.4 - Recovery for Property Loss or Damage

Regulation updated to make the process for recovery for property loss or damage more evident. Additionally, regulation updated to more closely align with law.

Administrative Regulation 3516.1 - Fire Drills and Fires

Regulation updated to reflect the requirement that the first emergency evacuation drill of each school year be conducted within 10 days of the beginning of classes. Additionally, regulation updated to reflect **NEW LAW (AB 2968, 2024)** which requires districts to develop a procedure to identify appropriate refuge shelters for all students and staff to be used in the event of an evacuation order by local authorities and notification to the fire department or other local authorities of the identified refuge, and, for each school in a high-risk fire zone, to (1) coordinate such procedure with the fire department or other local authorities, and (2) develop a communication and evacuation plan which can be used in the event of an early notice evacuation warning.

Board Policy 5113 - Absences and Excuses

Policy updated in conjunction with the accompanying administrative, with minor revisions.

Administrative Regulation 5113 - Absences and Excuses

Regulation updated to reflect **NEW LAW (AB 1884, 2024)** which removes the requirement that the deployment of an immediate family member be to a combat zone or combat support position, allowing for an excused absence when a student spends time with any deployed immediate family member who is an active duty member of the uniformed service. Additionally, regulation updated to reflect **NEW LAW (SB 1138, 2024)** which adds a student's participation in military entrance processing to the list of excused absences. In addition, regulation updated to clarify that only one of the methods listed for verification of student absences is required.

Board Policy 5141 - Health Care and Emergencies

Policy updated to clarify that automated external defibrillators are authorized to be used at designated school sites in accordance with the accompanying administrative regulation. Additionally, policy updated to reflect that (1) any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified, is required to acquire, place, and maintain trauma kits in accordance with the accompanying administrative regulation, and (2) school employees are required to be notified annually of the location of the trauma kits and be provided with information regarding training in the use of the trauma kit.

Administrative Regulation 5141 - Health Care and Emergencies

Regulation updated to make more current the language regarding consent for medical treatment when the parent/guardian cannot be reached by referring to "another person identified in the district's student information system," formerly, "the emergency contact form." Additionally, regulation updated to (1) clarify the requirements for the maintenance, testing, and inspection of automated external defibrillators (AED), (2) add that the Superintendent or designee is required to comply with all laws and regulations governing the placement of an AED and maintain required records of the AED maintenance and testing, (3) include that school employees be provided information about who they can contact if they want to voluntarily take AED or cardiopulmonary resuscitation training, (4) provide that the Superintendent or designee is required to annually offer a demonstration to at least one school staff member on how to use an AED properly in an emergency, and that the building owner may arrange for the demonstration or partner with a nonprofit organization to do so, and (5) add that the principal of any district school serving students in grades 6-12 that has an AED placed in the school annually notify students as to the location of all AEDs on campus. In addition, regulation updated to reflect that any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified, is required to acquire and place at least six trauma kits on the premises of the building in an easily accessible and recognizable container, as specified.

Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting

Regulation updated to clarify that "general neglect" does not include (1) a parent's/guardian's economic disadvantage, or (2) a child receiving treatment by spiritual means or not receiving specified medical treatment for religious reasons. Additionally, regulation updated to move, for more appropriate placement, material related to a child who is experiencing homelessness or is classified as an unaccompanied minor. In addition, regulation updated to reflect **NEW LAW (AB 1913, 2024)** which requires districts to provide employee training on the prevention of abuse, including sexual abuse, of children on district property, by district staff, or in district-sponsored programs annually, rather than the previously required once every three years.

Board Policy 5142 - Safety

Policy updated in conjunction with the accompanying administrative regulation, with the section regarding student identification cards and safety information moved to the administrative regulation.

Administrative Regulation 5142 - Safety

Regulation updated to make more current the language regarding release of a student when the custodial parent/guardian cannot be reached by referring to "an adult authorized in the district's student information system," formerly, "the student's emergency card." Additionally, regulation updated to incorporate the section regarding student identification cards and safety information, which was moved from the accompanying Governing Board policy and modified to reflect **NEW LAW (SB 1063, 2024)**. In addition, regulation updated to reflect The State of California's, "Protecting Californians From Extreme Heat: A State Action Plan to Build Community Resilience" which warns of the dangers extreme heat can pose to children and encourages investing resource in protecting children from extreme heat.

Board Bylaw 9005 - Governance Standards

Bylaw updated to expand material related to CSBA's Professional Governance Standards, including Governing Board expectations as well as responsibilities for the Board as a whole and individual Board members.

