"Our Community is Committed to Success for Every Child, Every Day"

HAPPY VALLEY Est.1954
UNION SCHOOL DISTRICT

Happy Valley Elementary School District
Board of Trustees

Regular Board Meeting Agenda

November 12, 2025
Happy Valley Elementary School Cafeteria – Open Session – 5:30 p.m.
Happy Valley Elementary School Room 201 – Closed Session – 5:35 p.m.
Happy Valley Elementary School Cafeteria – Open Session - 6:00 p.m.
17480 Palm Avenue, Anderson, CA 96007

OPEN SESSION – 5:30 PM Elementary Cafeteria

1.0 Call to Order

2.0 Roll Call

3.0 Approval of Closed Session Agenda

4.0 Public Comment on Closed Session

The public is invited to address the Board regarding items that are listed under the closed session agenda. Speakers are limited to three minutes each. The Board is not allowed under law to act on matters that are not on the Agenda.

5.0 Adjourn Open Session and Convene Closed Session

CLOSED SESSION - 5:35 PM Elementary Room 201

6.0 Closed Session

6.1 Conference Regarding Labor Negotiations (GC §54957.6)
6.2 Significant Exposure to Litigation Pursuant to (Government Code Section §54956.9(b)): 1 Case

7.0 Adjourn Closed Session and Convene Open Session

OPEN SESSION – 6:00 PM Elementary Cafeteria

8.0 Call to Order

9.0 Pledge of Allegiance

10.0 Report from Closed Session

11.0 Approval of Open Session Agenda

12.0 Presentation – Students/Staff

13.0 Information/Discussion Items (Updates; Community Events; Staff Announcements)

13.1 Community/Staff/District

a) Community
b) Certificated Staff
c) Classified Staff
d) Board Members
e) Primary Site Update
f) Elementary Site Update

14.0 Communication to the Board – None

15.0 Public Comment – Public Session Items **not on the agenda**, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. Items not on the agenda are restricted in response and action by the Board and its members. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). In order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process.

15.1 Public Comment Session Opened
15.2 Items on the Agenda
15.3 Items not on the Agenda
15.4 Public Comment Session Closed

16.0 Consent Agenda - Consent Agenda items are expected to be routine and non-controversial. They will be acted upon by the Board at one time **without discussion**. **Board Members may request that an item be removed from the Consent Agenda for later discussion**.

16.1 Approval of Minutes for Regular Board Meeting October 8, 2025 & Special Board Meeting November 4, 2025 (Pg.4)
16.2 Approval of Warrants Oct. 4 – Nov. 7, 2025 (Pg.12)

17.0 Personnel:

17.1 Approve Personnel Action Report (Pg.20)

18.0 Discussion/Action Items

18.1 Discussion/Action: Approval of Items Removed from the Consent Agenda
18.2 Discussion: Notice of the Annual Organizational Meeting of the Board. Annual meeting to be held December 10, 2025 with the Date, Time, and Location of board meetings to be set at this time **(No action is required. For notification purposes only).** (Pg.21)
18.3 Discussion/Action: Approve 2025/26 CEA (Certificated Employee Average) Waiver Request (Pg.22)
18.4 Discussion/Action: Approve Cust/Maint/Bus Driver Job Description & Placement on Classified Salary Schedule (Pg.25)
18.5 Discussion/Action: Approve Boys Basketball Tournament - Weed (Out of County - January)

18.6 Discussion/Action: Board Policy 6153 – School-Sponsored Trips (Pg.33)
18.7 Discussion/Action: Approve Updated June Board Policies & August Special Board Policies (please refer to the policies included in your September packet)
18.8 Discussion: Updated September Board Policies (1st Read) (Pg.34)
18.9 Discussion: Cell Phone Sub Committee Update

19.0 Superintendent Update

20.0 Business Manager Update

21.0 Enrollment Update as of November 7, 2025: 454 - Grades TK – 8 (including CDS) (Pg.199)

22.0 Next Meetings

December 10, 2025
January 2026 (Pending based on Organizational Meeting in December)

Board Meeting Times:
5:30 p.m. – 5:35 p.m. – Open Session – Community Comments on Closed Session – Elem. Cafeteria
5:35 p.m. – 6:00 p.m. – Closed Session – Elementary Room 201
6:00 p.m. – Open Session – Regular Board Meeting – Elementary Cafeteria

23.0 Adjourn Open Session

HAPPY VALLEY UNION SCHOOL DISTRICT Est. 1954

Happy Valley Elementary School District
Board of Trustees

Regular Board Meeting Minutes

October 8, 2025
Happy Valley Elementary Cafeteria – Open Session – 5:00 p.m.
Happy Valley Elementary Room 201 – Closed Session – 5:05 p.m.
Happy Valley Elementary School Cafeteria – Open Session - 6:00 p.m.
17480 Palm Avenue, Anderson, CA 96007

OPEN SESSION – 5:00 PM Elementary Cafeteria

1.0 Call to Order @ 5:00 p.m.

2.0 Roll Call – Jodi Shearman, Cheryl Best, Erin Ciapponi, Jacque Brousseau, Josh Hancock – Present

3.0 Approval of Closed Session Agenda

On a motion by Cheryl Best, seconded by Erin Ciapponi, the board voted 5-0 to approve the closed session agenda.

4.0 Public Comment on Closed Session

The public is invited to address the Board regarding items that are listed under the closed session agenda. Speakers are limited to three minutes each. The Board is not allowed under law to act on matters that are not on the Agenda.

4.1 Public comment session opened @ 5:04 p.m.
4.2 Persons wishing to address the board – Items in Closed Session

The following individuals addressed the Board and spoke in support of the District and Mrs. Gina Murphy:

Tim Garman – Mr. Garman introduced himself as a former Board Member. He read a prepared statement expressing his support for the District regarding the situation at the Primary School. He reminded the Board and audience that the matter involves four-year-old students and stated that it is unfortunate they have been exposed to adult issues. He expressed that he believes the District is responding appropriately and urged the community to allow the administration the necessary time to complete its investigation.

Bonnie Cook – Ms. Cook addressed the Board regarding the Superintendent/Principal model, expressing her belief that the responsibilities of both roles are too great for one individual. She asked the Board to reconsider this structure. Speaking in support of Mrs. Murphy, Ms. Cook shared that Mrs. Murphy is collaborative, respectful, and has unified the District. She stated she could not imagine the Primary School without Mrs. Murphy's leadership.

Tammy Jacobs – Ms. Jacobs stated that Mrs. Murphy provides unwavering leadership to staff and students, and she expressed pride in working at Happy Valley.

Heather Montgomery – Ms. Montgomery shared that she has two children enrolled in the District and believes they feel safe, heard, and acknowledged because of Mrs. Murphy's leadership. She stated that Mrs. Murphy maintains an open-door policy and provides clear, honest solutions, and she feels fortunate to have her children under Mrs. Murphy's guidance.

Sandi Garcia – Ms. Garcia introduced herself and shared information about her role within the District. She stated that Mrs. Murphy has consistently supported her in her position.

Shannon Spencer – Mrs. Spencer shared that she has worked for the District for 37 years and has chosen to spend her career in Happy Valley. She stated that she feels supported personally, as well as in her work with students and families, and that it has been a pleasure to work alongside Mrs. Murphy.

Darcy Weekley – Ms. Weekley stated that she first met Mrs. Murphy over 30 years ago when she joined the PTA and that Mrs. Murphy fostered her love for the community. She expressed concern regarding negative comments about Mrs. Murphy circulating on social media, stating that such conduct does not reflect the community she knows.

4.3 Public comment session closed @ 5:16 p.m.

5.0 Adjourn Open Session and Convene Closed Session

On a motion by Cheryl Best, seconded by Jacque Brousseau, the board voted 5-0 to adjourn open session and convene closed session.

CLOSED SESSION - 5:05 PM Elementary Room 201 (Dependent on Length of Open Session)

6.0 Closed Session

6.1 Public Employee Discipline/Dismissal Release (§54957)
6.2 Public Employee Performance Evaluation – Superintendent/Primary School Principal (§54957)
6.3 Significant Exposure to Litigation Pursuant to (Government Code Section §54956.9(b)): 1 Case

7.0 Adjourn Closed Session and Convene Open Session

On a motion by Erin Ciapponi, seconded by Cheryl Best, the board voted 5-0 to adjourn Closed Session and convene Open Session at 5:49 p.m.

OPEN SESSION – 6:00 PM Elementary Cafeteria

8.0 Call to Order at 6:00 p.m.

9.0 Pledge of Allegiance – Led by Jodi Shearman

10.0 Report from Closed Session – No reportable action

11.0 Approval of Open Session Agenda –

On a motion by Cheryl Best, seconded by Erin Ciapponi, the board voted 5-0 to approve the agenda.

12.0 Presentation – Students & Staff

Students: Juan Soto-Patino, Braelyn McLain, Banyon Burns, Harper Cummings
Staff: Matt Roach, Rocio Parkinson, Larry Guzman, James Price

13.0 Information/Discussion Items

13.1 Community/Staff/District (suggested 2 minutes maximum per presenter)

a) Community – None
b) Certificated Staff – None
c) Classified Staff – None
d) Board Members – **Erin Ciapponi –** Ms. Ciapponi addressed the Board and community regarding negative social media posts, spanning from several months ago to present, made by Board Member Josh Hancock. Erin stated that while she respects Mr. Hancock's right to free speech she wants to make it clear that his views do not represent the views of the entire board. She expressed her hope that Mr. Hancock would use his platform to unite the district rather than divide it. Ms. Ciapponi shared that she has three children who have attended, or are currently attending, schools in the District, and she expressed her deep appreciation for the Happy Valley staff who show up every day to support and improve the educational experience for all students. They care deeply and work tirelessly, often without recognition and she wants the staff to know that they have her full support and appreciation.
Jacque Brousseau – Ms. Brousseau introduced herself as a board member, a nurse and a mother of three children who are or have attended Happy Valley School District. Ms. Brousseau addressed social media posts made by board member Josh Hancock that have caused confusion, fear and division. Posts like his subtract from the real work the board is elected to do which is to support the children.
As public officials we have an appointed duty to model integrity. She wants to assure the community that any complaints brought forward to the board in a proper manner are listened to, cared about, considered, and handled lawfully. She expressed her deepest gratitude to the staff members and asked them to please not leave the district.
Cheryl Best – Cheryl Best reminded the audience that the way we start our board meetings with presentations to students & staff is why we are here. We have amazing staff, we have amazing students and families and this is a very close-knit community. She has lived in the community almost the entirety of her life. She went to school here, her husband went to school here, her children have gone to school here. There have always been ups and downs but the community has stuck together and everyone always has the children's best interests at heart. That is what a good school does.
On a side note, Ms. Best reported that 4-H has their second meeting next Monday at the community center at 7 p.m. if anyone is interested in joining 4-H.

e) Primary Site Update – Gina Murphy reported the following: the popcorn attendance party went well; pumpkin patch field trips are starting. This year pumpkins will be limited in size to what can fit in the student's backpacks; National Walk to School Day was last Wednesday. Buzz the Bee showed up to walk with the students.

f) Elementary Site Update – Chris Nelson commented on the following: the ELA scores came in from last year and are as follows: 4th grade up 15%, 5th grade 9%, 6th grade 15%, 7th grade 25% and 8th grade 26%. The staff worked really hard last year under difficult circumstances; attendance has been amazing. We are getting help from Sandi at the primary school and Lindsey is doing a great job working with parents to get students to school. Last weeks numbers were very impressive: M – 97.99%, T – 98.8%, W – 99.6%, TH – 98.8% and F – 97.59%. Wednesdays % was literally one student who was absent; the HV Volleyball tournament brought in $8,000.00; the PTO is doing a great job planning several activities including the Harvest Festival and dances; we had a drive-thru coffee event for staff that was a success. Staff can look forward to a repeat!

14.0 Communications to the Board – Shasta County Office of Education's approval of the 2025/2026 Adopted Budget and LCAP

15.0 Public Comment – Public Session Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. Items not on the agenda are restricted in response and action by the Board and its members. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). In order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process.

******Prior to the opening of public comments Jodi Shearman read a statement regarding the procedure for speaking during the public comment session.**

15.1 Public Comment Session Opened @ 6:34 p.m.
15.2 Items on the Agenda – None
15.3 Items not on the Agenda –

The following individuals provided public comment on topics including recent and past social media activity, support for Mrs. Murphy, concerns involving the primary school, and referenced initial efforts to recall Board Member Josh Hancock:

Jeff Kuwahara, Tim Garman, Colleen Wogoman, Tim Martini, Kari Piazza, Mike Baldwin, Katlyn Patrick and Sarah Dwinell.

For anyone interested in hearing all comments, the entirety of the board meeting can be watched here: **https://www.youtube.com/watch?v=8Jt34XBmOu0**

15.4 Public Comment Session Closed @ 7:08 p.m.

16.0 Consent Agenda - Consent Agenda items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion. **Board Members may request that an item be removed from the Consent Agenda for later discussion.**

16.1 Approval of Minutes for Regular Board Meeting September 10, 2025 & Special Board Meeting September 30, 2025
16.2 Approval of Warrants Sept. 6th – Oct. 3rd, 2025
16.3 Approve Williams Quarterly Report – July – Sept. 2025
16.4 Approve 2023/24 Teacher Assignment Monitoring Outcome Data

On a motion by Cheryl Best, seconded by Jacque Brousseau, the board voted 5-0 to approve the Consent Agenda.

17.0 Personnel:

17.1 Approve Personnel Action Report

On a motion by Jodi Shearman, seconded by Cheryl Best, the board voted 5-0 to approve the the Personnel Action Report.

18.0 Discussion/Action Items

18.1 Discussion/Action: Approval of Items Removed from the Consent Agenda

No items removed

18.2 Discussion/Action: Approve AR 3311

Jodi Shearman reported that she had called CSBA to get clarification on the administrative regulation. She stated that Item 1.0 should read $75,000.

On a motion by Cheryl Best, seconded by Erin Ciapponi, the board voted 5-0 to Approve AR 3311 with the correction of the regulation to say $75,000 or more.

18.3 Discussion: Updated June Board Policies & August Special Policy Update (2nd Read) (Refer to your September board packet.)

Jodi Shearman reminded the board the updated policies were in their September board packet. She asked that they come ready to approve the policies at the November board meeting.

18.4 Discussion: Cell phone Sub Committee Update

Chris Nelson has completed sending out surveys to students, staff and parents. The surveys are still open but there haven't been any responses in the last week.

19.0 Superintendent Update – Mrs. Murphy commented on the following: The TK/K buildings now have roofs. The finish date is still December; SELPA is looking at a new SPED system to replace SEIS. This will be a county wide switch; MVJPA ERICS Class has closed due to low enrollment; ELOP clubs and camps have started.

20.0 Business Manager Update – Larrisa Schwab reported the following: The adopted budget has been approved by SCOE; Harbert Roofing will be replacing the roof on the greenhouse. After completion the roof will be replaced on the District Office/Pre-School building; The audit is scheduled for next week.

21.0 Enrollment Update as of October 3, 2025: 461 - Grades TK – 8 (includes CDS)

22.0 Next Meetings

November 12, 2025
December 10, 2025
January 2026 (Pending based on Organizational Meeting in December)

Board Meeting Times:
5:00 p.m. – 5:05 p.m. – Open Session – Community Comments on Closed Session – Elem. Cafeteria
5:05 p.m. – 6:00 p.m. – Closed Session – Elementary Room 201
6:00 p.m. – Open Session – Regular Board Meeting – Elementary Cafeteria

23.0 Adjourn Open Session

On a motion by Cheryl Best, seconded by Jacque Brousseau, the board voted 5-0 to adjourn open session @ 7:18 p.m.

Approved November 12, 2025

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Clerk of the Board

HAPPY VALLEY UNION SCHOOL DISTRICT Est.1954

Happy Valley Elementary School District
Board of Trustees

Special Board Meeting Minutes

November 4, 2025 @ 8:30 a.m.
Happy Valley District Office
16300 Cloverdale Rd., Anderson, CA 96007

OPEN SESSION – 8:30 AM

1.0 Call to Order @ 8:30 a.m.

2.0 Roll Call – Jodi Shearman, Cheryl Best, Erin Ciapponi – Present
Josh Hancock, Jacque Brousseau **-** Absent

3.0 Pledge of Allegiance led by Jodi Shearman

4.0 Approval of Agenda

On a motion by Cheryl Best, seconded by Erin Ciapponi, the board voted 3-0 to approve the agenda.

5.0 Public Comment – Public Session Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. Items not on the agenda are restricted in response and action by the Board and its members. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). In order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process.

5.1 Public Comment Session Opened @ 8:31 a.m.
5.2 Items on the Agenda - None
5.3 Items not on the Agenda - None
5.4 Public Comment Session Closed @ 8:31 a.m.

6.0 Discussion/Action Items:

6.1 Discussion/Action: Approve 8th Grade Girls' Basketball Tournament Trip to Mt. Shasta City with Overnight Stay in Weed, CA

On a motion by Cheryl Best, seconded by Erin Ciapponi, the board voted 3-0 to approve the 8th grade Girls' tournament trip.

7.0 Adjournment of Special Board Meeting

On a motion by Jodi Shearman, seconded by Cheryl Frazer, the board voted 3-0 to adjourn the special board meeting at 8:33 a.m.

Approved November 12, 2025

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Clerk of the Board

Checks Dated 10/04/2025 through 11/07/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011054589	10/09/2025	ACCU-PRINT	01-5801	FINGERPRINTING		90.00
9011054590	10/09/2025	AERIES SOFTWARE	01-5801	STUDENT SYSTEM INFO & ONLINE ENROLLMENT		17,936.65
9011054591	10/09/2025	BIG O TIRES #005058	01-5801	MAINTENANCE TRUCK TIRE REPAIRS		616.81
9011054592	10/09/2025	CALIF SAFETY - ANNA SCHWA RTZ	01-5801	OCT 25' ALARM MONITORING		570.00
9011054593	10/09/2025	CALIFORNIA'S VALUED TRUST ATTN: FIN DEPT	01-9550	OCT 25' H & D	49,934.00	
			01-9551	OCT 25' H & D	4,069.85	
			01-9559	OCT 25' H & D	982.57	54,986.42
9011054594	10/09/2025	CERAMI & BROWNING CONSTRUCTION	35-6210	TK/K RETENTION PAYMENT		10,968.46
9011054595	10/09/2025	CERAMI & BROWNING CONSTRUCTION	35-6210	TK/K CONSTRUCTION THRU 9/30/25		208,400.54
9011054596	10/09/2025	CINTAS	01-5801	LIFELINE & REVIVER AED VIEW AGREEMENT		329.26
9011054597	10/09/2025	CLEAR CREEK COMMUNITY SERVICE	01-5550	SEPT 25' BALL PARK WATER SERVICES	593.82	
				SEPT 25' BUS BARN WATER SERVICES	21.09	
				SEPT 25' ELEMENT. WATER SERVICES	631.74	
				SEPT 25' PRIMARY WATER SERVICES	162.64	1,409.29
9011054598	10/09/2025	FRANCESCUT, COREY	01-4310	ELECTIVE CURRICULUM		151.98
9011054599	10/09/2025	HAPPY VALLEY FRESH FTS	13-4710	25/26 FOOD SERVICES - FRUIT		323.00
9011054600	10/09/2025	KRISTINA COOK	01-5211	AUG 25 SPED PARENT MILE. REIMB.	252.00	
				SEPT 25 SPED PARENT MILE. REIMB.	392.00	644.00
9011054601	10/09/2025	LINDE GAS & EQUIPMENT INC.	01-5610	MAINTENANCE CYLINDER RENTAL		25.60
9011054602	10/09/2025	MOUNTAIN VALLEY SPED JPA	01-5101	ERICS CLASS	8,698.39	
				K-8 ALL SDC	27,411.43	
				OT SERVICES	7,754.27	
				PRESCHOOL MOD SEVERE	4,174.01	
				PSYCH SVCS 50/50	4,839.79	
				SPEECH SERVICES	23,210.80	
			01-5805	ERMHS COUNSELOR	827.80	
				FACILITY FEE	2,392.15	
				NURSING SVCS 50/50	2,075.81	
				SPED ADMIN COSTS	11,712.28	
				STUDENT SUPPORT SVCS- BCBA	569.97	
			01-7221	ADA PASS THRU	8.19	93,674.89
9011054603	10/09/2025	MUELA, SHAWNA M	01-5211	SEPT 25 ELOP GAS MILE. REIMB		16.80
9011054604	10/09/2025	NAPA OF ANDERSON	01-4510	BUS #24 PARTS		86.70
9011054605	10/09/2025	NORCAL NATIONALS	01-5805	2026 SPORTS CAMP		750.00
9011054606	10/09/2025	PAYLESS BUILDING SUPPLY	01-4510	MAINTENANCE SUPPLIES		113.36
9011054607	10/09/2025	PG&E	01-5515	SEPT 25 PRIM ELECTRIC SERVICES		22.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 10/04/2025 through 11/07/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011054608	10/09/2025	PRODUCERS DAIRY FOODS, INC.	13-4710	25/26 STUDENT MEALS		1,312.69
9011054609	10/09/2025	PROPACIFIC FRESH	13-4710	25/26 FOOD SERVICES - MEAL SUPPLIES		805.58
9011054610	10/09/2025	SETPOINT REFRIGERATION & HVAC	01-5630	ELEM. FRONT OFFICE MELTED WIRE DISCON.		1,064.78
9011054611	10/09/2025	SNYDER, LARRA	13-5210	L. SNYDER CONFERENCE ADVANCE		673.40
9011054612	10/09/2025	SYSCO - SACRAMENTO	13-4510	25/26 STUDENT MEALS & SUPPLIES	77.51	
			13-4710	25/26 STUDENT MEALS & SUPPLIES	1,556.29	1,633.80
9011054613	10/09/2025	WCP SOLUTIONS	01-4510	MAINTENANCE SUPPLIES		60.99
9011055058	10/14/2025	NASH RANCH	01-5801	A. STOTKA PUMPKIN PATCH FIELD TRIP		540.00
9011055295	10/16/2025	BOBAN, JESSICA D	01-5211	AUG & SEPT H & H MILEAGE REIMB.		67.20
9011055296	10/16/2025	CDW GOVERNMENT	01-4410	CREDIT FROM DAMANGED MONITOR	1,609.39-	
				ELEMENTARY LEARNING CENTER MONITOR	1,985.91	376.52
9011055297	10/16/2025	GOSTRENGTHS INC.	01-4310	GOZEN PROFESSIONAL MEMBERSHIP 25/26		297.00
9011055298	10/16/2025	HAPPY STOP MARKET	01-4601	SEPT 25' BUS/TRANSPORTATION FUEL	3,680.60	
			13-4510	SEPT 25' BUS/TRANSPORTATION FUEL	78.71	3,759.31
9011055299	10/16/2025	HAPPY VALLEY FRESH FTS	13-4710	25/26 FOOD SERVICES - FRUIT		298.80
9011055300	10/16/2025	HEGGERTY	01-4140	EARLY PRE-KINDERGARTEN CURRICULUM		107.45
9011055301	10/16/2025	MMA Happy Valley Power, L.P. c /o EDPR NA Distr. Gen	01-5515	5/1-5/31/25 PRIM SOLAR POWER	1,515.34	
				6/1-6/30/25 PRIM. SOLAR POWER	1,539.83	
				8/1-8/31/25 PRIM. SOLAR POWER	1,452.73	
				9/1-9/30/25 PRIM SOLAR POWER	1,189.73	5,697.63
9011055302	10/16/2025	NASH RANCH	01-5801	HVP TK FIELD TRIP - A. STOTKA		336.00
9011055303	10/16/2025	PG&E	01-5515	SEPT 25 FAMILY CNTR ELECTRIC SERVICES		33.96
9011055304	10/16/2025	PRODUCERS DAIRY FOODS, INC.	13-4710	25/26 STUDENT MEALS		1,218.94
9011055305	10/16/2025	Professional Exterminators	01-5510	OCT 25 PRIM. PEST TREATMENT		70.00
9011055306	10/16/2025	US OMNI & TSACG COMPL SVCS INC	01-5801	OCT 25 RETIREMENT PLAN SVCS		15.00
9011055307	10/16/2025	WASTE MANAGEMENT ANDERSON COTTONWOOD DISPOSAL	01-5545	10/1-10/31/25 ELEMENT. GARBAGE SERVICES	1,821.77	
				10/1-10/31/25 PRIM. GARBAGE SERVICES	945.44	2,767.21
9011055308	10/16/2025	WEEKLEY, JOEY M	01-4510	ELOP - BASEBALL FIELD REIMB.		413.81
9011056085	10/23/2025	5 PEAKS YOUTH SOLUTIONS	01-5805	STAFFING/FACILITATION/MATERIALS & RESC.SVCS		7,952.00
9011056086	10/23/2025	ACE PAYMENT PROCESSING	01-4510	PRIM/ELEM. MAINT SUPPLIES		280.10
9011056087	10/23/2025	ANDERSON FARM & YARD SUPPLY	01-4510	ELOP BASEBALL FIELD		331.01

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 10/04/2025 through 11/07/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011056088	10/23/2025	AT&T	01-5910	10/5-11/4/25 HVUESD PHONE SERVICES		728.64
9011056089	10/23/2025	COLUMBIA ESD	01-5805	HVUESD - Q1 25/26 ASST. SUP SRVCS	5,868.75	
				HVUESD - Q1 25/26 INST.COACHING	3,125.00	8,993.75
9011056090	10/23/2025	COMPLIANCE ASSOCIATES INC.	01-5801	TRANSPORTATION DRIVER TESTING		155.00
9011056091	10/23/2025	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5801	FINGERPRINT APPLICATIONS		160.00
9011056092	10/23/2025	HAPPY VALLEY FRESH FTS	13-4710	25/26 FOOD SERVICES - FRUIT		504.00
9011056093	10/23/2025	JACK SCHREDER & ASSOC., INC.	35-6245	AUG 25 ACTIVITIESS SCHOOL FACILITY PROGRAM		102.50
9011056094	10/23/2025	LAUNDRY WORLD	01-4510	ELEM./PRIM JANITORIAL SUPPLIES		1,863.43
9011056095	10/23/2025	LOZANO SMITH	01-5810	GENERAL BOARD GOVERNANCE	586.50	
				GENERAL PUBLIC RECORDS ACT	4,644.00	
				KELLER, N - TITLE IX COMPLAINT	69.00	
				LEGAL SRVCS TITLE IX INVESTIGATION	14,559.00	19,858.50
9011056096	10/23/2025	MENDES SUPPLY COMPANY	01-4510	ELEM. JANITORIAL CLEANING PADS	30.53	
				ELEM. MAINTENANCE SUPPLIES	152.28	
				ELEM/PRIM JANITORIAL SUPPLIES	928.72	
				PRIM/ELEM. JANITORIAL SUPPLIES	938.20	
			01-5801	MAINT. FINANCE CHARGE	2.74	2,052.47
9011056097	10/23/2025	MID PACIFIC ENGINEERING	35-6291	GEOTECH ENGINEERING TK/K PROJECT		500.00
9011056098	10/23/2025	MOUNTAIN VALLEY SPED JPA	01-5101	ERICS CLASS	9,484.54	
				K-8 ALL SDC	23,049.52	
				OT SERVICES	4,573.23	
				PRESCHOOL MOD SEVERE	3,885.49	
				PSYCH SERVICES 50/50	6,687.96	
				SPEECH SERVICES	20,135.99	
			01-5805	ERMHS COUNSELOR	724.04	
				FACILITY FEE	2,642.19-	
				NURSING SERVICES 50/50	2,130.23	
				SPECIAL ED ADMIN COSTS	2,399.27	
				STUDENT SUPPORT SVCS- BCBA	719.65	
			01-7221	ADA PASS THRU	18,019.07	89,166.80
9011056099	10/23/2025	NORMAC	01-4510	ELEMENTARY IRRIGATION		181.12
9011056100	10/23/2025	PAYLESS BUILDING SUPPLY	01-4510	PRIMARY PLAYGROUND SUPPLIES		205.79
9011056101	10/23/2025	PG&E	01-5515	10/30/24-9/30/25 NEM DISTRICT CHARGES	75,939.46	
				ELEMENTARY SEPT 25 ELECTRIC SERVICES	15.15	75,954.61
9011056102	10/23/2025	PITNEY BOWES	01-5930	POSTAGE SUPPLIES		195.82

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Checks Dated 10/04/2025 through 11/07/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011056103	10/23/2025	PRO TRAININGS LLC	01-5801	FIRST AID CERTIFICATES (2)		79.90
9011056104	10/23/2025	PRODUCERS DAIRY FOODS, INC.	13-4710	25/26 STUDENT MEALS		1,162.52
9011056105	10/23/2025	PROPACIFIC FRESH	13-4710	25/26 FOOD SERVICES - MEAL SUPPLIES		818.95
9011056106	10/23/2025	SCHOOL/COLLEGE LEGAL SERVICES	01-5801	25/26 WORKSHOP L & L		50.00
9011056107	10/23/2025	SHASTA CO OFFICE OF EDUCATION	01-5805	25/26 1ST SUMMER INVOICE - PRIMARY	10,902.96	
				25/26 1ST SUMMER INVOICE- ELEM.	17,290.33	
			01-7142	24/25 TRANSPORTATION CHARGEBACK	38,154.22	66,347.51
9011056108	10/23/2025	SHASTA TRINITY SCHLS INS GROUP	01-9552	NOVEMBER 25' VISION	855.00	
			01-9559	NOVEMBER 25' VISION	67.50	922.50
9011056109	10/23/2025	SYSCO - SACRAMENTO	13-4510	25/26 STUDENT MEALS & SUPPLIES	34.68	
			13-4710	25/26 STUDENT MEALS & SUPPLIES	2,871.79	2,906.47
9011056110	10/23/2025	TPX COMMUNICATIONS	01-5910	OCT 25' PHONE SERVICES		472.33
9011056111	10/23/2025	UBEO BUSINESS SERVICES	01-4510	PRIMARY PRINTER SUPPLIES		316.39
9011056112	10/23/2025	US BANK EQUIPMENT FINANCE	01-5801	OCT 25' COPIER/LEASE SVCS	968.88	
			01-7439	OCT 25' COPIER/LEASE SVCS	1,654.68	2,623.56
9011056113	10/23/2025	WCP SOLUTIONS	01-4510	ELEM./PRIM MAINTENANCE SUPPLIES	805.32	
				MAINTENANCE SUPPLIES	95.68	901.00
9011056976	10/30/2025	ACE PAYMENT PROCESSING	01-4510	IT SUPPLIES		39.67
9011056977	10/30/2025	BUSWEST, LLC	01-4510	BUS PARTS		170.00
9011056978	10/30/2025	ESGI	01-5801	ESGI 12-MONTH LICENSE - 2 TEACHER ADD-ONS	518.00	
				ESGI 12M- SPECIALIST LICENSE -B. COOK	101.00	619.00
9011056979	10/30/2025	MATHCOUNTS FOUNDATION	01-5801	COMPETITION SERIES RENEWAL		200.00
9011056980	10/30/2025	OFFICE DEPOT	01-4510	D.O. ENVELOPES	590.67	
				ELEMENTARY ENVELOPES	215.08	805.75
9011056981	10/30/2025	PAYLESS BUILDING SUPPLY	01-4510	PRIMARY/MAINT. SUPPLIES		353.14
9011056982	10/30/2025	PITNEY BOWES	01-5930	OCTOBER 25' POSTAGE		455.93
9011056983	10/30/2025	PRODUCERS DAIRY FOODS, INC.	13-4710	25/26 STUDENT MEALS		984.16
9011056984	10/30/2025	REDDING RUGBY FOOTBALL CORP.	01-5805	ELOP - RUGBY FOOTBALL CAMP		2,000.00
9011056985	10/30/2025	SEMINGSON ARCHITECTS INC.	35-6211	TK/K CLASSROOMS		10,125.00
9011056986	10/30/2025	SYSCO - SACRAMENTO	13-4510	25/26 STUDENT MEALS & SUPPLIES	133.56	
			13-4710	25/26 STUDENT MEALS & SUPPLIES	1,393.71	1,527.27
9011056987	10/30/2025	WILD TOAD, INC	01-4510	ELOP - BASEBALL FIELD MATERIALS	1,668.81	
				ELOP BASEBALL FIELD PROJECT	5,630.63	
				ELOP- BASEBALL FIELD MATERIALS	3,170.31	10,469.75
9011057770	11/06/2025	ACCU-PRINT	01-5801	FINGERPRINTING		90.00
9011057771	11/06/2025	ACE PAYMENT PROCESSING	01-4510	MAINT/PRIMARY MATERIALS		126.77

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Checks Dated 10/04/2025 through 11/07/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011057772	11/06/2025	AERIES SOFTWARE	01-5210	AERIESCON FALL TRAINING		389.00
9011057773	11/06/2025	Amazon Capital Services	01-4310	A CUMPSTON BASIC MATERIALS	195.15	
				A. CUMPSTON BASIC MATERIALS	650.31	
				A. CUMPSTON CLASSROOM SUPPLIES	66.57	
				B NICKENS CLASSROOM MATERIALS	80.05	
				B. NICKENS BASIC MATERIALS	332.46	
				BALDWIN CLASSROOM SUPPLIES	58.33	
				D. KIMBALL SDC MATERIALS	189.82	
				ELOP - NOT SUMMER SCHOOL SUPPLIES	272.72	
				ES LIBRARY	179.26	
				H. DUNCAN BASIC MATERIALS	49.29	
				H. DUNCAN CDS	36.97	
				J. MORGAN CREDIT/REFUND	14.15-	
				JARAMILLO BASIC MATERIALS	116.36	
				M. CAMPBELL BASIC MATERIALS	428.83	
				P. SALCIDO BASIC MATERIALS	41.70	
				PIAZZA BASIC MATERIALS	63.60	
				PRIM/ELEM. HEADPHONE SUPPLY	3,231.09	
				PS LIBRARY	136.46	
				TK H. DUNCAN BASIC MATERIALS	12.39	
			01-4510	1CWJ-M4W4-JXFV	24.54	
				BOOKS IN LCAP	180.69	
				BUS BARN SUPPLIES	94.20	
				CBO LAPTOP SCREEN EXTENDER	32.06	
				DO.O SUPPLIES/EXEC. SUPPLIES	194.08	
				ELEMENTARY P.E. SUPPLIES	428.90	
				ELEMENTARY PLAYGROUND SUPPLIES	47.34	
				ELOP - NOT SUMMER SCHOOL SUPPLIES	907.62	
				ES - CHROMEBOOK CASES	192.96	
				ES KEYBOARD - PRICE	34.30	
				H. JELLISON CLASSROOM SUPPLIES	83.71	
				LIBRARY SUPPLIES	160.20	
				PIAZZA CLASSROOM & HARVEST FESTIVAL	381.23	
				PRIM. OFFICE/PLAYGROUND	149.90	
				PRIMARY PLAYGROUND SUPPLIES	25.72	
				PS - IPAD CASES	87.89	
				PS CAMPUS/OFFICE NEEDS	274.45	