Policy 3515: Campus Security

Status: DRAFT

Original Adopted Date: 08/09/2018 | **Last Revised Date:** 06/08/2023 | **Last Reviewed Date:** 09/25/2025

The Governing Board is committed to providing a school environment that promotes the safety of students, staff, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures, which may be included in the district's comprehensive safety plan and/or site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

Reporting and Responding to Threats

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

Threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual. (Education Code 49390)

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or district administrator.

Surveillance Systems

The Superintendent or designee may form a multidisciplinary team in order to identify, inquire, assess, and manage potentially threatening student behavior.

Surveillance Systems

In consultation with the district's school site council, safety planning committee, other relevant stakeholders, and staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous and targeted locations around school buildings and grounds. These **Such** signs shall state that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur and that the recordings may be used in disciplinary proceedings and/or referred to local law enforcement, as appropriate.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements **agreement(s)**.

Regulation 3515: Campus Security

Status: DRAFT

Original Adopted Date: 08/09/2018 | **Last Revised Date:** 06/08/2023 | **Last Reviewed Date:** 09/25/2025

The Superintendent or designee shall develop a campus security plan for each school site which contributes to a positive school climate, fosters social and emotional learning and student well-being, and includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity

These strategies include a risk management analysis of each campus' security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. Additionally, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings and interior spaces from outsiders and discourage trespassing

These strategies may include installing locks, requiring visitor registration, providing staff and student identification tags, and patrolling places used for congregating and loitering.

3. Secure the district's network infrastructure and web applications from cyberattacks

These strategies may include performing an independent security assessment of the district's network infrastructure and selected web applications.

4. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti and implement campus beautification.

5. Control access to keys and other school inventory

6. Detect and intervene with school crime

These strategies may include creating a school watch program, increasing adult presence and supervision, establishing an anonymous crime reporting system, monitoring suspicious and/or threatening digital media content, analyzing school crime incidents, and collaborating with local law enforcement agencies, including providing for law enforcement presence.

7. Additionally, all staff shall be made aware of their responsibilities regarding the immediate reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats

All staff shall receive training in building and grounds security procedures and emergency response.

Locks

All state-funded new construction and modernization projects shall include locks that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. **Additionally, when the district undertakes an addition, alteration, reconstruction, rehabilitation, or retrofit of a school building, the district shall install interior locks on each door of any room with an occupancy of five or more persons. Such doors shall be capable of being unlocked from the outside with a key or other approved means.** Student restrooms and doors that lock from the outside at all times are not required to have locks that can be locked from the inside. (Education Code 17075.50, 17583, 17586; 24 CCR 1010.2, 1010.2.8, 1010.2.8.2)

Keys

The principal or designee shall be responsible for all keys used in a school. Keys shall be issued only to authorized employees who regularly need a key in order to carry out job responsibilities.

The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

Any person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

Policy 3515.4: Recovery For Property Loss Or Damage

Status: DRAFT

Original Adopted Date: 11/14/2019 | **Last Reviewed Date:** 09/25/2025

The Governing Board desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. When district property is damaged due to the willful misconduct of a student or other person, the district **Superintendent or designee** shall seek reimbursement of damages, within the limitations specified in law, from the parent/guardian of a minor child or from any other responsible individual.

The district may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student willingly fails to return or that is willfully cut, defaced, or otherwise injured. However, this policy **the Superintendent or designee** shall not apply to a student who is **collect debt for such damage caused by** a current or former **homeless student experiencing homelessness** or foster child or youth. (Education Code 48904, 49014)

Rewards

The Board may offer and pay a reward for information leading to the determination of the identity of, and the apprehension of, any person who willfully damages or destroys any district property. (Government Code 53069.5)

The Board authorizes the Superintendent or designee to offer a reward in any amount deemed appropriate, not exceeding \$2,500. A reward in excess of \$2,500 shall be authorized in advance by the Board.

The Superintendent or designee shall disburse the reward when the guilt of the person responsible for the act has been established by a criminal conviction or other appropriate judicial procedure. If more than one person provides information, the reward shall be divided among them as appropriate.

Regulation 3515.4: Recovery For Property Loss Or Damage

Status: DRAFT

Original Adopted Date: 11/14/2019 | **Last Reviewed Date:** 09/25/2025

District ~~In order to initiate the process for recovery for property loss or damage, district~~ employees shall report any damage to or loss of school property to the Superintendent or designee immediately after such damage or loss is discovered.

The ~~Upon learning of any instance of loss or damage to school property, the~~ Superintendent or designee shall conduct a complete investigation of any instance of damage to or loss of school property and shall consult, ~~which includes consulting with~~ law enforcement officials when appropriate.

~~When~~ ~~After the investigation is concluded,~~ the individual causing the damage or loss has been identified, and the costs of repair, replacement, or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps to recover the district's costs and shall consult, ~~including consultation~~ with the district's legal counsel and/or insurance carrier, as ~~appropriate needed, to recover the district's loss.~~

Such steps may ~~also~~ include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person and, if the responsible person is a minor, from the parent/guardian in accordance with law. Damages may include the cost of repair or replacement of the property, the payment of any reward, interest, court costs, and all other damages as provided by law.

If the responsible person is a minor student of the district and the student's parents/guardians are unable to pay for the damages or to return the property, the district shall offer a program of voluntary work for the student in lieu of the payment of monetary damages. The district may offer any other student or former student, with parent/guardian permission, the option to provide service, work, or other alternative, nonmonetary forms of compensation to settle the debt owed as a result of property loss or damage. Service or work exchanged for repayment of a debt shall comply with all provisions of the Labor Code related to youth employment. (Education Code 48904, 49014)

The Superintendent or designee may withhold the student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages or the voluntary work has been completed. Prior to withholding a student's grades, diploma, or transcripts, the student's parent/guardian shall be notified of the alleged misconduct and due process shall be afforded the student in accordance with law. (Education Code 48904)

~~In Addition~~ ~~Additionally~~, the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.

Regulation 3516.1: Fire Drills And Fires

Status: DRAFT

Original Adopted Date: 11/16/2015 | **Last Reviewed Date:** 09/25/2025

Fire Drills

The principal shall cause the fire alarm signal to be sounded at least once every month. (Education Code 32001)

The principal shall hold the first emergency evacuation drill of each school year within 10 days of the beginning of classes. (24 CCR 403.4.2)

The principal shall also **Additionally, the principal shall** hold fire drills at least once a month at the elementary level, four times every school year at the intermediate level, and not less than twice every school year at the secondary level. (Education Code 32001)

The ~~When the~~ principal shall ~~notify staff as to the schedule for fire drills~~ **conducts** a fire drill is held, all students, teachers, and other employees shall be directed to leave the building, **which may include:** (5 CCR 550)

1. ~~Teachers shall ascertain~~ **Notifying staff as to the schedule for fire drills**
2. **Ascertaining** that no student remains in the building

As appropriate, teachers shall be prepared to select alternate exits and direct their classes to these exits whenever the designated escape route is blocked.

The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

Fires

The district shall identify refuge shelters for all students and staff to be used in the event of an evacuation order by local authorities and notify the fire department or other appropriate local authority of such refuge to prioritize the safety of students and staff. (Education Code 32282)

The identification of refuge shelters at schools in a high or very high fire hazard severity zone shall be coordinated with the fire department or other appropriate local authority. Additionally, each school in a high or very high fire hazard severity zone shall prepare a communication and evacuation plan to be used in the event of an early notice evacuation warning which allows enough time to evacuate all students and staff. (Education Code 32282)

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The principal or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system (Education Code 32001)
 2. The principal or designee shall call 911
 3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas
 4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response
 5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students
 6. In outside assembly areas, the principal, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff
 7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes
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Policy 5113: Absences And Excuses

Status: DRAFT

Original Adopted Date: 08/10/2017 | **Last Revised Date:** 12/16/2024 | **Last Reviewed Date:** 09/25/2025

The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

In accordance with law, Board policy, and administrative regulation, absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons as specified in Education Code 48205, and work in the entertainment or allied industry as permitted pursuant to Education Code 48225.5.

When a student's absence from school is excused, the student's teacher shall determine identical or reasonably equivalent assignments and tests to those missed during the absence which the student shall be permitted to complete for full credit within a reasonable amount of time as determined by the teacher. (Education Code 48205, 48225.5)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

Inasmuch as ~~Because~~ school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

Regulation 5113: Absences And Excuses

Status: DRAFT

Original Adopted Date: 03/12/2019 | **Last Revised Date:** 12/16/2024 | **Last Reviewed Date:** 09/25/2025

Excused Absences

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

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment (Education Code 48205)
4. Attendance at funeral services for or grieving the death of a member of the student's immediate family or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family (Education Code 48205)

A student may be excused for this reason for up to five days for each incident. (Education Code 48205)