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Checks Dated 10/04/2025 through 11/07/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011057773	11/06/2025	Amazon Capital Services	01-4510	PS OFFICE NEEDS	85.35	9,512.35
9011057774	11/06/2025	BOBAN, JESSICA D	01-5211	OCT 25' HOME & HOSPITAL GAS REIMB		56.00
9011057775	11/06/2025	BUSWEST, LLC	01-4510	BUS #24 PARTS	652.79	
				BUS 110 & 219 PARTS	573.98	1,226.77
9011057776	11/06/2025	CALIFORNIA'S VALUED TRUST ATTN: FIN DEPT	01-9550	NOV 25' H & D	50,563.70	
			01-9551	NOV 25' H & D	4,026.15	
			01-9559	NOV 25' H & D	982.57	55,572.42
9011057777	11/06/2025	CARTER, LACEY L	01-5210	LYFT REIMBURSEMENT - CONFERENCE		50.86
9011057778	11/06/2025	CASCADE UNION ELEM SCH. DIST.	01-4710	JUNE 25' MEALS		5,897.45
9011057779	11/06/2025	CERAMI & BROWNING CONSTRUCTION	35-6210	PAYAPP-07 RETENTION		21,486.08
9011057780	11/06/2025	CERAMI & BROWNING CONSTRUCTION	35-6210	WORK THRU 10/31/25		408,235.35
9011057781	11/06/2025	CHRISTY WHITE, INC.	01-5812	24/25 DISTRICT AUDIT: 2ND PROGRESS 50% OF CONTRACT		12,600.00
9011057782	11/06/2025	CINTAS	01-5801	LIFELINE & REVIVER AED VIEW AGREEMENT		329.26
9011057783	11/06/2025	CLEAR CREEK COMMUNITY SERVICE	01-5550	OCT 25' BUS BARN WATER SERVICES	21.09	
				OCT 25' ELEM. BALL PARK WATER SERVICES	508.70	
				OCT 25' ELEM. WATER SERVICES	664.78	
				OCT 25' PRIMARY WATER SERVICES	166.56	1,361.13
9011057784	11/06/2025	DECKER EQUIPMENT	01-4510	PRIM. PORTABLE SCREEN PARTITION		1,570.36
9011057785	11/06/2025	E-Rate Advisors, Inc.	01-5801	E-RATE SRVCS - 2ND INVOICE OF 4 25/26		750.00
9011057786	11/06/2025	EMPLOYMENT DEVELOPMENT DEPT	01-3502	SEF LOCAL EXPERIENCE CHARGE		1,112.40
9011057787	11/06/2025	FOSTER & FOSTER, INC	01-5805	GASB 75 FULL VALUATION - 1ST INSTALLMENT		1,035.00
9011057788	11/06/2025	GOLD STAR FOODS	13-4710	25/26 STUDENT MEAL SUPPLIES		774.24
9011057789	11/06/2025	GRAINGER	01-4510	PRIM/ELEM/MAINT. LIGHTS		755.80
9011057790	11/06/2025	HAPPY VALLEY FRESH FTS	13-4710	25/26 FOOD SERVICES - FRUIT		622.00
9011057791	11/06/2025	JACK SCHREDER & ASSOC., INC.	25-5801	SEPT 25 ACTIVITIES - SCHOOL FACILITY PROGRAM	1,383.75	
			35-6245	SEPT 25 ACTIVITIES -TK FUNDING PROGRAM	102.50	1,486.25
9011057792	11/06/2025	LINDE GAS & EQUIPMENT INC.	01-5610	MAINTENANCE CYLINDER RENTAL		25.00
9011057793	11/06/2025	MENDES SUPPLY COMPANY	01-4510	PRIM/ELEM JANITORIAL SUPPLIES		511.86
9011057794	11/06/2025	MYSTERY SCIENCE INC C/O DISCOV ERY EDUCATION, INC	01-4310	ELEMENTARY 4-5TH GRADE KITS		2,230.80
9011057795	11/06/2025	N.C.G.T. SECURITY FUND	01-9500	NOV 25' H & W		18,331.00
9011057796	11/06/2025	NORMAC	01-4510	ELOP - BASEBALL FIELD		1,143.35

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Checks Dated 10/04/2025 through 11/07/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011057797	11/06/2025	PEARSON ASSESSMENT	01-4310	MOUNTAIN VALLEY JPA PRE-K LANGUAGE SCALE		115.56
9011057798	11/06/2025	PG&E	01-5515	OCT 25 PRIMARY ELECTRIC SERVICES		21.94
9011057799	11/06/2025	PRODUCERS DAIRY FOODS, INC.	13-4710	25/26 STUDENT MEALS		1,344.93
9011057800	11/06/2025	Professional Exterminators	01-5510	NOV 25 ELEM. PEST TREATMENT	90.00	
				NOV 25 PRIMARY PEST TREATMENT	70.00	160.00
9011057801	11/06/2025	PROPACIFIC FRESH	13-4710	25/26 FOOD SERVICES - MEAL SUPPLIES		2,202.73
9011057802	11/06/2025	SCHWAB, LARRISA R	01-5210	L. SCHWAB CBO SYMPOSIUM 2025		195.56
9011057803	11/06/2025	SHASTA CO OFFICE OF EDUCATION	01-5630	SEPT 25 VEHICLE MAINTENANCE		203.50
9011057804	11/06/2025	SNYDER, LARRA	13-5210	C & R RANCH - L. SNYDER		50.26
9011057805	11/06/2025	SYSCO - SACRAMENTO	13-4510	25/26 STUDENT MEALS & SUPPLIES	313.69	
			13-4710	25/26 STUDENT MEALS & SUPPLIES	1,317.60	1,631.29
9011057806	11/06/2025	U.S. BANK CORP PAYMENT SYSTEMS	01-4310	L. CARTER ELEMENT. CURRICULUM	469.44	
				OCT 25 ELOP- RUGBY CAMP SUPPLIES	115.86	
				SEPT 25 ELOP- ART SUPPLIES	25.10	
			01-4510	ELEM. STUDENT INCENTIVES - B. BURGERS	232.39	
				ELOP - BASEBALL FIELD EQUIPMENT RENTAL	3,000.00	
				ELOP- RUGBY CAMP LUNCH	521.22	
				HOME DEPOT MAINT/PRIM/ELEMENTARY SUPPLIES	183.92	
				I-5 EQUIP. RENTAL REFUND - ELOP BASEB.	1,021.24-	
				OCT 25 ELOP- RUGBY CAMP SUPPLIES	10.34	
				PRIMO WATER SVCS	34.97	
				SEPT 25 ELOP- ART SUPPLIES	50.30	
			01-5210	H. JELLISON CONFERENCE HOTEL	786.48	
				L. CARTER CONFERENCE HOTEL	696.48	
				L. SCHWAB CASBO CONFERENCE	995.00	
				L. SCHWAB CONFERENCE FLIGHT	555.97	
			01-5310	AMAZON PRIME SUBSCRIPTION	16.08	
				LEAVE DATES SUBSCRIPTION	799.09	
				LEAVE DATES SUBSCRIPTION (6)	145.80	
				QUICKEN RENEWAL	101.88	
			01-5801	MAINTENANCE TRUCK TIRES & INSPECTION	616.81	
			01-5930	USPS CERTIFIED MAIL	24.29	

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Checks Dated 10/04/2025 through 11/07/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011057806	11/06/2025	U.S. BANK CORP PAYMENT SYSTEMS	13-4510	STUDENT MEAL & CAFE SUPPLIES	137.70	
			13-4710	STUDENT MEAL & CAFE SUPPLIES	185.24	
				STUDENT MEAL SUPPLIES	89.01	
				STUDENT MEAL SUPPLY	17.78	
				STUDENT SUPPLY CREDIT/RETURN	17.78-	
			13-5210	L SNYDER CONF HOTEL DEPOSIT	296.80	
			13-5310	SNA L. SNYDER MEMBERSHIP 25/26	158.00	9,226.93
				Total Number of Checks	**118**	**1,288,636.37**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General	91	605,591.70
13	CafeFoodSvc	21	21,740.49
25	CapitalFacilities	1	1,383.75
35	CountySchoolFacilities	8	659,920.43
	Total Number of Checks	**118**	1,288,636.37
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		**1,288,636.37**

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

HAPPY VALLEY UNION ELEMENTARY SCHOOL DISTRICT

PERSONNEL ACTION REPORT – AGENDA ITEM #17.1

NAME OF EMPLOYEE	EMPLOYEE POSITION	EMPLOYMENT STATUS	EFFECTIVE DATE
Bill Dunlap	Cust. /Maint. /Bus Driver	New Hire	10/22/2025
Dusti Brown	Secretary	New Hire	10/13/2025
Grace Hazel	Inst. Aide (CDS)	New Hire	10/27/2025
Janet Outcalt	Family/Comm. Liaison	New Hire	11/03/2025

NOTICE OF THE

ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

Happy Valley Elementary School District
School District

December 10, 2025
Date

6:00 P.M.
Time

Happy Valley Elementary School Cafeteria – 17480 Palm Ave. Anderson, CA
Location

Return by November 30th to Shasta County Office of Education
Attn: Superintendent's Office

HAPPY VALLEY Est.1954
UNION SCHOOL DISTRICT

Happy Valley District Office
16300 Cloverdale Rd
Anderson, CA 96007
P: (530)357-2134 | F: (530)357-2135

Happy Valley Primary School
16300 Cloverdale Rd.
Anderson, CA 96007
P: (530)357-2131 | F: (530)357-2138

Happy Valley Elementary School
17480 Palm Ave.
Anderson, CA 96007
P: (530)357-2111 | F: (530)357-4193

Gina Murphy, Superintendent/Principal

Board of Trustees: Jodi Shearman, Cheryl Best, Erin Ciapponi, Josh Hancock, Jacque Brousseau

September 12, 2025

Donell Evans
Shasta County Office of Education
1644 Magnolia Avenue
Redding, CA 96001

Dear Donell,

Happy Valley Union Elementary School District is requesting a waiver for our CEA requirement for the 2024-25 fiscal year based on the financial hardship it would place on the District. As I know you are aware, Districts continue to spend reserves, which are restricted one-time monies and block grants, and are not a planned source for ongoing expenses. We are also experiencing declining enrollment which has added an additional financial hardship to our already stretched resources.

Going forward, we are continuing to look at ways to address the CEA requirement.

I respectfully request that you consider approval of our waiver for the 2024-25 fiscal year.

Sincerely,

Gina Murphy
Superintendent

California Department of Education
Sample Form (Rev 03/2024)

Application for Exemption from the Required Expenditures for Classroom Teachers' Salaries

Pursuant to Education Code Section 41372

To: County Superintendent of Schools

For 2024-25 fiscal year, the Happy Valley Union School District did not spend the minimum percentage of its budget on classroom teacher salaries as required by *Education Code (EC)* Section 41372. We are requesting an exemption from this requirement as provided by law.

Reason for request (Check one):

☐ Serious hardship to the school district (Please attach a written explanation, the district's latest interim report, and a multiyear projection for the current and two subsequent fiscal years that reflects the financial impact of meeting the requirement of *EC* 41372.)

☐ Payment of classroom teacher salaries that are in excess of those paid by other comparable school districts (Please attach a classroom teacher salary & benefits comparison for at least three other comparable school districts. The comparison should include annual classroom teacher salaries paid at the beginning, average, and maximum salary levels plus the average annual employer contributions for health & welfare benefits.)

☐ Deficiency is less than $1,000.00 (exemption is automatically approved)

A. Deficiency Amount

(Source: Form CEA)

1. Enter the minimum percentage for your district type. (60% Elementary/ 50% High School/ 55% Unified)	60 %
2. Enter the percentage spent by your district.	55.94 %
3. Percentage below the minimum. (Line 1 minus line 2)	4.06 %
4. Enter the district's current expense of education (Form CEA)	$ 5,543560
5. Deficiency Amount. (Line 3 times line 4)	$ 225,069

B. Certification of the School District Governing Board
It is hereby certified that the information contained in this application is true and correct.

_____ _____
Signature of Authorized Official Title

_____ _____
Print Name of Authorized Official Date

C. Decision of the County Superintendent of Schools
(Completed by the County Superintendent of Schools or Designee)

Based on my review of the information contained with this application, I have taken the following action with respect to the school district named on this application (Check one):

☐ I am granting the request for exemption from the requirements of *Education Code* Section 41372.

☐ I am granting a partial exemption from the requirements of *Education Code* Section 41372. The amount not exempted is $_____(A written explanation of the reason(s) for approving a partial exemption is attached.)

☐ I am denying the request for exemption from the requirements of *Education Code* Section 41372. (A written explanation of the reason(s) for denying the exemption is attached.)

It is hereby certified that the information contained in this application has been reviewed and is true and correct.

_____ _____/_____
Signature of County Superintendent County Office/Date

_____ _____/_____
Signature of Authorized Designee Title of Authorized Designee/Date

JOB DESCRIPTION

HAPPY VALLEY UNION ELEMENTARY SCHOOL DISTRICT
16300 Cloverdale Rd. Anderson, CA 96007

CUSTODIAN/MAINTENANCE/BUS DRIVER

DEFINITION –

1. Under the supervision of the Maintenance and Operations Supervisor, maintains assigned building and groups of buildings, or office space in a clean, orderly, and secure manner during an assigned shift; other related duties as required.
2. Under the supervision of the Transportation Supervisor, operates a school bus over designated routes to transport students safely and efficiently; perform regular safety inspections; prepare a variety of records and reports related to assigned activities; and other related duties as required.

DUTIES/ESSENTIAL FUNCTIONS –

Custodian/Maintenance:

- Cleans restrooms, dressing rooms, shower rooms, classrooms, and common areas
- Stocks toilet and sanitary supplies
- Vacuums, sweeps, and mops floors
- Dusts and polishes furniture and wood work
- Empties and cleans waste receptacles
- Washes windows and walls
- Polishes metal work; and takes care of equipment and materials
- Set up and prepare rooms for special events and needs
- Observes and reports needed repair work and safety hazards to proper authorities
- Performs minor repairs to building fixtures and equipment
- Operates and checks lights, gas heaters, and other related items
- Waxes and refinishes floors and shampoos carpets
- Pick up paper and other debris from grounds and buildings
- May be required to perform miscellaneous maintenance work such as touch up painting
- Operate a variety of district vehicles and equipment
- Assure security of buildings and grounds during assigned times
- Moves and/or re-arranges furniture, chairs, desks, tables, etc.
- Maintain tools and equipment in clean working order
- Understand and carry out oral and written instructions
- Meet schedules and timelines
- Work cooperatively with others
- Perform other duties as assigned

- Assist in the mechanical repair of buses and other power-driven equipment
- Takes care of equipment and materials
- Assist in repairs of minor leaks in piping, drains, sinks and other fixtures.
- Assists in moving and arranging furniture, equipment and materials.
- May operate hand and small riding power mowers, weed eaters, edger's and sweepers.
- May mow lawns, weed plant beds
- May trim and prune shrubs, hedges and trees.
- Service and make minor repairs to equipment.
- Perform other duties as required.

Bus Driver:

- Drives a bus as needed over designated routes picking up and discharging students in accordance with specified time schedules
- Transport students and staff on special trips to various locations within the state
- Maintains order among students while on the bus and while at bus stops
- Follows specified start up and shut down procedures before and after each run
- Maintains bus cleanliness in accordance with district guidelines
- Prepare log and reports as directed
- Conduct required daily safety inspections of buses, inspecting interior, exterior & engine of the vehicles
- Report major mechanical malfunctions or other problems as required
- Maintain mileage, logs, time records, and related records as required
- Determine appropriate action in potential or real medical emergency situations according to established guidelines and administer first aid to passengers as needed
- Attend safety meetings and driver education and safety programs as directed
- Maintain effective bus and bus-to-base communications
- Maintain effective communications between co-workers, supervisor, and dispatcher
- Learn and apply District policies and procedures related to student discipline
- Observe legal and defensive driving practices
- Maintain bus in clean and proper working condition
- Understand and follow oral and written directions
- Handle situations with tact and diplomacy
- Adjust to situations as necessary
- Maintain required in-service hours needed and required by law to maintain current school bus drivers license
- Perform other duties as assigned

KNOWLEDGE AND ABILITIES -

Knowledge of:

Custodian/Maintenance:

- Modern cleaning methods including cleaning white boards, carpets, furniture, walls and fixtures
- Proper methods, techniques, materials, disinfectants, tools and equipment used in modern custodial work
- Safety best practices and work methods
- Proper lifting techniques
- Requirements for maintaining school buildings in a safe, clean and orderly condition
- Oral and written communication skills
- Health and safety regulations
- Safe and defensive diving practices and methods
- Read and understand Material Safety Data Sheets (MSDS)
- Interpersonal skills using tact, patience, and courtesy
- Proper use of modern tools and equipment used in the repair of buses and other power-driven vehicles and equipment
- Maintenance and repair techniques on a wide variety of equipment and furniture.
- Proper use, methods, materials, tools and equipment used in grounds maintenance and general utility work; operation, and use of a variety of hand tools and power-driven equipment commonly used in grounds maintenance work; appropriate safety precautions and procedures.

Bus Driver:

- Safe and defensive driving practices
- Proper operations of school bus
- Applicable traffic and student transportation laws, codes, and regulations (Calif. Motor Vehicle Code and Education Code)
- Basic first aid procedures
- Basic record keeping and report preparation techniques
- Interpersonal skills using patience, tact, and courtesy
- Health and safety regulations
- Oral and written communication skills
- State and local traffic laws and regulations
- School district geography
- California Motor Vehicle Code and Education Code requirements pertaining to pupil transportation

Ability to:

Custodian/Maintenance:

- Maintain an assigned school site, group of buildings or office space in a clean, orderly, and secure manner during an assigned shift.
- Maintain routine records such as work orders, equipment repairs and maintenance, chemical application, cleaning schedules, and overtime assignments.
- Use common cleaning materials and equipment in a safe and efficient manner.

- Operate a variety of district vehicles.
- Learn custodial procedures, methods and schedules.
- Observe and report safety hazards and need for maintenance and repair.
- Maintain tools and equipment in clean working order.
- Operate a variety of custodial equipment including a floor stripper, buffer, carpet cleaners, vacuum cleaner, and other small power and hand tools.
- Move and arrange furniture and equipment for meetings and special events.
- Perform minor repairs.
- Understand and carry out oral and written instructions.
- Meet schedules and timelines.
- Work cooperatively with others.
- Ability to perform general grounds maintenance work; use or learn to use hand and power-driven tools common to grounds keeping and maintenance work; perform simple servicing and adjustment to grounds equipment; perform work using appropriate safety precautions and procedures.
- Requires the ability to walk, bend, stoop, squat, crawl and perform repetitive arm and shoulder motions with moderate exertion.
- Requires visual acuity and depth perception to operate equipment and read safety materials.
- Must be able to perform all of the essential duties of the position with limited supervision.
- Maintain assigned buildings and areas in a clean and orderly condition
- Use cleaning materials and equipment with skill and efficiency
- Perform heavy manual work
- Operate and maneuver power cleaning equipment with skill and safety
- Use small tools in repair of plant equipment and furniture.
- Establish and maintain effective relationships; work off the ground using ladders, scaffolds and/or mechanical lifts; work out-of-doors during inclement weather; mix and apply pesticides and weed abatement chemicals.

Bus Driver:

- Drive a school bus safely and efficiently.
- Maintain a safe discipline level among passengers.
- Observe and report safety hazards and need for maintenance and repairs.
- Read and navigate from visual and written maps.
- Learn and apply District policies and procedures related to student discipline.
- Observe legal and defensive driving practices.
- Maintain bus in clean and proper working condition.
- Conduct safety inspections.
- Administer first aid.
- Maintain routine records.
- Understand and follow oral and written directions.
- Communicate effectively and professionally with others.
- Meet schedules and time lines.

- Operate a two-way radio and other communication equipment.
- Handle situations with tact and diplomacy.
- Work cooperatively with others.
- Adjust to situations as necessary.