5. Jury duty in the manner provided for by law (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Attendance or appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than one school day each semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment or is on leave from or has immediately returned from such deployment (Education Code 48205)

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

10. Attendance at the student's naturalization ceremony to become a United States citizen (Education Code 48205)
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)
12. For a middle school or high school student, engagement in a civic or political event, provided that the student

notifies the school ahead of the absence (Education Code 48205)

Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence each school year (Education Code 48205)

13. When a student's immediate family member or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family has died: (Education Code 48205)
 - a. To access services from a victim services organization or agency
 - b. To access grief support services
 - c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent/guardian to be in such close association with the student as to be considered immediate family

Such absence shall be excused for not more than three days for each incident. (Education Code 48205)

14. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination (Education Code 46014)

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

15. For a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days, work in such industry (Education Code 48225.5)

For this purpose, student absence shall be excused for a maximum of up to five absences each school year. (Education Code 48225.5)"

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

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

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

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

Method of Verification

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

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

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

The **Any of the** following methods may be used to verify student absences:

1. Written, digital, or audio message from parent/guardian or parent representative
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative

The employee shall subsequently record the following:

- a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated

The employee shall document the verification and include the information specified in Item #2 above.

4. Physician's verification
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment
 - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences

Parental ~~Parent~~/Guardian and Student Notifications

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

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
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Policy 5141: Health Care And Emergencies

Status: DRAFT

Original Adopted Date: 01/16/2008 | **Last Reviewed Date:** 09/25/2025

The Governing Board recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health, or welfare of a student at school or during district-sponsored activities.

The Superintendent or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when accidents and injuries to students occur and that parents/guardians are notified as appropriate.

The Superintendent or designee shall ask parents/guardians to provide emergency contact information in order to facilitate communication in the event of an accident or illness.

District staff shall appropriately report and document student accidents.

Automated External Defibrillators

The Board authorizes the Superintendent or designee to place automated external defibrillators (AEDs) at designated school sites for use by school employees in an emergency, **in accordance with the accompanying administrative regulation.**

The Superintendent or designee shall develop guidelines for employees regarding ~~these devices~~ **the use of AEDs** and shall ensure that employees receive information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. **The Additionally, the** guidelines shall also specify the placement, security, and maintenance of the AED.

The authorization of AEDs in district schools shall not be deemed to create a guarantee that an AED will be present or will be used in the case of an emergency, or that a trained employee will be present and/or able to use an AED in an emergency, or that the AED will operate properly.

Trauma Kits

Any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified in Health and Safety Code 19310, shall acquire, place, and maintain trauma kits in accordance with the accompanying administrative regulation.

School employees shall be notified annually of the location of the trauma kits and be provided with information regarding training in the use of the trauma kit. (Health and Safety Code 19310)

Regulation 5141: Health Care And Emergencies

Status: DRAFT

Original Adopted Date: 01/16/2008 | **Last Reviewed Date:** 09/25/2025

Emergency Contact Information

In order to facilitate contact in case of an emergency or accident, the principal or designee shall annually request that parents/guardians provide the following information:

1. Home address and telephone number
2. Parent/guardian's business address and telephone number
3. Parent/guardian's cell phone number and email address
4. Name, address, and telephone number of an alternative contact person to whom the student may be released and who is authorized by the parent/guardian to care for the student in cases of emergency or when the parent/guardian cannot be reached
5. Local physician to call in case of emergency

In addition, parents/guardians shall be encouraged to notify the school whenever their emergency contact information changes.

Notification/Consent for Medical Treatment

Whenever a student requires emergency or urgent medical treatment while at school or a school district-sponsored activity, the principal or designee shall contact the parent/guardian or, **if the parent/guardian cannot be reached, another person identified in the district's student information system as an** on the emergency contact form in order to obtain consent for the medical treatment.

If the student's parent/guardian or other contact person cannot be reached to provide consent, the principal **or designee** may seek reasonable medical treatment for the student as needed, unless the parent/guardian has previously filed with the district a written objection to any medical treatment other than first aid.

A person who has filed with the district a completed caregiver's authorization affidavit pursuant to Family Code 6550-6552 shall have the right to consent to or refuse school-related medical care on behalf of the minor student. The caregiver's authorization shall be invalid if the district receives notice that the minor student is no longer living with the caregiver or if the Superintendent or designee has actual knowledge of facts contrary to those stated on the affidavit. (Family Code 6550)

The caregiver's consent to medical care shall be superseded by any contravening decision of the parent or other person having legal custody of the student, provided that this contravening decision does not jeopardize the student's life, health, or safety. (Family Code 6550)

Automated External Defibrillators

When an automated external defibrillator (AED) is placed in a district school, the Superintendent or designee shall notify an agent of the local emergency medical services agency of the existence, location, and type of AED acquired. (Health and Safety Code 1797.196, 1797.200)

The Superintendent or designee shall ensure that any AED placed at a district school is: **(Health and Safety Code 1797.196)**

1. **Maintained** and tested according to the operation and maintenance guidelines set forth by the manufacturer
2. **Tested at least biannually and after each use**
3. **Inspected at least every 90 days for potential issues related to operability of the device, including a blinking light or other obvious defect that may suggest tampering or that another problem has arisen with the**

functionality of the AED

Additionally, the Superintendent or designee shall comply with all laws and regulations governing the placement of an AED and maintain required records of the AED maintenance and testing. (Health and Safety Code 1797.196)

The Superintendent or designee shall develop a written plan which describes the procedures to be followed in the event of a medical emergency, including an emergency that may involve the use of an AED. These procedures ~~should~~ **shall** include, but not be limited to, requirements for immediate notification of the 911 emergency telephone number in the event of an emergency that may involve the use of an AED.

The principal of any district school with an AED shall annually provide information to school employees that describes: (Health and Safety Code 1797.196)

1. Sudden cardiac arrest
2. The school's emergency response plan
3. The proper use of an AED

Instructions on how to use the AED, in no less than 14-point type, shall be posted next to every AED. ~~In addition~~ **Additionally**, school employees shall be notified annually of the location of all AED units on campus **and be provided information about who they can contact if they want to voluntarily take AED or cardiopulmonary resuscitation training.** (Health and Safety Code 1797.196)

~~Each AED shall be checked for readiness at least biannually and after each use. In addition, the Superintendent or designee shall ensure that an inspection is made of all AEDs at least every 90 days for potential issues related to operability of the device, including a blinking light or other obvious defect that may suggest tampering or that another problem has arisen with the functionality of the AED. The Superintendent or designee shall maintain records of these checks.~~ (Health and Safety Code 1797.196)

~~The Superintendent or designee shall annually offer a demonstration to at least one school staff member on how to use an AED properly in an emergency. The building owner may arrange for the demonstration or partner with a nonprofit organization to do so.~~ (Health and Safety Code 1797.196)

~~The principal of any district school serving students in grades 6-12 that has an AED placed in the school shall annually notify students as to the location of all AEDs on campus.~~ (Health and Safety Code 1797.196)

Trauma Kits

~~Any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified, shall acquire and place at least six trauma kits on the premises of the building in an easily accessible and recognizable container.~~ (Health and Safety Code 19310)

~~All trauma kits acquired and placed on the premises of a school building or structure shall be inspected every three years to ensure that all materials, supplies, and equipment contained in the trauma kit are not expired, and replace any expired or missing materials, supplies, and equipment as necessary. After a trauma kit is used, it shall be restocked and any materials, supplies, and equipment replaced as necessary to ensure that all materials, supplies, and equipment required to be contained in the trauma kit are contained in the trauma kit.~~ (Health and Safety Code 19310)

Regulation 5141.4: Child Abuse Prevention And Reporting

Status: DRAFT

Original Adopted Date: 09/21/2015 | **Last Revised Date:** 02/10/2022 | **Last Reviewed Date:** 09/25/2025

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of employment (Penal Code 11165.5, 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be legally privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a district employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)

Additionally, general neglect does not include: (Penal Code 11165.2)

1. **A parent/guardian's economic disadvantage**
2. **A child receiving treatment by spiritual means pursuant to Welfare and Institutions Code 16509.1, or not receiving specified medical treatment for religious reasons**

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; licensees, administrators, and employees of a licensed child day care facility; Head Start program teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on the person's training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

~~A~~ **Using the procedures provided below, a** mandated reporter shall make a report ~~using the procedures provided below~~ whenever **the mandated reporter, while** acting in a professional capacity or within the scope of employment, ~~the mandated reporter~~ has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11165.9, 11166.05, 11167)

Any district employee who reasonably believes to have observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under 14 years of age shall notify a peace officer. (Penal Code 152.3)

The fact that a child is experiencing homelessness or is classified as an unaccompanied minor, as defined in the federal McKinney-Vento Homeless Assistance Act (42 USC 11434a), is not, in and of itself, a sufficient basis for reporting child abuse or neglect. (Penal Code 11165.15)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom the person knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Such reports shall be made to the following agency(ies):