PHYSICAL DEMANDS AND WORKING CONDITIONS -

Environment:

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- May be exposed to heights, loud noises, fumes, dust, and other odors.
- Exposure to cleaning agents and chemical such as disinfectants, graffiti remover, floor stripper, floor wax, propane, paint thinner.
- Work in direct contact with the public, students, and other District staff.
- Some assignments may require use of restraint procedures due to the nature and severity of the disabilities and/or assaultive or self abusive tendencies of pupils.
- May complete routes within tight deadlines and continuously changing priorities and interruptions.
- May work with moving vehicles and motorized wheelchair lifts and equipment.
- Working on ladders.
- Driving a vehicle to conduct work while exposed to traffic and adverse weather conditions.

Physical Demands:

- Standing, sitting, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 50 pounds, and over 90 pounds on an occasional basis.
- Push/Pull up to 100 lbs for up to 50 feet.
- Occasional bending, stooping, kneeling, and crouching.
- Use fingers, wrists and/or hands repetitively.
- Use both hands and legs simultaneously.
- Ability to maintain balance.
- Reaching overhead, above the shoulders and horizontally.
- Frequent bending at the waist, squatting, kneeling, crawling, crouching and stooping.
- Rapid mental/muscle coordination.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Accurate depth perception.
- Clarity of vision at varying distances to see small details and have color vision/distinguish shades.
- Dexterity of hands and fingers to operate mobile motorized equipment and a variety of custodial equipment.

Hazards:

- Working with chemicals, tools, and powered machinery.
- Possible contact with blood borne pathogens and /or bodily fluids.

MINIMUM REQUIREMENTS -

Education:

- High School Diploma or equivalent

Experience:

- Prefer two years in custodial or general building maintenance work which included repair and maintenance tasks on a variety of equipment and facilities

Licenses and Other Requirements:

- DOJ and FBI fingerprint clearance
- Valid California Driver's License
- Valid California School Bus Driver's License or willingness and ability to complete it within twelve months
- Basic First Aid Certification

HAPPY VALLEY UNION ELEMENTARY SCHOOL DISTRICT

CLASSIFIED SALARY SCHEDULE

Effective: 7/1/2025 - 1.725% COLA

Range	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	17.14	17.66	18.19	18.74	19.30	19.88	20.47
2	17.49	18.02	18.55	19.10	19.68	20.27	20.88
3	17.83	18.37	18.92	19.49	20.07	20.68	21.30
4	18.19	18.74	19.30	19.88	20.48	21.09	21.72
5	18.55	19.11	19.68	20.27	20.88	21.51	22.16
6	18.93	19.49	20.08	20.68	21.30	21.94	22.60
7	19.31	19.89	20.48	21.10	21.73	22.38	23.05
8	19.69	20.28	20.89	21.51	22.17	22.83	23.51
9	20.09	20.69	21.31	21.95	22.60	23.28	23.99
10	20.89	21.51	22.17	22.83	23.51	24.22	24.94
11	21.7	22.38	23.05	23.74	24.45	25.19	25.94
12	22.59	23.27	23.97	24.69	25.43	26.19	26.98
13	23.50	24.20	24.93	25.68	26.45	27.24	28.06
14	24.43	25.17	25.93	26.70	27.51	28.33	29.18
15	25.41	26.17	26.97	27.77	28.61	29.46	30.34
16	26.43	27.22	28.05	28.88	29.74	30.64	31.57

CLERICAL	RANGE
Clerk	2
Community Liaison	10
Library Media	4
School Secretary	12
INSTRUCTIONAL	
Yard Duty Aide	1
Instructional Aide	3
Special Ed Aide	4
Behavior Tech	5
PE Aide	2

MAINT/OPERATIONS	RANGE
Custodian	5
Custodian/Maint	13
Cust./Maint./Bus Driver	14
Mechanic/Maint/Driver	16
TRANSPORTATION	
Bus Driver	10
Lead Bus Driver	12
FOOD SERVICE	
Café Assistant	2
Asst. Cook	7
Cook	10

VACATION FACTOR

**For all staff hired 6/1/2021 and beyond

YRS	Add'l % added to hourly rate
0-4	3.90%
5-9	5.80%
10+	7.70%

Employees shall be eligible to receive longevity compensation of 3% increments on base salary upon completion of 10, 14, 18, 22, 25 & 30 years of service.

Board Approved:

Side Letter of Agreement

between

Happy Valley Union School District

and

General Teamsters Local 137

October 25, 2025

This side letter is agreed upon between Happy Valley Union School District (District) and General Teamsters Local 137 (Teamsters). The parties agree to the following:

The newly created job classification of Custodian./Maintenance/Bus Driver will be placed on Step 14 of the classified salary schedule.

For the District
Gina Murphy, Superintendent

Signature

10/27/25
Date

For Teamsters Local 137
Heather McFall, Business Agent

Signature

10/24/2025
Date

Policy 6153: School-Sponsored Trips

Status: ADOPTED

Original Adopted Date: 08/21/2007 **| Last Revised Date:** 12/17/2019 **| Last Reviewed Date:** 12/17/2019

The Governing Board recognizes that field trips supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. The Board encourages field trips to reinforce and increase learning opportunities and to enhance district programs.

Field trips shall be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study. (Education Code 35330)

Requests for field trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other field trips shall be approved in advance by the principal.

The principal shall establish a process for approving a staff member's request to conduct a field trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

The Board may approve the use of district funds for student expenses for in-state, out-of-state, or out-of-country field trips or excursions when permitted by law. In addition, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)

Policy 3515: Campus Security

Status: ADOPTED

Original Adopted Date: 03/01/2007 **| Last Revised Date:** ~~12~~09/01/~~2022~~2025 **| Last Reviewed Date:** ~~12~~09/01/~~2022~~2025

CSBA NOTE: The following optional policy should be ~~modified~~ may be revised to reflect district practice.

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

~~CSBA NOTE: Education Code 49393, as added by SB 906 (Ch. 144, Statutes of 2022), requires the reporting of potential homicidal acts related to school or a school activity, as described below.~~

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 ~~of~~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**~~

CSBA NOTE: The Department of Homeland Security's, "Behavioral Threat Assessment and Management in Practice," provides education on behavioral threat assessment and management

(BTAM) and the benefits of BTAM in targeted violence and terrorism prevention. BTAM is an evidence-based and systematic process to identify, inquire, assess, and manage potential threats. Multidisciplinary teams can use a BTAM process to provide alternatives to criminal justice interventions for individuals who may be at risk of moving toward violence.

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

Surveillance Systems

~~CSBA NOTE: The following optional section is for use by districts that have authorized the use of surveillance systems. Generally, the use of cameras (i.e., a "search" within the meaning of the Fourth Amendment) must be reasonable and the cameras must not be used in areas where there is a "reasonable expectation of privacy" (New Jersey v. T.L.O.). To protect reasonable expectations of privacy, cameras should not be located in areas such as bathrooms, locker rooms, or private offices. In addition, Education Code 51512 prohibits the use of a recording device in a classroom without the prior consent of the teacher and principal. Examples of locations where cameras may generally be used include hallways, stairwells, parking lots, and cafeterias. For language about the use of cameras on school buses, see AR 5131.1 - Bus Conduct.~~

~~Penal Code 632 prohibits the recording of conversations unless the parties to the conversation may reasonably expect that the communication may be overheard or recorded. Thus, if the district's equipment has audio capability, it should be disabled so that sounds are not recorded.~~

CSBA NOTE: The following optional section is for use by districts that have authorized the use of surveillance systems. Generally, the use of cameras is considered to be a "search" within the meaning of the Fourth Amendment. As described in *New Jersey v. T.L.O.*, the Fourth Amendment protection against unreasonable searches and seizures applies to searches of students conducted by school officials. As such, use of cameras for a search must be reasonable, including that they must not be used where students have a reasonable expectation of privacy. To protect reasonable expectations of privacy, cameras should not be located in areas such as bathrooms, locker rooms, or private offices. In addition, Education Code 51512 prohibits the use of a recording device in a classroom without the prior consent of the teacher and principal. Examples of locations where cameras may generally be used include hallways, stairwells, parking lots, and cafeterias. For language about the use of cameras on school buses, see AR 5131.1 - Bus Conduct.

Penal Code 632 prohibits the recording of conversations unless the parties to the conversation may reasonably expect that the communication may be overheard or recorded. Thus, if the district's equipment has audio capability, it is recommended that it be disabled so that sounds are not recorded.

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.

CSBA NOTE: According to the National Institute of Justice publication, "The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement

Agencies," signage is an important component of a successful surveillance system and can serve as a deterrent. The Institute recommends that the signs state that the system may or may not be actively monitored. Such language is intended to deter potential perpetrators while also not building an expectation among potential victims that a person is watching events live and will be able to provide immediate assistance.

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.

CSBA NOTE: Pursuant to 20 USC 1232(g) (Family Educational Rights and Privacy Act), 34 CFR 99.3, and Education Code 49061, any recording or image that is directly related to a student and is maintained by the district or a person acting for the district is considered a "student record" and thus is subject to those laws regarding access, disclosure, and retention. See BP/AR 5125 - Student Records. Also see the, "U.S. Department of Education's "FAQs on Photos and Videos under FERPA," located on its web site.

~~In addition,~~ Additionally, a recording or image of a staff member that may be used in a personnel action is subject to the laws regarding personnel records, including an employee's right to comment on derogatory information placed in a personnel file. See AR 4112.6/4212.6/4312.6 - Personnel Files.

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).

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

State	Description
24 CCR 1010.2	Door operations
24 CCR 1010.2.8	Locking arrangements in educational occupancies
24 CCR 1010.2.8.2	Lockable doors from the inside
CA Constitution Article 1, Section 28	Right to Safe Schools
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act
Ed. Code 17583	Classroom security locks; modernization projects

Ed. Code 17586	Interior door locks
Ed. Code 32020	School gates; entrances for emergency vehicles
Ed. Code 32211	Threatened disruption or interference with classes
Ed. Code 32280-32289.5	School safety plans
Ed. Code 35160	Authority of governing boards
Ed. Code 35160.1	Broad authority of school districts
Ed. Code 35266	Reporting of ~~cyberattacks~~cyber attacks
Ed. Code 38000-38005	Security departments
Ed. Code 49050-49051	Searches by school employees
Ed. Code 49060-49079	Student records
Ed. Code 49390-49395	Homicide threats
Gov. Code 54957	Closed session board meetings
Gov. Code 8586.5	California Cybersecurity Integration Center
Gov. Code 11549.3	Independent security assessment
Pen. Code 469	Unauthorized making, duplicating, or possession of key to public building
Pen. Code 626-626.11	Weapons on school grounds and other school crimes

Federal	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.3	Definition of education records
6 USC 665k	Federal Clearinghouse on School Safety Evidence-Based Practices

Management Resources	**Description**
Attorney General Opinion	75 Ops.Cal.Atty.Gen. 155 (1992)
Attorney General Opinion	83 Ops.Cal.Atty.Gen. 257 (2000)
California Department of Education Publication	Safe Schools: A Planning Guide for Action Workbook, 2002 (https://colganstone.com/assets/docs/Safe_Schools_Pl_Guide_Wkbk_copy.61175732.pdf)
Court Decision	Brannum v. Overton County School Board (2008) 516 F. 3d 489
Court Decision	New Jersey v. T.L.O. (1985) 469 U.S. 325
U.S. Department of Homeland Security	Behavioral Threat Assessment and Management in Practice (https://www.dhs.gov/publication/behavioral-threat-assessment-and-management-practice)

Federal Communications Commission	Schools and libraries cybersecurity pilot program (https://www.fcc.gov/cybersecurity-pilot-program)
National Institute of Justice Publication	The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999 (https://nij.ojp.gov/library/publications/appropriate-and-effective-use-security-technologies-us-schools)
State Educational Technology Directors Association Publication	Small Districts, Big Hurdles: Cybersecurity Support for Small, Rural, and Under-resourced Districts, 2023 (https://oercommons.org/courses/small-districts-big-hurdles)
US DOE Publication	FAQs on Photos and Videos under FERPA (https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa)
Website	California Military Department
Website	U.S. Department of Homeland Security, Fusion Centers
Website	California State Threat Assessment System
Website	California Cybersecurity Integration Center (https://www.caloes.ca.gov/office-of-the-director/operations/homeland-security/california-cybersecurity-integration-center/)
Website	CSBA District and County Office of Education Legal Services
Website	Cybersecurity and Infrastructure Security Agency (https://www.cisa.gov/)
Website	U.S. Department of Education, Protecting Student Privacy
Website	National Institute of Justice
Website	National School Safety Center
Website	California Department of Education, Safe Schools
Website	CSBA
Website	Schoolsafety.gov (https://www.schoolsafety.gov)

Cross References

Code	Description
0450	Comprehensive Safety Plan

0450	Comprehensive Safety Plan
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1330.1	Joint Use Agreements
3000	Concepts And Roles
3440	Inventories
3515.2	Disruptions
3515.2	Disruptions
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.31	School Resource Officers
3515.4	Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3515.5	Sex Offender Notification
3515.5	Sex Offender Notification
3515.7	Firearms On School Grounds
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.2	Bomb Threats
3530	Risk Management/Insurance
3530	Risk Management/Insurance
4112.6	Personnel Files
4119.1	Civil And Legal Rights
4131	Staff Development
4158	Employee Security
4158	Employee Security
4212.6	Personnel Files
4219.1	Civil And Legal Rights

4231	Staff Development
4258	Employee Security
4258	Employee Security
4312.6	Personnel Files
4319.1	Civil And Legal Rights
4331	Staff Development
4358	Employee Security
4358	Employee Security
5112.5	Open/Closed Campus
5116.2	Involuntary Student Transfers
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5131.1	Bus Conduct
5131.1	Bus Conduct
5131.2	Bullying
5131.2	Bullying
5131.5	Vandalism And Graffiti
5131.7	Weapons And Dangerous Instruments
5131.7	Weapons And Dangerous Instruments
5137	Positive School Climate
5138	Conflict Resolution/Peer Mediation
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5142	Safety
5142	Safety
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process

5144.1	Suspension And Expulsion/Due Process
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.9	Hate-Motivated Behavior
6142.4	Service Learning/Community Service Classes
6164.2	Guidance/Counseling Services
6184	Continuation Education
6184	Continuation Education
7111	Evaluating Existing Buildings
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Regulation 3515: Campus Security

Status: ADOPTED

Original Adopted Date: 06/01/1996 **| Last Revised Date:** ~~12~~09/01/~~2022~~2025 **| Last Reviewed Date:** ~~12~~09/01/~~2022~~2025

CSBA NOTE: The following optional administrative regulation may be used as a component of a comprehensive ~~safety plan~~ school safety plan (CSSP) and should be modified to reflect district practice. See BP/AR 0450 - Comprehensive Safety Plan

Additionally, 6 USC 665k, ~~as added by the Luke and Alex School Safety Act of 2022 (P.L. 117-159), requires the creation of~~ created a Federal Clearinghouse on School Safety Evidence-Based Practices to serve as a federal resource to identify and publish online evidence-based practices and recommendations to improve school safety.

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. ~~In addition~~ 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.

~~CSBA NOTE: Government Code 11549.3, as amended by AB 1352 (Ch. 593, Statutes of 2021), authorizes districts, at district expense, to request the Military Department, in consultation with the California Cybersecurity Integration Center, to perform an independent security assessment of the district or individual district school. Districts are encouraged to consult with the California Office of Emergency Services (OES) and utilize resources such as the State Threat Assessment System and Regional Fusion Centers to help assess potential threats. For more information see OES' web site.~~

~~Pursuant to Education Code 35266, as added by AB 2355 (Ch. 498, Statutes of 2022), districts that experience a cyberattack, as defined, which impacts more than 500 students or personnel, are required to report such cyberattack to the California Cybersecurity Integration Center.~~

CSBA NOTE: Pursuant to Government Code 54957, as amended by AB 2715 (Ch. 243, Statutes of 2024), the Governing Board is authorized 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.

Pursuant to Government Code 8586.5, the California Cybersecurity Integration Center (CSIC) serves as the central organizing hub of the state government's cybersecurity preparedness and response activities. Government Code 8586.5 requires CSIC to coordinate cyber intelligence and information sharing with specified public and private entities, and requires such sharing of information, including cyber threat information, with school districts. Government Code 11549.3 authorizes districts, at district expense, to request the Military Department, in consultation with CSIC, to perform an independent security assessment of the district or individual district school. Districts are encouraged to consult with the California Office of Emergency Services and utilize resources such as the State Threat Assessment System and Regional Fusion Centers to help assess potential threats.

Additionally, in an effort to enhance cybersecurity across K-12 schools, the U.S. Department of Education and the Cybersecurity and Infrastructure Security Agency launched the Education Services and Facilities Subsector Government Coordinating Council in 2024. Districts who meet the federal universal service discounts for Internet access (E-rate discounts) eligibility requirements may be eligible for funding to purchase cybersecurity services and equipment through the Federal Communications Commission's Schools and Libraries Cybersecurity Pilot Program. The State Educational Technology Directors Association's 2023 guidance, "Small Districts, Big Hurdles: Cybersecurity Support for Small, Rural, and Under-resourced Districts," provides additional information specific to small districts regarding leadership development, partnership building, vulnerability assessment, and staff training to enhance cybersecurity readiness.

Pursuant to Education Code 35266, districts that experience a cyberattack, as defined, which impacts more than 500 students or personnel, are required to report such cyberattack to CSIC.

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

CSBA NOTE: If a district's CSSP includes procedures to prepare for active shooters or other armed assailants by conducting a drill, Education Code 32282, as amended by AB 1858 (Ch. 530, Statutes of 2024), requires the district to comply with specified requirements.

Pursuant to Education Code 32282, schools are required to include in their CSSPs procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school. For more information regarding CSSPs, see AR 0450 - Comprehensive Safety Plan.

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.

CSBA NOTE: Education Code 49390 and 49393~~, as added by SB 906 (Ch. 144, Statutes of 2022),~~ require certificated and classified employees of the district, or other school officials such as ~~Governing~~ Board members, 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 school or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, to immediately report the threat or perceived threat to law enforcement in accordance with Education Code 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.

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

CSBA NOTE: Education Code 17586, as added by AB 2565 (Ch. 531, Statutes of 2024), requires school 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 five or more persons in that school building.

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 inside 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

CSBA NOTE: The following optional section should be modified to reflect district practice.

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.

Keys shall never be loaned to students, parents/guardians, or volunteers, nor shall the master key ever be loaned.

CSBA NOTE: Pursuant to Penal Code 469, a person who knowingly possesses, makes, duplicates, uses, or attempts to use, make, or duplicate a key without authorization may be guilty of a misdemeanor.

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.

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State	Description
24 CCR 1010.2	Door operations
24 CCR 1010.2.8	Locking arrangements in educational occupancies
24 CCR 1010.2.8.2	Lockable doors from the inside
CA Constitution Article 1, Section 28	Right to Safe Schools
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act
Ed. Code 17583	Classroom security locks; modernization projects
Ed. Code 17586	Interior door locks
Ed. Code 32020	School gates; entrances for emergency vehicles
Ed. Code 32211	Threatened disruption or interference with classes

Ed. Code 32280-32289.5	School safety plans
Ed. Code 35160	Authority of governing boards
Ed. Code 35160.1	Broad authority of school districts
Ed. Code 35266	Reporting of ~~cyberattacks~~cyber attacks
Ed. Code 38000-38005	Security departments
Ed. Code 49050-49051	Searches by school employees
Ed. Code 49060-49079	Student records
Ed. Code 49390-49395	Homicide threats
Gov. Code 54957	Closed session board meetings
Gov. Code 8586.5	California Cybersecurity Integration Center
Gov. Code 11549.3	Independent security assessment
Pen. Code 469	Unauthorized making, duplicating, or possession of key to public building
Pen. Code 626-626.11	Weapons on school grounds and other school crimes

Federal	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.3	Definition of education records
6 USC 665k	Federal Clearinghouse on School Safety Evidence-Based Practices

Management Resources	**Description**
Attorney General Opinion	75 Ops.Cal.Atty.Gen. 155 (1992)
Attorney General Opinion	83 Ops.Cal.Atty.Gen. 257 (2000)
California Department of Education Publication	Safe Schools: A Planning Guide for Action Workbook, 2002 (https://colganstone.com/assets/docs/Safe_Schools_Pl_Guide_Wkbk_copy.61175732.pdf)
Court Decision	Brannum v. Overton County School Board (2008) 516 F. 3d 489
Court Decision	New Jersey v. T.L.O. (1985) 469 U.S. 325
U.S. Department of Homeland Security	Behavioral Threat Assessment and Management in Practice (https://www.dhs.gov/publication/behavioral-threat-assessment-and-management-practice)
Federal Communications Commission	Schools and libraries cybersecurity pilot program

	(https://www.fcc.gov/cybersecurity-pilot-program)
National Institute of Justice Publication	The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999 (https://nij.ojp.gov/library/publications/appropriate-and-effective-use-security-technologies-us-schools)
State Educational Technology Directors Association Publication	Small Districts, Big Hurdles: Cybersecurity Support for Small, Rural, and Under-resourced Districts, 2023 (https://oercommons.org/courses/small-districts-big-hurdles)
US DOE Publication	FAQs on Photos and Videos under FERPA (https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa)
Website	California Military Department
Website	U.S. Department of Homeland Security, Fusion Centers
Website	California State Threat Assessment System
Website	California Cybersecurity Integration Center (https://www.caloes.ca.gov/office-of-the-director/operations/homeland-security/california-cybersecurity-integration-center/)
Website	CSBA District and County Office of Education Legal Services
Website	Cybersecurity and Infrastructure Security Agency (https://www.cisa.gov/)
Website	U.S. Department of Education, Protecting Student Privacy
Website	National Institute of Justice
Website	National School Safety Center
Website	California Department of Education, Safe Schools
Website	CSBA
Website	Schoolsafety.gov (schoolsafety.gov)

Cross References

Code	**Description**

0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1113	District And School Websites
1113	District And School Websites
1113-E(1)	District And School Websites
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1330.1	Joint Use Agreements
3000	Concepts And Roles
3440	Inventories
3515.2	Disruptions
3515.2	Disruptions
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3515.31	School Resource Officers
3515.4	Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3515.5	Sex Offender Notification
3515.5	Sex Offender Notification
3515.7	Firearms On School Grounds
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.2	Bomb Threats
3530	Risk Management/Insurance
3530	Risk Management/Insurance
4112.6	Personnel Files
4119.1	Civil And Legal Rights
4131	Staff Development
4158	Employee Security

4158	Employee Security
4212.6	Personnel Files
4219.1	Civil And Legal Rights
4231	Staff Development
4258	Employee Security
4258	Employee Security
4312.6	Personnel Files
4319.1	Civil And Legal Rights
4331	Staff Development
4358	Employee Security
4358	Employee Security
5112.5	Open/Closed Campus
5116.2	Involuntary Student Transfers
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5131.1	Bus Conduct
5131.1	Bus Conduct
5131.2	Bullying
5131.2	Bullying
5131.5	Vandalism And Graffiti
5131.7	Weapons And Dangerous Instruments
5131.7	Weapons And Dangerous Instruments
5137	Positive School Climate
5138	Conflict Resolution/Peer Mediation
5141.52	Suicide Prevention
5141.52	Suicide Prevention

5142	Safety
5142	Safety
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.9	Hate-Motivated Behavior
6142.4	Service Learning/Community Service Classes
6164.2	Guidance/Counseling Services
6184	Continuation Education
6184	Continuation Education
7111	Evaluating Existing Buildings
9321	Closed Session
9321-E(1)	Closed Session
9321-E(2)	Closed Session

Policy 3515.4: Recovery For Property Loss Or Damage

Status: ADOPTED

Original Adopted Date: 10/01/1997 **| Last Revised Date:** ~~03~~09/01/~~2019~~2025 **| Last Reviewed Date:** ~~03~~09/01/~~2019~~2025

CSBA NOTE: The following optional policy may be modified to reflect district practice.

~~Pursuant to Education Code 48904, parents/guardians are liable to the district for the costs of damages caused by the willful misconduct of their minor children (1) that results in damage to school property, an employee's personal property, or injury or death of a district student, employee, or volunteer, and (2) for any reward paid by the district for information leading to the identification and apprehension of persons who willfully damage or destroy property. These amounts are adjusted annually for inflation by the Superintendent of Public Instruction. For 2019, the liability of a parent/guardian must not exceed $20,300 for damages and $20,300 for the reward. For situations not addressed by the Education Code, Civil Code 1714.1 provides for parent/guardian liability for the willful misconduct of their minor child which results in injury, death, or property damage. The limit under this statute is adjusted every two years for cost-of-living by the Judicial Council of California and, effective July 1, 2017, parent/guardian liability must not exceed $42,100.~~

Pursuant to Education Code 48904, parents/guardians are liable to the district for the costs of damages caused by the willful misconduct of their minor children that results in (1) damage to school property, an employee's personal property, or injury or death of a district student, employee, or volunteer, and (2) any reward being paid by the district for information leading to the identification and apprehension of persons who willfully damage or destroy property. These amounts are adjusted annually for inflation by the Superintendent of Public Instruction. For 2025, the liability of a parent/guardian must not exceed $25,100 for damages and $25,100 for the reward. For situations not addressed by the Education Code, Civil Code 1714.1 provides for parent/guardian liability for the willful misconduct of their minor child which results in injury, death, or property damage. The limit under this statute is adjusted every two years for cost-of-living by the Judicial Council of California and, effective July 1, 2025, parent/guardian liability must not exceed $56,400.

Pursuant to Penal Code 640.5 and 640.6, an individual who has been found to have defaced district property with graffiti may be fined or ordered by a court to perform community service. Depending on the amount of damage, Penal Code 594 also specifies that an individual, or the parent/guardian of a minor, who has been convicted of vandalism may be ordered to clean up ~~and~~ repair or replace ~~the~~ damaged property and to keep the property free from graffiti for one year.

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.

CSBA NOTE: Pursuant to Education Code 49014, as added by AB 1974 (Ch. 577, Statutes of 2018), the district may collect debt owed to the school by a student who willfully cuts, defaces, or otherwise injures district property or fails to return property that was loaned by the district, unless the student is a current or former homeless student or foster youth.

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 willfully fails to return or that is willfully cut, defaced, or otherwise injured. However, this policythe Superintendent or designee shall not apply to a student who iscollect debt for such damage caused by a current or former homelessstudent experiencing homelessness or foster child or youth. (Education Code 48904, 49014)

Rewards

CSBA NOTE: The following section is optional.

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)

CSBA NOTE: The Governing Board may set any amount for the reward it deems to be appropriate. However, as detailed above, Education Code 48904 specifies a limit on the amount of parent/guardian liability for repayment of the reward.

Option 1 below allows the Superintendent or designee to offer a reward up to $2,500 without Board approval. Option 2 provides that the Board will determine the amount of any reward offered. Both options may be revised, including the specified reward amount, to reflect district practice.

OPTION 1: (Authorization for Superintendent or designee to offer reward of specified amount)

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.

OPTION 1 ENDS HERE

OPTION 2: The (Board shall determine the appropriatedetermination of amount for theof reward).

The Board shall determine the appropriate amount for the reward.

OPTION 2 ENDS HERE

CSBA NOTE: The following paragraph applies to all districts.

CSBA NOTE: The following paragraph is a recommended practice regarding disbursement of rewards and may be modified to reflect district practice.

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.

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State	Description
Civ. Code 1714.1	Liability of parent/ or guardian for act of willful misconduct by a minor
Ed. Code 19910	Libraries; malicious cutting, tearing, defacing, breaking or injuring
Ed. Code 19911	Libraries; willful detention of property
Ed. Code 200-270	Prohibition of discrimination
Ed. Code 44810	Willful interference with classroom conduct
Ed. Code 48904	Liability of parent or guardian; withholding of grades, diplomas, transcripts
Ed. Code 49014	Public School Fair Debt Collection Act
Gov. Code 53069.5	Reward for information
Gov. Code 53069.6	Actions to recover damages
Gov. Code 54951	Local agency; definition
Pen. Code 484	Theft defined
Pen. Code 594	Vandalism
Pen. Code 594.1	Aerosol paint and etching cream
Pen. Code 640.5	Graffiti; facilities or vehicles of governmental entity
Pen. Code 640.6	Graffiti
Management Resources	**Description**

Website	CSBA District and County Office of Education Legal Services
Website	Judicial Council of California
Website	California Department of Education
Website	CSBA

Cross References

Code	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1313	Civility
1330.1	Joint Use Agreements
3260	Fees And Charges
3260	Fees And Charges
3512	Equipment
3512-E(1)	Equipment
3515	Campus Security
3515	Campus Security
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3530	Risk Management/Insurance
3530	Risk Management/Insurance
4156.3	Employee Property Reimbursement
4158	Employee Security
4158	Employee Security
4256.3	Employee Property Reimbursement
4258	Employee Security
4258	Employee Security
4356.3	Employee Property Reimbursement
4358	Employee Security
4358	Employee Security

5125.2	Withholding Grades, Diploma Or Transcripts
5131	Conduct
5131.5	Vandalism And Graffiti
5136	Gangs
5136	Gangs
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.9	Hate-Motivated Behavior
6161.2	Damaged Or Lost Instructional Materials
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth

Regulation 3515.4: Recovery For Property Loss Or Damage

Status: ADOPTED

Original Adopted Date: 10/01/1997 **| Last Revised Date:** ~~03~~09/01/~~2019~~2025 **| Last Reviewed Date:** ~~03~~09/01/~~2019~~2025

CSBA NOTE: The following administrative regulation is optional and should be modified to reflect district practice.

~~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.

CSBA NOTE: Certain acts of graffiti or vandalism may trigger the need for an investigation pursuant to the district's sexual harassment or nondiscrimination grievance procedures (e.g., graffiti that is sexual in nature or disparaging to a class of individuals protected by the district's nondiscrimination policies). See BP 5131.5 - Vandalism and Graffiti.

~~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~~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.

CSBA NOTE: If a student's parents/guardians are unable to pay the damages, Education Code 48904 requires the district to offer an option for the student to provide work in lieu of payment. Pursuant to Education Code 49014, ~~as added by AB 1974 (Ch. 577, Statutes of 2018), a~~ the district may offer any student or former student alternative, nonmonetary means to settle debt owed as a result of damage or loss of district property, regardless of the parents/guardians' ability to pay. However, the district is prohibited from collecting debt from a current or former ~~homeless student~~

student experiencing homelessness or foster youth, and therefore- ~~cannot~~ may not offer or require such a student to work or provide an alternative form of compensation.

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.

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Civ. Code 1714.1	Liability of parent~~/~~ or guardian for act of willful misconduct by a minor
Ed. Code 19910	Libraries; malicious cutting, tearing, defacing, breaking or injuring
Ed. Code 19911	Libraries; willful detention of property
Ed. Code 200-270	Prohibition of discrimination
Ed. Code 44810	Willful interference with classroom conduct
Ed. Code 48904	Liability of parent or guardian; withholding of grades, diplomas, transcripts
Ed. Code 49014	Public School Fair Debt Collection Act
Gov. Code 53069.5	Reward for information

Gov. Code 53069.6	Actions to recover damages
Gov. Code 54951	Local agency; definition
Pen. Code 484	Theft defined
Pen. Code 594	Vandalism
Pen. Code 594.1	Aerosol paint and etching cream
Pen. Code 640.5	Graffiti; facilities or vehicles of governmental entity
Pen. Code 640.6	Graffiti

Management Resources	**Description**
Website	CSBA District and County Office of Education Legal Services
Website	Judicial Council of California
Website	California Department of Education
Website	CSBA

Cross References

Code	**Description**
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1313	Civility
1330.1	Joint Use Agreements
3260	Fees And Charges
3260	Fees And Charges
3512	Equipment
3512-E(1)	Equipment
3515	Campus Security
3515	Campus Security
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3530	Risk Management/Insurance
3530	Risk Management/Insurance
4156.3	Employee Property Reimbursement

4158	Employee Security
4158	Employee Security
4256.3	Employee Property Reimbursement
4258	Employee Security
4258	Employee Security
4356.3	Employee Property Reimbursement
4358	Employee Security
4358	Employee Security
5125.2	Withholding Grades, Diploma Or Transcripts
5131	Conduct
5131.5	Vandalism And Graffiti
5136	Gangs
5136	Gangs
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.9	Hate-Motivated Behavior
6161.2	Damaged Or Lost Instructional Materials
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth

Regulation 3516.1: Fire Drills And Fires

Status: ADOPTED

Original Adopted Date: 03/01/1989 **| Last Revised Date:** ~~11~~09/01/~~2001~~2025 **| Last Reviewed Date:** ~~11~~09/01/~~2001~~2025

CSBA NOTE: The following optional administrative regulation may be revised to reflect district practice.

Fire Drills

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

~~CSBA NOTE: As amended by SB 575 (Ch. 725, Statutes of 2001), Education Code 32001 requires intermediate schools to hold a fire drill at least four times every school year. The following paragraph may be revised to reflect grade levels offered by the district.~~

CSBA NOTE: Pursuant to 24 CCR 403.4.2, the first emergency evacuation drill of each school year is required to be conducted within 10 days of the beginning of classes.

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)

CSBA NOTE: The following paragraph may be revised to reflect grade levels offered by the district.

~~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)

~~1. The~~When the principal ~~shall notify staff as to the schedule for fire drills.~~

~~2.~~ ~~Whenever~~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)

~~3.~~ 1. ~~Teachers shall ascertain~~Notifying staff as to the schedule for fire drills

2. Ascertaining that no student remains in the building~~.~~

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

CSBA NOTE: The following paragraph, which requires that the principal or designee keep a record of each fire drill and file such record with the Superintendent or designee, may be modified to reflect district practice.

~~5.~~ 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

~~CSBA NOTE: The following evacuation procedures may be deleted if they are already provided in the district's emergency and disaster preparedness plan. See BP/AR 3516 - Emergencies and Disaster Preparedness Plan.~~

~~SB 575 (Ch. 725, Statutes of 2001) added Education Code 17074.50-17074.56 to require that new construction projects contain an automatic fire detection, alarm and sprinkler system. In those buildings, Education Code 32001, as amended, provides that the principal is not required to sound the fire alarm when the building is equipped with an automatic alarm system.~~

CSBA NOTE: Beginning with the 2026-27 fiscal year, Education Code 32282, as amended by AB 2968 (Ch. 582, Statutes of 2024), requires the district 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 notify the local authorities of the identified refuge. Additionally, Education Code 32282, as amended by AB 2968, requires each school in a high or very high fire hazard severity zone to coordinate the procedure to identify appropriate refuge shelters with local authorities as well as to develop a communication and evacuation plan, which can be used in the event of an early notice evacuation warning, allowing enough time to evacuate all students and staff. For more information related to comprehensive school safety plans, see AR 0450 – Comprehensive Safety Plan.

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)

CSBA NOTE: The following evacuation procedures may be deleted if they are already provided in the district's emergency and disaster preparedness plan. See BP/AR 3516 - Emergencies and Disaster Preparedness Plan.

Education Code 17074.50-17074.56 require that new construction projects contain an automatic fire detection, alarm, and sprinkler system. In those buildings, Education Code 32001 provides that the principal is not required to sound the fire alarm when the building is equipped with an automatic alarm system.

The California Department of Education's (CDE) memorandum, "Get Smart about Wildfire Smoke – Clear Guidelines for Schools and Wildfire Smoke," offers guidance to support schools impacted by wildfires, smoke, and extreme weather. Additionally, CDE's, "2025 California Wildfire Resources," webpage offers resources to support communities impacted by wildfires, smoke, and extreme weather.

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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State	Description
Ed. Code 32282	Comprehensive school safety plans
5 CCR 550	Fire drills
24 CCR 403.4.2	First evacuation drill
Ed. Code 17074.50-17074.56	Automatic fire detection; alarm and sprinkler systems
Ed. Code 32001	Fire alarms and drills
Ed. Code 32040	Duty to equip school with first aid kit

Management Resources	Description
California Department of Education Publication	Get Smart about Wildfire Smoke – Clear Guidelines for Schools and Wildfire Smoke (https://www.cde.ca.gov/ls/ep/documents/airqualityguidance.pdfdf)
Website	CSBA District and County Office of Education Legal Services
Website	2025 California Wildfire Resources (https://www.cde.ca.gov/ls/ep/resforwildfires2025.asp?_6ykCLd3tHHFypKZuLQ396Dct_btS1KQ6nahQM0Lx8QWIw6sos-4bytAHUnU&recipientid=contact-a1fe1b1b458fe61180ef005056b02a09-c27c35d3f4d948d79fbf52c7ee36dcf5&esid=06a06004ef11-8163-005056b02a09)

Cross References

Code	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.2	Bomb Threats

Policy 5113: Absences And Excuses

Status: ADOPTED

Original Adopted Date: 11/01/1999 **| Last Revised Date:** ~~06~~09/01/~~2024~~2025 **| Last Reviewed Date:** ~~06~~09/01/~~2024~~2025

CSBA NOTE: The following optional policy may be revised to reflect district practice. Pursuant to Education Code 48200, children ages 6-18 years are subject to compulsory, full-time education, except when otherwise exempted.