San Diego Child Protective Services
6950 Levant St San Diego, CA 92111
1-800-344-6000 Fax 858-694-5240

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall prepare and either send, fax, or electronically transmit to the appropriate agency a written follow-up report, which includes a completed California Department of Justice (DOJ) form (BCIA 8572). (Penal Code 11166, 11168)

The DOJ form may be obtained from the district office or other appropriate agencies, such as the police department, sheriff's department, or county probation or welfare department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to the mandated reporter. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose the mandated reporter's identity to a supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Within the first six weeks of each school year, or within the first six weeks of employment if hired during the school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services (CDSS). (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. ~~In addition~~ **Additionally**, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

In addition, the Superintendent or designee shall provide annual training (e.g., the use of a sign-in sheet, submission on the prevention of a certificate abuse, including sexual abuse, of completion). The following paragraph may be revised to reflect district practice: children on district property, by district staff, or in district-sponsored programs. (Education Code 44691)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)

Victim Interviews by Social Services

Whenever CDSS or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform the person of the following requirements prior to the interview: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable the child to be as comfortable as possible
2. The selected person shall not participate in the interview
3. The selected person shall not discuss the facts or circumstances of the case with the child
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect

Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site **on district property** to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those guidelines and/or procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site **on district property**, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee shall also file a report when obligated to do so pursuant to Penal Code 11166 using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 3200-3205.

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. Additionally, the district shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, any person who will be a mandated reporter by virtue of the person's position shall sign a statement indicating knowledge of the reporting obligations under Penal Code 11166 and compliance with such provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of the mandated reporter's professional capacity or outside the scope of employment (Penal Code 11172)

Any other person making a report shall not incur civil or criminal liability unless it can be proven that the person knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, the mandated reporter may be guilty of a crime punishable by a fine and/or imprisonment (Penal Code 11166)

No employee shall be subject to any sanction by the district for making a report unless it can be shown that the employee knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166, 11172)

Policy 5142: Safety

Status: DRAFT

Original Adopted Date: 01/16/2008 | **Last Revised Date:** 06/08/2023 | **Last Reviewed Date:** 09/26/2025

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and promotes student safety and well-being. Appropriate measures shall be implemented to minimize the risk of harm to students, including, but not limited to, protocols for maintaining safe conditions on school grounds, promoting safe use of school facilities and equipment, and guiding student participation in educational programs and school-sponsored activities.

Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

School **District** staff shall be responsible for the proper supervision of students at all times when students are subject to district rules, including, but not limited to, during school hours, school **District**-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using district provided transportation.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety and emergency procedures, as well as injury and disease prevention.

Crossing Guards/Student Safety Patrol

To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a student safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

~~Student Identification Cards and Safety Information~~

~~1. The National Suicide Prevention Lifeline telephone number and, at the district's discretion, the Crisis Text Line and/or a local suicide prevention hotline telephone number~~

~~2. The National Domestic Violence Hotline~~

Regulation 5142: Safety

Status: DRAFT

Original Adopted Date: 09/21/2015 | **Last Revised Date:** 06/08/2023 | **Last Reviewed Date:** 09/26/2025

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

Release of Students

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

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

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students, if necessary, prior to the time that school starts. (5 CCR 5570)

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

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

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

Threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual. (Education Code 49390)

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or district administrator.

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

1. Clearly identify supervision zones and require all playground supervisors to remain at a location from which they can observe their entire zone of supervision and be observed by students in the supervision zone
2. Consider the size of the playground area, the number of areas that are obstructed from open view, and the age of the students to determine the ratio of playground supervisors to students

At any school where playground supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school

grounds before and after school and during recess and other intermissions. (5 CCR 5552)

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help prevent problems and resolve conflicts among students. Additionally, all staff and other school officials shall be made aware of their responsibilities regarding the reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats. The training shall be documented and kept on file.

Student Identification Cards and Safety Patrols Information

Student identification cards of students in grades 7-12 shall have printed on them the 988 Suicide and Crisis Lifeline and the National Domestic Violence Hotline (1-800-799-7233). Additionally, student identification cards of students in grades 7-12 may have printed on them a quick response (QR) code that links to the county's mental health resources website. (Education Code 215.5)

Playground Safety

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

The Superintendent or designee may permit students to avoid overexposure to sun when they are outdoors and evaluate the adequacy of shade in playground areas in accordance with Board Policy 5141.7 - Sun Safety.