Verification of absences is necessary for purposes of enforcement of compulsory education laws and for the determination of whether a student is truant. Pursuant to Education Code 48260, students with a valid excused absence are not truant.

For strategies to reduce chronic absences, see BP/AR 5113.1 - Chronic Absence and Truancy and CSBA's governance brief, "Seize the Data: Using Chronic Absence Data to Drive Student Engagement." the U.S. Department of Education's, "Action Planner for Reengaging Students to Support Everyday Attendance," and the Institute of Education Sciences', "Resources for Supporting Student Engagement and Attendance." For information about the impact of absences on a student's grades, see BP 5121 - Grades/Evaluation of Student Achievement.

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.

CSBA NOTE: When a student has an excused absence pursuant to Education Code 48205 or 48225.5, teachers are required to provide equivalent assignments and tests, as described below. While teachers are not required to do so for other excused absences, the following language extends this requirement to all excused absences for fairness, and to maintain student engagement in the educational program. Districts may modify the following paragraph to reflect that it only applies to excused absences pursuant to Education Code 48205 and 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)

CSBA NOTE: The following paragraph is optional. Pursuant to Education Code 46014, districts, with the written consent of the student's parent/guardian, may excuse a student from school in order to participate in religious exercises or instruction. ~~In order for~~ For the district to receive average daily attendance funding for such absences, the Governing Board is required to first adopt a resolution

permitting an excused absence for this purpose. The Board is also mandated to adopt regulations governing students' attendance at such exercises or instruction and the reporting of these absences; see the accompanying administrative regulation.

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.

CSBA NOTE: Pursuant to Education Code 46010.1 and the California Supreme Court in American Academy of Pediatrics et al v. Lungren et al., minor students do not need parent/guardian consent to obtain confidential medical services, and schools are authorized to excuse a student from school to obtain such services.

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.

CSBA NOTE: 5 CCR 421 requires the Board to approve reasonable methods for verifying student absences due to illness or quarantine. See the accompanying administrative regulation for examples of methods of verification.

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)

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

State	Description
5 CCR 306	Explanation of absence
5 CCR 420-424	Record of verification of absence due to illness and other causes
Ed. Code 1740	Employment of personnel to supervise attendance
Ed. Code 37201	School month
Ed. Code 37223	Weekend classes
Ed. Code 41601	Reports of average daily attendance
Ed. Code 42238-~~42250~~42252.1	Apportionments
Ed. Code 46000	Attendance records

Ed. Code 46010-46015	Absences
Ed. Code 46110-46120	Attendance in kindergarten and elementary schools
Ed. Code 46140-46148	Attendance in junior high and high schools
Ed. Code 48200-48208	Children ages 6-18; compulsory full-time attendance
Ed. Code 48210-48216	Exclusions from attendance
Ed. Code 48225.5	Work permit; excused absence; entertainment or allied industries; participation in not-for-profit performing arts organization
Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants
Ed. Code 48292	Filing complaint against parent
Ed. Code 48320-48324	School attendance review boards
Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48980	Parent/~~Guardian~~guardian notifications
Ed. Code 49067	Unexcused absences as cause of failing grade
Ed. Code 49701	Provisions of the Interstate Compact on Educational Opportunities for Military Children
Elec. Code 12302	Student participation on precinct boards
Fam. Code 6920-6930	Consent by minor for medical treatment
W&I Code 11253.5	Compulsory school attendance; eligibility for aid
W&I Code 601-601.5	Habitually truant minors
Management Resources	**Description**
Attorney General Opinion	66 Ops.Cal.Atty.Gen. 244 (1983)
Attorney General Opinion	87 Ops.Cal.Atty.Gen. 168 (2004)
Court Decision	American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307
CSBA Publication	Seize the Data: Using Chronic Absence Data to Drive Student Engagement, March 2024
U.S. Department of Education Publication	Action Planner for Reengaging Students to Support Everyday Attendance, May 2024 (https://www.ed.gov/sites/ed/files/2024/05/Action-Planner-for-Reengaging-Students-to-Support-Everyday-Attendance.-FINAL.pdf)

Institute for Education Sciences Publication	Resources for Supporting Student Engagement and Attendance, April 2024 (https://ies.ed.gov/learn/blog/ies-resources-supporting-student-engagement-and-attendance)
Website	CSBA District and County Office of Education Legal Services
Website	CSBA
Website	U.S. Department of Education, Office of Elementary and Secondary Education (https://www.ed.gov/about/ed-offices/oese)
Website	Institute for Education Sciences (https://ies.ed.gov/)

Cross References

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4219.41	Employees With Infectious Disease
4319.41	Employees With Infectious Disease
5000	Concepts And Roles
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5112.1	Exemptions From Attendance
5112.1	Exemptions From Attendance
5112.2	Exclusions From Attendance
5112.5	Open/Closed Campus
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
5113.12	District School Attendance Review Board
5113.12	District School Attendance Review Board
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement

5131	Conduct
5131.4	Student Disturbances
5131.4	Student Disturbances
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.33	Head Lice
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5146	Married/Pregnant/Parenting Students
5147	Dropout Prevention
6020	Parent Involvement
6020	Parent Involvement
6111	School Calendar
6112	School Day
6112	School Day
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6154	Homework/Makeup Work
6158	Independent Study
6158	Independent Study
6164.2	Guidance/Counseling Services
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6176	Weekend/Saturday Classes
6177	Summer Learning Programs

6183	Home And Hospital Instruction
6184	Continuation Education
6184	Continuation Education
6185	Community Day School
6185	Community Day School

Regulation 5113: Absences And Excuses

Status: ADOPTED

Original Adopted Date: 11/01/2011 **| Last Revised Date:** ~~06~~09/01/~~2024~~2025 **| Last Reviewed Date:** ~~06~~09/01/~~2024~~2025

~~**Excused Absences**~~

~~CSBA NOTE: Items #1-17 below reflect absences that are authorized by law to be considered as excused absences for purposes of enforcing the compulsory state attendance laws. Pursuant to Education Code 48205, absences specified in Items #1-13, although excused for purposes of enforcing compulsory state attendance laws, are considered absences in computing average daily attendance and do not generate state apportionment payments.~~

CSBA NOTE: For districts that permit absences for religious purposes, the Governing Board is **mandated** to adopt regulations governing attendance at such exercises and the reporting of these absences. For language fulfilling this mandate, see Item #15 in "Excused Absences," below.

Excused Absences

CSBA NOTE: Items #1-18 below reflect absences that are authorized by law to be considered as excused absences for purposes of enforcing compulsory state attendance laws. Pursuant to Education Code 48205, absences specified in Items #1-14 and #18, although excused for purposes of enforcing compulsory state attendance laws, are considered absences in computing average daily attendance and do not generate state apportionment payments.

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

~~CSBA NOTE: Pursuant to Education Code 48205, as amended by SB 350 (Ch. 601, Statutes of 2023), the district is required to excuse a student's absence for up to five days when the absence is for the purpose of attending funeral services or grieving the death of the student's immediate family or of another person in close association with the student, as specified in Item #4 below.~~

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)

CSBA NOTE: Pursuant to Education Code 48205, absence due to the illness or medical appointment of a student's child is counted as an excused absence, and the district is prohibited from requiring a physician's note for such absences. See ~~the section~~ "Method of Verification" below.

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

~~CSBA NOTE: Pursuant to Education Code 48205, as amended by AB 1503 (Ch. 846, Statutes of 2023), student attendance at a religious retreat may be excused for no more than one school day each semester.~~

   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)

CSBA NOTE: Education Code 48205, as amended by AB 1884 (Ch. 919, Statutes of 2024), removes the requirement that the deployment of an immediate family member be to a combat zone or combat support position. This allows 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.

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment ~~to a combat zone or a combat support position~~ or is on leave from or has

immediately returned from such deployment (Education Code 48205)

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

10. Attendance at the student's 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)

~~CSBA NOTE: Pursuant to Education Code 48205, as amended by SB 350, a student's absence is required to be excused for up to three days when the absence is for the purpose of accessing victim or grief support services or for participating in safety planning as it relates to the death of a student's immediate family member, or of another person in close association with the student, as specified in Item #13 below.~~

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)

~~CSBA NOTE: Pursuant to Education Code 46014, with the written consent of the student's parent/guardian, districts may excuse a student from school in order to participate in religious exercises or instruction.~~

~~In order for the district to receive average daily attendance funding for such absences, the Governing Board must first adopt a resolution permitting an excused absence for this purpose and regulations governing students' attendance at religious exercises or instruction and the reporting of~~

~~such absences. These regulations should include all of Item #14 below and may be expanded to reflect district practice.~~

~~The student must also attend school for at least the minimum school day and not be absent for this purpose on more than four days per school month. Pursuant to Education Code 46112, 46113, 46117, and 46141, unless otherwise provided by law, the minimum school day is generally 180 minutes for kindergarten, 230 minutes for grades 1-3, and 240 minutes for grades 4-12. For further information, see AR 6112 - School Day.~~

CSBA NOTE: Education Code 48205, as amended by SB 1138 (Ch. 925, Statutes of 2024), requires a student to be excused from school when the absence is due to a student's participation in military entrance processing.

14. For a student's participation in military entrance processing

CSBA NOTE: Pursuant to Education Code 46014, with the written consent of the student's parent/guardian, districts may excuse a student from school in order to participate in religious exercises or instruction.

In order for the district to receive average daily attendance funding for such absences, the Board is required to first adopt a resolution permitting an excused absence for this purpose and regulations governing students' attendance at religious exercises or instruction and the reporting of such absences. These regulations should include all of the information from Item #15 below and may be expanded to reflect district practice.

Additionally, the student is required to attend school for at least the minimum school day and not be absent for this purpose on more than four days per school month. Pursuant to Education Code 46112, 46113, 46117, and 46141, unless otherwise provided by law, the minimum school day is generally 180 minutes for kindergarten, 230 minutes for grades 1-3, and 240 minutes for grades 4-12. For further information, see AR 6112 - School Day.

15. 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)

16. 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)"

17. 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)

18. 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

CSBA NOTE: Education Code 48205 prohibits the district from requiring a physician's note for absences due to the illness or medical appointment of the student's child. However, the district is authorized to require verification of other absences. The following section should be revised to reflect district-adopted methods of verification and to specify employee(s) assigned to verify absences.

5 CCR 420-421 provide guidelines for verifying absences due to illness; quarantine; medical, dental, or eye appointments; or attendance at a funeral service of a member of a student's immediate family. 5 CCR 421 authorizes a student's absence to be verified by a school or public health nurse, attendance supervisor, physician, principal, teacher, or any other qualified district employee assigned to make such 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

CSBA NOTE: The following optional paragraph provides a means of verifying an excuse for confidential medical services without inquiring into the nature of the medical services.

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

CSBA NOTE: The following optional paragraph provides that, after absences for illness on multiple occasions, the student may be required to bring a note from a physician to verify the illness. If a student does not have access to medical services in order to obtain such verification, the district may assist the student in obtaining the medical consultation if it is required.

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:

CSBA NOTE: The requirement in Item #1 below is for use by any district whose board has adopted a resolution permitting an excused absence for religious instruction or exercises. See the accompanying Board policy and ~~Item #14 in the section~~ Item #15 in "Excused Absences" above.

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)

CSBA NOTE: The requirement in Item #2 applies to all districts. Districts that maintain only elementary grades should delete the reference to students in grades 7-12.

2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)

3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time (Education Code 48980)

   Such notice shall include the full text of Education Code 48205. (Education Code 48980)

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Ed. Code 46110-46120	Attendance in kindergarten and elementary schools
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Ed. Code 48200-48208	Children ages 6-18; compulsory full-time attendance
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Ed. Code 48225.5	Work permit; excused absence; entertainment or allied industries; participation in not-for-profit performing arts organization

Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants
Ed. Code 48292	Filing complaint against parent
Ed. Code 48320-48324	School attendance review boards
Ed. Code 48340-48341	Improvement of student attendance
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Elec. Code 12302	Student participation on precinct boards
Fam. Code 6920-6930	Consent by minor for medical treatment
W&I Code 11253.5	Compulsory school attendance; eligibility for aid
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Management Resources	**Description**
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Attorney General Opinion	87 Ops.Cal.Atty.Gen. 168 (2004)
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U.S. Department of Education Publication	Action Planner for Reengaging Students to Support Everyday Attendance, May 2024 (https://www.ed.gov/sites/ed/files/2024/05/Action-Planner-for-Reengaging-Students-to-Support-Everyday-Attendance.-FINAL.pdf)
Institute for Education Sciences Publication	Resources for Supporting Student Engagement and Attendance, April 2024 (https://ies.ed.gov/learn/blog/ies-resources-supporting-student-engagement-and-attendance)
Website	CSBA District and County Office of Education Legal Services
Website	CSBA
Website	U.S. Department of Education, Office of Elementary and Secondary Education (https://www.ed.gov/about/ed-offices/oese)
Website	Institute for Education Sciences (https://ies.ed.gov/)

Cross References

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6177	Summer Learning Programs
6183	Home And Hospital Instruction
6184	Continuation Education
6184	Continuation Education
6185	Community Day School
6185	Community Day School

Policy 5113.2: Work Permits

Status: ADOPTED

Original Adopted Date: 06/01/1995 **| Last Revised Date:** ~~12~~09/01/~~2020~~2025 **| Last Reviewed Date:** ~~12~~09/01/~~2020~~2025

CSBA NOTE: The following optional policy may be revised to reflect district practice. Education Code 49160 requires minors to obtain a work permit issued by the proper educational officers in order to accept employment, even for periods when school is not in session. See the accompanying administrative regulation for further information about the conditions under which a work permit is required, specified exceptions, and the process for issuing permits.

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

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

CSBA NOTE: Education Code 49111, 49112, and 49116 and Labor Code 1391-1391.1 limit the number of hours that students may work on school days and days when school is not in session~~;~~ . ~~see the accompanying administrative regulation.~~ According to the Department of Industrial Relations' Child Labor Laws, districts have discretion to establish lower limits than provided by law for the maximum number of work hours and may impose additional requirements such as a minimum grade point average (e.g., 2.0) for issuance of a work permit. However, Education Code 49200~~, as added by AB 908 (Ch. 64, Statutes of 2020), prohibits consideration~~ prohibits the use of grades, grade point average, or school attendance ~~in the event the student's~~ to deny a work permit to a student whose school has been physically closed for an extended time due to a natural disaster, pandemic, or other emergency. See the accompanying administrative regulation.

The following optional paragraph should be revised to reflect criteria established by the Board.

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

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

CSBA NOTE: Education Code 49130-49135 specify circumstances under which students between ~~the ages of 14 and 18~~ 14 and 17 years of age may receive a permit to work full time.

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

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

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State	Description
5 CCR 10120-10121	Work permits
5 CCR 16023-16027	District records; retention and destruction
8 CCR 11701-11707	Prohibited and dangerous occupations for minors
8 CCR 11750-11763	Work permits and conditions; minor employed in entertainment industry
Ed. Code 48230	Exemption from full-time school attendance for students with work permits
Ed. Code 48231	Exemption from compulsory attendance for students entering attendance area near end of term
Ed. Code 49100-49101	Compulsory attendance
Ed. Code 49110-49119	Permits to work
Ed. Code 49130-49135	Permits to work full time
Ed. Code 49140-49141	Exceptions
Ed. Code 49160-49165	Employment of minors; duties of employers
Ed. Code 49180-49183	Violations
Ed. Code 49200	Permit to work during extended emergency school closure
Ed. Code 51760-51769.5	Work experience education
Ed. Code 52300-52462	Career technical education
Lab. Code 1285-1312	Employment of minors

Lab. Code 1391-1394	Working hours for minors

Federal	**Description**
29 CFR 570.1-570.129	Child labor regulations

Management Resources	**Description**
Attorney General Opinion	18 Ops.Cal.Atty.Gen. 114 (1951)
CA Department of Industrial Relations Publication	Child Labor Laws, 2013 (https://www.dir.ca.gov/dlse/ChildLaborLawPamphlet.pdf)
California Department of Education Publication	Statement of Intent to Employ a Minor and Request for a Work Permit - Certificate of Age, Form B1-1 (https://www.dir.ca.gov/dlse/dlseformb1-1.pdf)
California Department of Education Publication	Permit to Employ and Work, Form B1-4 (https://www.dir.ca.gov/dlse/dlseformB1-4.pdf)
California Department of Education Publication	Basic Labor Rights Information Sheet Template (https://www.cde.ca.gov/ci/ct/we/workpermitsforstudents.asp)
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Work Experience Education
Website	California Department of Industrial Relations

Cross References

Code	**Description**
1700	Relations Between Private Industry And The Schools
3580	District Records
3580	District Records
5112.1	Exemptions From Attendance
5112.1	Exemptions From Attendance
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5125	Student Records
5125	Student Records
~~5146~~	~~Married/Pregnant/Parenting Students~~

5147	Dropout Prevention
6115	Ceremonies And Observances
6115	Ceremonies And Observances
6146.1	High School Graduation Requirements
6146.2	Certificate Of Proficiency/High School Equivalency
6146.2	Certificate Of Proficiency/High School Equivalency
6146.2-E(1)	Certificate Of Proficiency/High School Equivalency
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6184	Continuation Education
6184	Continuation Education

Regulation 5113.2: Work Permits

Status: ADOPTED

Original Adopted Date: 11/01/2004 **| Last Revised Date:** ~~12~~09/01/~~2020~~2025 **| Last Reviewed Date:** ~~12~~09/01/~~2020~~2025

CSBA NOTE: The following optional administrative regulation may be revised to reflect district practice. Education Code 49160 requires all minors to obtain a work permit in order to accept employment. Labor Code 1286 defines "minors" as persons under the age of 18 years of who are subject to the state's compulsory attendance laws. Students who are 18 years of age and are no longer subject to compulsory attendance pursuant to Education Code 49101 are not required to obtain a work permit even if they have not yet graduated from high school. Pursuant to Education Code 49114, students who have graduated early from high school or have received a certificate of proficiency need a "certificate of age" to be employed. Pursuant to 5 CCR 10120.1, the certificate of age is contained within the California Department of Education's (CDE) , "Statement of Intent to Employ a Minor and Request for Work Permit - Certificate of Age," (Form B1-1), available on its ~~web site.~~ website.