Activities with Safety Risks

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

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Cross-country or downhill skiing
7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Archery
12. Mountain bicycling
13. Rock climbing
14. Rocketeering

15. Surfing
16. Body Contact Sports
17. Other activities determined by the principal to have a high risk to student safety

As needed, the Superintendent or designee may periodically provide training or instruction to students on the safe use of electric, motorized or nonmotorized bicycles, scooters, skateboards, and roller skates. Any student who rides a bicycle, scooter, skateboard, or roller skates to school shall wear a properly fitted and fastened bicycle helmet.

Events In or Around a Swimming Pool

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

Laboratory Safety

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

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

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

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

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

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

Hearing Protection

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

Eye Safety Devices

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

Protection Against Insect Bites

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

Bylaw 9005: Governance Standards

Status: DRAFT

Original Adopted Date: 10/01/2015 | **Last Reviewed Date:** 09/26/2025

The Governing Board believes that its primary responsibility is **expects itself** to act in the best interests of every student in the district: **within the legal confines established by law and the fiscal confines established by the budget.** The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to **shall** govern **the district** responsibly and hold themselves to **uphold** the highest standards of ethical conduct.

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

In order to set the direction for the district, provide a high quality education to each student, ensure proper accountability and oversight of the district and the Superintendent, and offer community leadership on behalf of the district and public education, the Board expects itself to have a unity of purpose and to:

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the district focused on learning and achievement for all students
2. Communicate a common vision
3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations

In fulfilling its role, the Board is responsible for:

1. **Involving the community, parents/guardians, students, and staff in regularly developing or updating a common vision for the district focused on learning and achievement and responsive to the needs of all students**
2. **Adopting and updating policies consistent with law and the district's vision and goals**
3. **Maintaining accountability for student learning by adopting curricula and monitoring student progress**
4. **Hiring and supporting the Superintendent so that the vision, goals, and policies of the district can be implemented**
5. **Conducting regular and timely evaluations of the Superintendent based on the vision, goals, and performance of the district, and ensuring that the Superintendent holds district personnel accountable**
6. **Adopting a fiscally responsible budget based on the district's vision and goals, and regularly monitoring the fiscal health of the district**
7. **Ensuring that a safe and appropriate educational environment is provided to all students**
8. **Establishing a framework for the district's collective bargaining process and adopting responsible agreements**
9. **Providing community leadership on educational issues and advocating on behalf of students and public education at the local, state, and federal levels**

In addition, each individual Board member is expected to:

1. Keep learning and achievement for all students as the primary focus
 2. Value, support, and advocate for public education
 3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents/**guardians**, and the community
 4. Act with dignity, and understand the implications of demeanor and behavior
 5. Keep confidential matters confidential
 6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
 7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
 8. Understand that authority rests with the Board as a whole and not with individuals
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CARDIFF SCHOOL DISTRICT TECHNOLOGY SUPPORT SPECIALIST I

DEFINITION:

Under general direction, to install, repair, and maintain a variety of computer and peripheral equipment, including computers, printers, terminals, and other hardware and software; provide training and technical assistance and support related to hardware and software to computer users at school and District locations.

TYPICAL DUTIES:

- Install, configure, and maintain computer hardware, software, database software, and network monitoring software and associated peripherals
- Maintain local area networks, create and administer network accounts
- Confer with users on operational malfunctions and determine corrective action
- Troubleshoot equipment problems and install new equipment
- Support software through training and documentation
- Develop user guides and other user assistance items
- Assist staff in the use of the Internet and in integrating technology into the instructional programs
- Diagnose and resolve problems and malfunctions utilizing test programs and equipment
- Repair or arrange for the repair of computer hardware and peripheral equipment
- Evaluate software product requirements and evaluate hardware for compatibility with software previews
- Recommend the purchase of new and replacement hardware and software
- Communicate with vendors, suppliers, District administrators, and staff concerning parts, equipment, program operation, and new technology
- Evaluate donated equipment for placement in classrooms or labs
- Maintain records and prepare reports related to equipment inventory, maintenance, installations, and warranties
- Develop or assist in the development and maintenance of internet websites and web pages
- Represent the District on county-wide committees and as a liaison with support agencies
- Maintain and administer phone, PBX, and VOIP phone system
- Diagnose and resolve problems pertaining to wireless networks and access points
- Maintain and administer the district's mobile device management system
- Diagnose and resolve problems related to audio/visual equipment
- Perform other duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Computer applications, operations, and peripheral equipment
- Requirements and procedures for determining the configuration of Computer equipment, system-level, and commercially packaged software
- Methods, tools, and procedures used in the installation, repair, and maintenance of Computers and peripheral equipment
- Computer networks related to LAN (local area network) and WAN (wide area network)

- Windows, macOS, iOS, and iPadOS operating systems
- Copyright laws, privacy laws, and best practices related to network/computer access
- Methods and procedures for storing equipment, materials, and supplies
- Safety practices and precautions
- Correct English usage, including spelling, grammar, and punctuation.

Ability to:

- Install, configure, and operate computer software on the Microsoft Windows and/or Macintosh computer platforms
- Troubleshoot, investigate, and correct computer malfunctions or concerns and perform routine hardware and software technical support
- Demonstrate and explain a variety of computer hardware and software operations
- Work effectively with strict time lines, numerous contacts, and the necessity of accuracy
- Coordinate and prioritize multiple tasks
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing to non-technical staff
- Train and provide direction to others
- Work effectively, both independently and as a member of a team
- Read, interpret, apply, and explain rules, regulations, policies, and procedures

EDUCATION/EXPERIENCE:

Any combination of education, training, and/or experience that demonstrates the ability to perform the required duties. A typical qualifying background would include completion of high school or equivalent, supplemented by vocational or college-level course work in Computer Science, Computer Technology or related field, and two years of increasingly responsible computer experience, including experience in maintaining computer operations and systems administration.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to hear and speak to exchange information and make presentations; see to perform assigned duties; sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; finger and grasp objects; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store supplies; lift materials weighing up to 50 pounds.

WORK ENVIRONMENT:

Noise and temperature variations from computer equipment and adjacent offices are moderate.

CARDIFF SCHOOL DISTRICT TECHNOLOGY SUPPORT SPECIALIST II

DEFINITION:

Under general direction, install, repair, and maintain a variety of computers, mobile devices, and peripheral equipment; perform duties relating to the maintenance and support of the network; provide training and technical assistance related to hardware and software to district employees; maintain a flexible and positive attitude.

TYPICAL DUTIES:

- Install/upgrade operating systems and software applications, with an emphasis on Apple computers and devices
- Install/upgrade computer peripherals (printers/scanners/etc)
- Create purchase requisitions as needed (within technology budget)
- Move equipment to and from different locations
- Troubleshoot computer problems (hardware/software)
- Repair or arrange for the repair of computer hardware and peripheral equipment
- Collect and maintain an inventory of assets
- Install, update, and maintain server hardware, operating systems, and applications
- Manage network services (e.g., DNS, DHCP, Active Directory, Microsoft Entra, Google Workspace), user accounts, and file shares
- Perform data backup & restore procedures
- Troubleshoot network connectivity problems
- Document and communicate clearly
- Convey information in non-technical terms
- Listen and interpret user concerns and statements
- Develop user guides and other user assistance items
- Prioritize tasks efficiently
- Perform other duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Computer applications, operations, and peripheral equipment for multiple operating systems (macOS, iOS, iPadOS, Windows, Linux)
- Methods, tools, and procedures used in the installation, repair, and maintenance of computers and peripheral equipment, including servers
- Computer networks related to LAN (local area network) and WAN (wide area network)
- Methods and procedures for storing equipment, materials, and supplies
- Safety practices and precautions
- Correct English usage, spelling, grammar, and punctuation

Ability to:

- Install, configure, and operate computer software on multiple computer platforms

- Troubleshoot, investigate, and correct computer software or hardware malfunctions; perform routine hardware and software technical support
- Effectively use word processing programs, spreadsheets, and Internet browsers
- Demonstrate and explain a variety of computer hardware and software operations
- Coordinate and prioritize multiple tasks
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing to non-technical staff
- Work effectively, both independently and as a member of a team
- Read, interpret, and apply rules, regulations, policies, and procedures

EDUCATION/EXPERIENCE:

Any combination of education, training, and/or experience that demonstrates the ability to perform the required duties. A typical qualifying background would include completion of high school or equivalent, supplemented by vocational or college-level course work in computer technology and/or certification with an emphasis in technology (A+, Network+, Security+), plus four years of increasingly responsible technical experience.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to hear and speak to exchange information and make presentations; see to perform assigned duties; sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; finger and grasp objects; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store supplies; lift materials weighing up to 50 pounds.

WORK EXPERIENCE:

Noise and temperature variations from computer equipment and adjacent offices are moderate.