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

CSBA NOTE: State and federal labor laws generally require that minors be at least 14 years of age to be employed, although Education Code 49111 authorizes the issuance of a work permit to a minor who is at least 12 years of age for periods when school is not in session.

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

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

A work permit shall not be required for a student who ~~is~~meets all of the following criteria: (5 CCR 10121)

1. Is not receiving pay or financial reimbursement for services rendered in volunteer services or educational purposes~~, is not in an employer-employee relationship in accordance with the Fair Labor Standards Act, is serving as an unpaid trainee or volunteer or in an in-school placement, and has submitted written parent/guardian permission. (5 CCR 10121)~~

~~CSBA NOTE: The following paragraph reflects exemptions cited in Education Code 49112 and 49141, Labor Code 1394, and the Department of Industrial Relations' (DIR) Child Labor Laws.~~

2. Is not in an employer-employee relationship in accordance with the Fair Labor Standards Act, and is serving as an unpaid trainee or volunteer or in an in-school placement

3. Has submitted written parent/guardian permission

CSBA NOTE: The following paragraph reflects exemptions cited in Education Code 49112 and 49141, Labor Code 1394, and the Department of Industrial Relations' (DIR), "Child Labor Laws."

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

Persons Authorized to Issue Work Permits

CSBA NOTE: Education Code 49110 specifies persons authorized to issue work permits in the district, including the Superintendent, a designated employee holding a services credential with a specialization in pupil personnel services, a certificated work experience education teacher or coordinator, and a principal or other school administrator designated by the principal. Pursuant to Education Code 49110, if the district does not employ or contract with a person holding a services credential with a specialization in pupil personnel services or a certificated work experience education teacher or coordinator, the Superintendent may provide written authorization for a person without such qualifications to temporarily issue work permits when the Superintendent is absent from the district. Education Code 49110 also authorizes a charter school chief executive officer or designee, the County Superintendent of Schools or designee, or private school principal or designee to issue a work permit.

Items #1-3 below may be revised to specify the position(s) of the employee(s) responsible for issuing work permits in the district.

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

1. The Superintendent

2. An employee holding a services credential with a specialization in pupil personnel services or a certificated work experience education teacher or coordinator, when authorized by the

Superintendent in writing

3. A principal, or another school administrator designated by the principal, provided that the principal or designee:

    a. Provides a self-certification that the principal or designee understands the requirements of law for issuing a work permit

    b. Does not issue a work permit to the principal's or designee's own child

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

Application

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

CSBA NOTE: The request for a permit must be submitted to the district on a form approved by CDE pursuant to Education Code 49117 and 49162-49163 (CDE Form B1-1, "Statement of Intent to Employ a Minor and Request for Work Permit - Certificate of Age").

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

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

~~CSBA NOTE: Education Code 49200, as added by AB 908 (Ch. 64, Statutes of 2020), and Education Code 49132, as amended by AB 908, establish the following flexibility in the application process in the event of an extended physical closure of the campus due to a natural disaster, pandemic, or other emergency.~~

CSBA NOTE: Education Code 49110.5 requires that any minor seeking the signature of a verifying authority on a "Statement of Intent to Employ a Minor and Request for a Work Permit-Certificate of Age" be issued, before or at the time of receiving the signature, a document clearly explaining basic labor rights extended to workers, as specified. CDE has a "Basic Labor Rights Information Sheet Template," available on its website.

The Superintendent or designee shall, before or at the time of signing the work permit, issue the student a document clearly explaining basic labor rights extended to workers, as specified in Education Code 49110.5.

CSBA NOTE: Education Code 49132 and 49200 establish the following flexibility in the application process in the event of an extended physical closure of the campus due to a natural disaster, pandemic, or other emergency.

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

Approval Process

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

CSBA NOTE: The following optional paragraph should be revised to reflect any criteria established by the Governing Board for the issuance of work permits; see the accompanying Board policy.

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

CSBA NOTE: Although districts generally have the authority to impose additional requirements on the issuance of work permits, Education Code 49200~~, as added by AB 908,~~ prohibits consideration of grades, grade point average, or school attendance in the event of an extended physical closure of the campus due to a natural disaster, pandemic, or other emergency.

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

1. The student's school has been physically closed for an extended time due to a natural disaster, pandemic, or other emergency~~.~~

2. The student is applying for a work permit in order to participate in a government-administered employment and training program that will occur during the regular summer recess or vacation of the student's school~~.~~

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

CSBA NOTE: State and federal regulations pertaining to work hours are summarized in DIR's, "Child Labor Laws." The following paragraph reflects legal requirements establishing maximum work hours for minors, but may be revised to reflect any more restrictive work hours established by Board policy.

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

CSBA NOTE: Pursuant to Education Code 49130-49131, the district may issue a work permit authorizing full-time employment while school is in session to a student age 14-17 years of age. However, for students age 14-15 years of age~~,~~ Education Code 49130 specifies that the student ~~must~~ is required have completed elementary school, the permit must expire at the end of the current school year, and either (1) the student's earnings are needed due to a parent/guardian's death or incapacity to work by reason of illness or injury, (2) the earnings are needed due to the student's inability to reside with the family, or (3) a student who is in foster care has written authorization from a social worker, probation officer, or child protective services worker acting as an officer of the court for the purpose of furthering the goal of emancipation.

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

CSBA NOTE: Pursuant to Education Code 49117, work permits ~~must~~ are required to be issued on forms prepared and provided by the Superintendent of Public Instruction (SPI), or on forms produced by the district when authorized by the SPI. CDE's "Permit to Employ and Work" (CDE Form B1-4) is available on its ~~web site.~~ website.

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

CSBA NOTE: The following two paragraphs reflect information provided in DIR's, "Child Labor Laws."

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

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

CSBA NOTE: The following optional paragraph is for use by districts that allow principals or their designees to issue work permits; see item #3 in ~~the section~~ "Persons Authorized to Issue Work Permits" above.

Whenever a work permit is issued by a principal or other designated school administrator, the principal or designee shall submit to the Superintendent a copy of ~~each~~the work permit issued, along with a copy of the application and a self-certification that the principal or designee understands the requirements in existing law for issuing a work permit. (Education Code 49110)

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

Expiration of Work Permits

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

CSBA NOTE: The following optional paragraph may be revised to reflect district practice, including establishing a time period for submitting a renewal request before the permit expires.

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

Revocation of Work Permits

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

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

Retention of Records

CSBA NOTE: ~~A~~ Because work permit is classified as a Class 3 - Disposable Record pursuant to 5 CCR 16026 ~~and thus~~ it should not be destroyed until four years after it was issued. See AR 3580 - District Records for further information about the classification and disposal of records.

~~The~~In accordance with Administrative Regulation 3580 - District Records, the Superintendent or designee shall retain a copy of the work permit application and the work permit until the end of the fourth year after the work permit was issued. (5 CCR 16026)

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Ed. Code 51760-51769.5	Work experience education
Ed. Code 52300-52462	Career technical education
Lab. Code 1285-1312	Employment of minors
Lab. Code 1391-1394	Working hours for minors

Federal	Description
29 CFR 570.1-570.129	Child labor regulations

Management Resources	Description

Attorney General Opinion	18 Ops.Cal.Atty.Gen. 114 (1951)
CA Department of Industrial Relations Publication	Child Labor Laws, 2013 (https://www.dir.ca.gov/dlse/ChildLaborLawPamphlet.pdf)
California Department of Education Publication	Statement of Intent to Employ a Minor and Request for a Work Permit - Certificate of Age, Form B1-1 (https://www.dir.ca.gov/dlse/dlseformb1-1.pdf)
California Department of Education Publication	Permit to Employ and Work, Form B1-4 (https://www.dir.ca.gov/dlse/dlseformB1-4.pdf)
California Department of Education Publication	Basic Labor Rights Information Sheet Template (https://www.cde.ca.gov/ci/ct/we/workpermitsforstudents.asp)
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, Work Experience Education
Website	California Department of Industrial Relations

Cross References

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3580	District Records
3580	District Records
5112.1	Exemptions From Attendance
5112.1	Exemptions From Attendance
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
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5121	Grades/Evaluation Of Student Achievement
5125	Student Records
5125	Student Records
~~5146~~	~~Married/Pregnant/Parenting Students~~
5147	Dropout Prevention

6115	Ceremonies And Observances
6115	Ceremonies And Observances
6146.1	High School Graduation Requirements
6146.2	Certificate Of Proficiency/High School Equivalency
6146.2	Certificate Of Proficiency/High School Equivalency
6146.2-E(1)	Certificate Of Proficiency/High School Equivalency
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6184	Continuation Education
6184	Continuation Education

Regulation 5113.11: Attendance Supervision

Status: ADOPTED

Original Adopted Date: 10/01/2017 **| Last Revised Date:** ~~10~~09/01/~~2020~~2025 **| Last Reviewed Date:** ~~10~~09/01/~~2020~~2025

~~CSBA NOTE: The following optional administrative regulation is for use by districts that appoint their own attendance supervisor and may be revised to reflect district practice. Pursuant to Education Code 48242 and 48243, the district may appoint an attendance supervisor or may jointly employ an attendance supervisor with one or more other districts. Alternatively, pursuant to Education Code 48244, the district may contract with the County Superintendent of Schools for the supervision of attendance of district students.~~

CSBA NOTE: The following optional administrative regulation is for use by districts that appoint their own attendance supervisor and may be revised to reflect district practice. Pursuant to Education Code 48242 and 48243, the district may appoint an attendance supervisor or may jointly employ an attendance supervisor with one or more other districts. Alternatively, pursuant to Education Code 48244, the district may contract with the County Superintendent of Schools for the supervision of attendance of district students.

Reducing chronic absenteeism rates is a required priority for districts in the adopted local control and accountability plan (LCAP) and annual updates to the LCAP. Attendance supervisors can be instrumental in meeting LCAP goals related to the reduction of chronic absenteeism by helping to promote a culture of attendance and improve district procedures to accurately track attendance by grade level and student subgroup. For more information regarding the LCAP, see BP/AR 0460 - Local Control and Accountability Plan.

The Superintendent or designee shall appoint an attendance supervisor and any assistant attendance supervisor(s) as may be necessary to supervise the attendance of district students. (Education Code 48240, 48242)

~~CSBA NOTE: Education Code 48241 and 48245 require an attendance supervisor to be certificated for the work by the County Board of Education. However, it is not clear that all county boards currently provide this function. The following paragraph may be revised to reflect local practice.~~

CSBA NOTE: Education Code 48241 and 48245 require an attendance supervisor to be certificated for the work by the County Board of Education. However, it is not clear that all county boards currently provide this function. The following paragraph may be revised to reflect local practice.

In order to have more qualified mental health professionals who are certified to provide child welfare and attendance services, Education Code 44266 permits flexibility for Pupil Personnel Services credential holders to receive authorization to provide child welfare and attendance services by either completing (1) a Commission on Teacher Credentialing (CTC)-approved program of supervised field experience that includes direct classroom contact, jointly sponsored by a school district and a college or university, or (2) a CTC-approved program of professional preparation offered by a local educational agency.

Any person appointed as an attendance supervisor shall be appropriately certificated to perform the work. (Education Code 48241, 48245)

Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent or designee. (Education Code 48240)

CSBA NOTE: Items #1-5 below may be revised to reflect district practice. Education Code 48240 states the Legislature's intent that attendance supervisors fulfill the following duties.The attendance supervisor shall promote a culture of attendance and establish a system to accurately track student attendance in order to achieve all of the following:

1. Raise the awareness of school personnel, parents/guardians, caregivers, community partners, and local businesses of the effects of chronic absenteeism and truancy and other challenges associated with poor attendance

2. Identify and respond to grade level or student subgroup patterns of chronic absenteeism or truancy

3. Identify and address factors contributing to chronic absenteeism and habitual truancy, including suspension and expulsion

4. Ensure that students with attendance problems are identified as early as possible to provide applicable support services and interventions

5. Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates and truancy rates

The attendance supervisor may provide support services and interventions, including, but not limited to, the following: (Education Code 48240)

1. A conference between school personnel, the student's parent/guardian, and the student

2. Promotion of cocurricular and extracurricular activities that increase student connectedness to school, such as tutoring, mentoring, the arts, service learning, or athletics

3. Recognition of students who achieve excellent attendance or demonstrate significant improvement in attendance

4. Referral of the student to a school nurse, school counselor, school psychologist, school social worker, and other student support personnel for case management and counseling

5. Collaboration with child welfare services, law enforcement, courts, public health care agencies, government agencies, or medical, mental health, and oral health care providers to receive necessary services

6. Collaboration with school study teams, guidance teams, school attendance review teams, or other intervention-related teams to assess the attendance or behavior problem in partnership with the student and the student's parents/guardians or caregivers

7. In schools with significantly higher rates of chronic absenteeism, identification of barriers to attendance that may require schoolwide strategies rather than case management

   CSBA NOTE: Pursuant to Education Code 46211, as added by SB 153 (Ch. 38, Statutes of 2024), a district may implement an attendance recovery program for students in grades kindergarten-12 to make up lost instructional time and offset absences, including chronic absenteeism for up to 10 days of attendance in a school year or the number of absences a student accrued in that school year, whichever is less. A student's participation in an attendance recovery program may not be compulsory or punitive.

   Schoolwide strategies may include the implementation of an attendance recovery program operated in accordance with Board Policy/Administrative Regulation 5133.1 - Chronic Absence and Truancy.

8. Referral of the student for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program for a student with disabilities or creating a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973

9. Referral of the student to a school attendance review board (SARB) established pursuant to Education Code 48321 or to the probation department pursuant to Education Code 48263

10. Referral of the student to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Education Code 48260.6

CSBA NOTE: Pursuant to Education Code 48290, the Governing Board is required to investigate any complaint that a parent/guardian has violated compulsory education laws. The following paragraph delegates this responsibility to the attendance supervisor and may be revised to reflect district practice. Pursuant to Education Code 48292, it is the responsibility of the attendance supervisor to file a criminal complaint against a parent/guardian who continually and willfully fails to respond to school attendance review board (SARB) directives or services.

Upon receiving any complaint that a parent/guardian or other person having control or charge of a student has violated Education Code 48200-48341, the state compulsory education laws, the attendance supervisor shall investigate the matter and, if a violation is found, shall recommend referral to ~~a~~the SARB. If the district is subsequently notified by the SARB that the parent/guardian continually and willfully has failed to respond to directives of the SARB or the services provided, the attendance supervisor shall refer the matter for possible prosecution in court in accordance with Education Code 48291-48292, as applicable. (Education Code 48290-48292)

CSBA NOTE: Pursuant to Education Code 48273, the Board is required to assign appropriate officers and employees to provide the County Superintendent with a report of SARB referrals and requests for petitions to the juvenile court; see AR 5113.1 - Chronic Absence and Truancy. The following paragraph is for use by districts that have delegated this responsibility to the attendance supervisor.

The attendance supervisor shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

The attendance supervisor shall annually report student attendance data to the Superintendent or designee and the Governing Board. Such data shall include, by school, grade level, and each numerically significant student subgroup as defined in Education Code 52052, rates of school attendance, chronic absence in which students are absent on 10 percent ~~of~~or more of the school days in the school year, and dropout.

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State	Description
5 CCR 306	Explanation of absence
5 CCR 420-424	Record of verification of absence due to illness and other causes
Ed. Code 1740	Employment of personnel to supervise attendance
Ed. Code 37223	Weekend classes
Ed. Code 44266	Attendance supervisor certification
Ed. Code 46000	Attendance records
Ed. Code 46010-46015	Absences
Ed. Code 46110-46120	Attendance in kindergarten and elementary schools
Ed. Code 46140-46148	Attendance in junior high and high schools
Ed. Code 48200-48208	Children ages 6-18; compulsory full-time attendance
Ed. Code 46211	Attendance recovery programs
Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants
Ed. Code 48290-48297	Failure to comply; complaints against parents
Ed. Code 48320-48325	School attendance review boards

Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48400-48403	Compulsory continuation education
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 60901	Chronic absence
Pen. Code 270.1	Chronic truancy; parent/guardian misdemeanor
W&I Code 11253.5	Compulsory school attendance; eligibility for aid
W&I Code 601-601.5	Habitually truant minors

Management Resources	**Description**
~~California Department of Education Publication~~	~~School Attendance Improvement Handbook, 2000~~
California Department of Education Publication	School Attendance Review Board Handbook, 2015 (https://resources.finalsite.net/images/v1636049504/sdcoenet/yn4bpqrzs47dqoeeldxb/StateSARBHandbook5-14-2018corrected.pdf)
Website	CSBA District and County Office of Education Legal Services
Website	Attendance Works
Website	California Association of Supervisors of Child Welfare and Attendance
Website	California Department of Education
Website	California Department of Education: Attendance Improvement (https://www.cde.ca.gov/ls/ai/)
Website	CSBA

Cross References

Code	**Description**
0460	Local Control and Accountability Plan
0500	Accountability
1400	Relations Between Other Governmental Agencies And The Schools
5112.1	Exemptions From Attendance
5112.1	Exemptions From Attendance

5112.5	Open/Closed Campus
5113	Absences And Excuses
5113	Absences And Excuses
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.12	District School Attendance Review Board
5113.12	District School Attendance Review Board
5113.2	Work Permits
5113.2	Work Permits
5126	Awards For Achievement
5126	Awards For Achievement
5131	Conduct
5141.6	School Health Services
5141.6	School Health Services
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5146	Married/Pregnant/Parenting Students
5147	Dropout Prevention
6142.4	Service Learning/Community Service Classes
6142.6	Visual And Performing Arts Education
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6145.2	Athletic Competition
6145.2	Athletic Competition
6159	Individualized Education Program
6159	Individualized Education Program
6164.2	Guidance/Counseling Services
6164.5	Student Success Teams

6164.5	Student Success Teams
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6175	Migrant Education Program
6175	Migrant Education Program
6183	Home And Hospital Instruction
6184	Continuation Education
6184	Continuation Education

Policy 5113.12: District School Attendance Review Board

Status: ADOPTED

Original Adopted Date: 10/01/2017 **| Last Revised Date:** 09/01/2025 **|Last Reviewed Date:** ~~10~~09/01/~~2017~~2025

CSBA NOTE: The following Board policy is for use by districts that have established their own school attendance review board (SARB), in addition to or instead of a county office of education (COE) SARB, as authorized pursuant to Education Code 48321. If a district desires to establish a local SARB but a ~~county~~ (COE) SARB exists, the district ~~must~~ is required to contact the ~~county~~ COE SARB chairperson to request permission to form a local SARB. If no COE ~~county~~ SARB exists, the Governing Board may establish a local SARB which operates in the same manner and under the same authority as a COE ~~county~~ SARB. For further information about procedures for addressing truancy, including, but not limited to, circumstances that require referral to a SARB, see BP/AR 5113.1 - Chronic Absence and Truancy.

Pursuant to Education Code 48240-48244, the district may appoint a district employee to serve as an attendance supervisor, jointly employ an attendance supervisor with one or more other districts, or contract with the County Superintendent of Schools for the supervision of attendance of district students. The duties of the attendance supervisor, as specified in Education Code 48240, include duties related to compulsory full-time education and truancy. See AR 5113.11 - Attendance Supervision.

The Governing Board recognizes that poor school attendance and behavior problems negatively impact student learning and achievement and put students at greater risk of dropping out of school. The Superintendent or designee shall establish a comprehensive and integrated system for the early identification of attendance problems and shall implement strategies to encourage students' attendance. After other interventions have been exhausted, students with a pattern of unexcused absences may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.

~~CSBA NOTE: The following optional paragraph is based on a goal stated in Education Code 48322.~~

CSBA NOTE: The following optional paragraph reflects Education Code 48322, which in part authorizes COE SARBs to encourage district SARBs to maintain a continuing inventory of community resources.

The SARB shall maintain a continuing inventory of community resources, including alternative educational programs.

The Superintendent or designee shall collaborate with the SARB and appropriate community agencies, including, but not limited to, law enforcement agencies, child welfare agencies, and health services, to provide school-based and/or community-based interventions tailored to the specific

needs of the student.

The Board shall appoint members to the district's SARB, who may include a parent/guardian, as well as representatives of various agencies including, but not limited to, school districts; the county probation department; the county welfare department; the County Superintendent of Schools; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; school, county, or community mental health personnel; the county district attorney's office; and the county public defender's office. (Education Code 48321)

CSBA NOTE: Pursuant to Education Code 48321, as amended by AB 1939 (Ch. 13, Statutes of 2024), each district SARB is required to, at least annually, consult with students who reflect the diversity of all the schools that are served by the SARB for the purpose of soliciting input that will assist SARB members in gaining a better understanding of, and proposing interventions for, student attendance and behavioral challenges.

Each SARB shall, at least annually, consult with students who reflect the diversity of all the schools that are served by the SARB for the purpose of soliciting input that will assist SARB members in gaining a better understanding of, and proposing interventions for, student attendance and behavioral challenges. (Education Code 48321)

The district's SARB shall provide support to improve student attendance and behavior through proactive efforts focused on building positive school environments and improved school connectedness, early identification and immediate intervention to re-engage students with poor attendance or behavior, and intensive intervention with students and families to address severe or persistent attendance or behavior issues.

CSBA NOTE: Pursuant to Education Code 48324, if a ~~county~~ COE SARB exists, the district's SARB ~~must~~ is required to be governed by rules and regulations consistent with the rules and regulations established by the ~~county~~ COE SARB or by other legal requirements. In the absence of a ~~county~~ COE SARB, the local SARB has the authority to set rules and regulations consistent with law. ~~The following paragraph may be revised to reflect district practice.~~

SARBs are also subject to the open meeting requirements of the Brown Act (Government Code 54950-54963), including notice requirements, except that meetings may be held in closed session when considering matters related to individual students; see the accompanying administrative regulation.

The district's SARB shall operate in accordance with Board Bylaw 9320 – Meetings and Notices, Board Bylaw 9321 – Closed Session, and Board Bylaw 9322 – Agenda/Meeting Materials; Education Code 48320-48325~~, the~~; applicable rules and regulations of the County Office of Education's SARB; and the Ralph M. Brown Act (~~Government Code 54950-54963), and the bylaws of the SARB.~~

CSBA NOTE: The California Department of Education's, "School Attendance Review Board Handbook," includes a sample report form for open meeting the following requirements of

Education Code 48273. The report includes the composition of the SARB; the numbers and types of referrals, ~~(i.e., attendance and/or behavior);~~ such as attendance and/or behavior; total number of students referred to the SARB and number of students by grade level, gender, and race/ethnicity; and the disposition of the referrals, including the number of cases referred to courts or other agencies. According to the handbook, the annual report should also be provided to member organizations of the SARB.

The SARB shall collect data and annually report outcomes on SARB referrals to the ~~Governing~~ Board, Superintendent or designee, and County Superintendent ~~of Schools~~. (Education Code 48273)

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

State	Description
5 CCR 306	Explanation of absence
5 CCR 420-424	Record of verification of absence due to illness and other causes
Code of Civil Procedure 1985-1997	Production of evidence; means of production
Ed. Code 1740	Employment of personnel to supervise attendance
Ed. Code 1980-1986	County community school
Ed. Code 46010-46015	Absences
Ed. Code 48200-48208	Children ages 6-18; compulsory full-time attendance
Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants
Ed. Code 48290-48297	Failure to comply; complaints against parents
Ed. Code 48320-48325	School attendance review boards
Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48400-48403	Compulsory continuation education
Ed. Code 48660-48666	Community day schools
Ed. Code 49067	Unexcused absences as cause of failing grade
Gov. Code 54950-54963	The Ralph M. Brown Act

Pen. Code 270.1	Chronic truancy; parent/guardian misdemeanor
Pen. Code 272	Parent/guardian duty to supervise and control minor child; criminal liability for truancy
Pen. Code 830.1	Peace officers
Veh. Code 13202.7	Driving privileges; minors; suspension or delay for habitual truancy
W&I Code 11253.5	Compulsory school attendance; eligibility for aid
W&I Code 256-258	Juvenile hearing officer
W&I Code 601-601.5	Habitually truant minors

Management Resources	**Description**
California Department of Education Publication	School Attendance Review Boards Handbook & Forms, rev. 2018
~~California Department of Education Publication~~	~~School Attendance Improvement Handbook, 2000~~
Court Decision	~~L.A. v. Superior Court of San Diego County (2012) 209 Cal.App.4th 976~~L.A. v. Superior Court of San Diego County (2012) 209 Cal.App.4th 976
Website	CSBA District and County Office of Education Legal Services
Website	Attendance Works
Website	California Association of Supervisors of Child Welfare and Attendance
Website	California Department of Education
Website	CSBA

Cross References

Code	**Description**
5030	Student Wellness
5112.5	Open/Closed Campus
5113	Absences And Excuses
5113	Absences And Excuses
5113.1	Chronic Absence And Truancy

5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5125	Student Records
5125	Student Records
5126	Awards For Achievement
5126	Awards For Achievement
5131	Conduct
5131.2	Bullying
5131.2	Bullying
5137	Positive School Climate
5141.6	School Health Services
5141.6	School Health Services
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5146	Married/Pregnant/Parenting Students
5147	Dropout Prevention
9320	Meetings and Notices
9321	Closed session
9322	Agenda/Meeting Materials

Regulation 5113.12: District School Attendance Review Board

Status: ADOPTED

Original Adopted Date: 10/01/2017 **| Last Revised Date:** 09/01/2025 **Last Reviewed Date:** ~~10~~09/01/~~2017~~2025

CSBA NOTE: The following optional administrative regulation is for use by districts that have established their own school attendance review board (SARB), in addition to or instead of a county office of education (COE) SARB, as authorized pursuant to Education Code 48321. Requirements for the composition and basic duties of the SARB are contained in Education Code 48320-48325. ~~In addition, the following administrative regulation reflects information and best practices in the California Department of Education's (CDE) School Attendance Review Board Handbook, available on CDE's web site.~~ The district should revise the following regulation to reflect district practice and, if applicable, procedures established by the ~~county~~ COE SARB.

Upon receiving a referral of a student with attendance and/or behavior problems, a designated member of the school attendance review board (SARB) shall review the case and may meet with school personnel to determine whether the school has provided sufficient information about the student's attendance record or behavior. If the referral is complete and is an appropriate matter for the SARB to consider, the SARB chairperson shall provide written notification to the student's parents/guardians stating the reasons a referral has been made, explaining the SARB process, advising whether additional information is needed, and describing school-level interventions that have previously been attempted.

The SARB shall meet with the student and ~~his/her~~the student's parents/guardians, give them an opportunity to present their understanding of the problem, and discuss the school and/or community resources appropriate for the student's circumstances.

~~CSBA NOTE: The CDE's School Attendance Review Board Handbook clarifies that SARBs are subject to the open meeting requirements of the Brown Act (Government Code 54950-54963), including notice requirements, but that meetings may be held in closed session when considering matters related to individual students.~~

~~Any~~In accordance with Board Bylaw 9321 – Closed Session, any SARB meeting to consider matters related to an individual student shall be held in closed session unless the parent/guardian requests, in writing, that the meeting be held in open session.

The SARB shall have access to relevant student records, but shall not provide access to others without written consent of the student's parent/guardian. (Education Code 49076)

For the limited purpose of making a proper disposition of the referral of a student, the SARB may issue subpoenas pursuant to Code of Civil Procedure 1985-1997, or may request the juvenile court to issue subpoenas to require the attendance of the student, parents/guardians or other person

having control of the student, the school authority referring the student, or any other person who has pertinent or material information concerning the matter. The SARB shall not issue any subpoena that includes a request for production of written materials, but may request a juvenile court to issue such subpoena for the production of written materials. (Education Code 48263, 48321.5)

~~CSBA NOTE: The CDE's School Attendance Review Board Handbook provides a sample School Site, Student and Parent Agreement that may be used to formalize the directives of the SARB.~~

The SARB shall issue written directives stating the responsibilities of all persons involved, detailed resource referrals, and follow-up dates for the school's reports on the student's progress. The written directives shall include an agreement that the student will attend school or improve classroom behavior as applicable, and shall be signed by the student, ~~his/her~~the student's parents/guardians, the SARB chairperson, and the Superintendent or designee.

When referred by the SARB, a student may be assigned to a community day school or a county community school. (Education Code 1981, 48662)

At any time it deems proper, the SARB may require the student or ~~his/her~~the student's parents/guardians to furnish satisfactory evidence of participation in any available community services that the student or parents/guardians have been directed to use. (Education Code 48263)

Based on progress reports submitted by the school, the SARB may terminate the agreement upon the successful completion of the terms of the agreement, extend the time for completion of the agreement, or schedule another meeting with the student and ~~his/her~~the student's parents/guardians.

CSBA NOTE: Pursuant to Education Code 48263, if the SARB determines that available community services cannot resolve the student's problem or if the student and/or the student's parents/guardians have failed to respond to the SARB's directives, the SARB may notify the district attorney and/or the probation officer, if the district attorney or the probation office has elected to participate in the truancy mediation program. ~~If the district attorney or the probation office has not elected to participate in the truancy mediation program, the SARB may direct the County Superintendent of Schools to request a petition to the juvenile court, upon which the juvenile court will hear all evidence related to the petition and will bring about a proper disposition of the case.~~ The following paragraph may be revised to reflect the appropriate authority to be notified.

If the student's attendance or behavior problems cannot be resolved by the SARB, or if the student and/or the student's parents/guardians continually and willfully fail to respond to SARB directives or the services provided, the student or parents/guardians shall be referred to the appropriate agency, including law enforcement agencies when necessary. (Education Code 48263, 48290-48291)

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State	Description
5 CCR 306	Explanation of absence
5 CCR 420-424	Record of verification of absence due to illness and other causes
Code of Civil Procedure 1985-1997	Production of evidence; means of production
Ed. Code 1740	Employment of personnel to supervise attendance
Ed. Code 1980-1986	County community school
Ed. Code 46010-46015	Absences
Ed. Code 48200-48208	Children ages 6-18; compulsory full-time attendance
Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants
Ed. Code 48290-48297	Failure to comply; complaints against parents
Ed. Code 48320-48325	School attendance review boards
Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48400-48403	Compulsory continuation education
Ed. Code 48660-48666	Community day schools
Ed. Code 49067	Unexcused absences as cause of failing grade
Gov. Code 54950-54963	The Ralph M. Brown Act
Pen. Code 270.1	Chronic truancy; parent/guardian misdemeanor
Pen. Code 272	Parent/guardian duty to supervise and control minor child; criminal liability for truancy
Pen. Code 830.1	Peace officers
Veh. Code 13202.7	Driving privileges; minors; suspension or delay for habitual truancy
W&I Code 11253.5	Compulsory school attendance; eligibility for aid
W&I Code 256-258	Juvenile hearing officer
W&I Code 601-601.5	Habitually truant minors

Management Resources	Description
California Department of Education Publication	School Attendance Review Boards Handbook & Forms, rev. 2018
~~California Department of Education Publication~~	~~School Attendance Improvement Handbook, 2000~~
Court Decision	~~L.A. v. Superior Court of San Diego County (2012) 209 Cal.App.4th 976~~L.A. v. Superior Court of San Diego County (2012) 209 Cal.App.4th 976
Website	CSBA District and County Office of Education Legal Services
Website	Attendance Works
Website	California Association of Supervisors of Child Welfare and Attendance
Website	California Department of Education
Website	CSBA

Cross References

Code	Description
5030	Student Wellness
5112.5	Open/Closed Campus
5113	Absences And Excuses
5113	Absences And Excuses
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5125	Student Records
5125	Student Records
5126	Awards For Achievement
5126	Awards For Achievement
5131	Conduct

5131.2	Bullying
5131.2	Bullying
5137	Positive School Climate
5141.6	School Health Services
5141.6	School Health Services
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5146	Married/Pregnant/Parenting Students
5147	Dropout Prevention
9320	Meetings and Notices
9321	Closed session
9322	Agenda/Meeting Materials

Policy 5141: Health Care And Emergencies

Status: ADOPTED

Original Adopted Date: 03/01/2005 **| Last Revised Date:** ~~12~~09/01/~~2015~~2025 **| Last Reviewed Date:** ~~12~~09/01/~~2015~~2025

CSBA NOTE: The following optional policy may be revised to reflect district practice.

Pursuant to Education Code 49429.5, county offices of education are required to, in consultation with the California Department of Education and other relevant state and local agencies, coordinate agreements between districts and charter schools within the county in order to develop a system through which qualified mental health and other key school employees could be rapidly deployed on a short- or long-term basis to an area of the county that has experienced a natural disaster or other traumatic event, in order to provide support to students and staff, to the extent the district or charter school employing those employees determines they can be deployed under the circumstances.

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 ~~school~~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.

"Do Not Resuscitate" Orders

~~CSBA NOTE: The following optional section is for use by districts that wish to preclude the acceptance of "do not resuscitate" orders except under very limited circumstances. Districts presented with a "do not resuscitate" order should consult legal counsel as appropriate.~~

CSBA NOTE: The following optional section is for use by districts that wish to preclude the acceptance of "do not resuscitate" orders except under very limited circumstances. It is recommended that districts presented with a "do not resuscitate" order consult CSBA's District and County Office of Education Legal Services or district legal counsel as appropriate.

The Board believes that staff members should not be placed in the position of determining whether ~~or not~~ to follow any ~~parental~~parent/guardian or medical "do not resuscitate" ~~orders.~~ order. Staff shall not accept or follow any such ~~orders~~order except under the specific written direction of the Superintendent or designee. The Superintendent or designee may only direct a staff member to follow a "do not resuscitate" order if ~~he/she~~the Superintendent or designee has received a written authorization from the student's parent/guardian ~~authorization~~, with an authorized health care provider statement, and an order of an appropriate court.

The Superintendent or designee shall ensure that parents/guardians who have submitted a "do not resuscitate" order are informed of this policy.

Automated External Defibrillators

~~CSBA NOTE: The following optional section is for use by districts that have or are considering purchasing or receiving a donation of automated external defibrillators (AEDs) to be used to treat victims of sudden cardiac arrest. When an AED is placed in a school building, Health and Safety Code 1797.196, as amended by SB 658 (Ch. 264, Statutes of 2015), requires that the principal ensure that employees receive information annually that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. See the accompanying administrative regulation. Health and Safety Code 1797.196 protects entities and individuals from civil liability resulting from the use of an AED in an emergency as long as certain conditions specified in the law are satisfied.~~

~~Districts considering placing an AED on school grounds should work closely with medical professionals, the manufacturer of the device, local officials, nonprofit organizations, and the district's risk manager or insurance specialist to ensure that necessary precautions are taken, such as staff training, equipment maintenance and storage, proper placement of the devices, and record-keeping. Local chapters of the American Red Cross and American Heart Association may help provide training and facilitate the purchase of AEDs. District legal counsel should also be consulted.~~

CSBA NOTE: The following optional section is for use by districts that have or are considering purchasing or receiving a donation of automated external defibrillators (AEDs) to be used to treat victims of sudden cardiac arrest. For information regarding the requirements for AEDs for districts that offer interscholastic athletic programs, see AR 6145.2 – Athletic Competition.

When an AED is placed in a school building, Health and Safety Code 1797.196 requires that the principal ensure that employees receive information annually that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. Additionally, pursuant to Health and Safety Code 1797.196, as amended by AB 3262 (Ch. 19, Statutes of 2024), when an AED is placed in a school serving students in grades 6-12, the principal is required to, at least annually, notify students as to the location of all AED units on the campus. See the accompanying administrative regulation.

Health and Safety Code 1797.196 protects entities and individuals from civil liability resulting from the use of an AED in an emergency as long as certain conditions specified in the law are satisfied.

It is recommended that districts considering the placement of an AED on school grounds work closely with medical professionals, the manufacturer of the device, local officials, nonprofit organizations, and the district's risk manager or insurance specialist to ensure that necessary precautions are taken, such as staff training, equipment maintenance and storage, proper placement of the devices, and record-keeping. Local chapters of the American Red Cross and American Heart Association may help provide training and facilitate the purchase of AEDs. Additionally, it is recommended that districts with questions about AEDs consult CSBA's District and County Office of Education Legal Services or district legal counsel.

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

CSBA NOTE: Pursuant to Health and Safety Code 19310, school buildings with an occupancy of 200 or more that are constructed on or after January 1, 2023, or are constructed prior to January 1, 2023, and modified or renovated as specified, are required to acquire trauma kits in accordance with the accompanying regulation.

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)

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State	Description

8 CCR 5193	Bloodborne pathogens
Civ. Code 1714.21	Defibrillators; CPR; immunity from civil liability
Ed. Code 32040-32044	First aid equipment: field trips
Ed. Code 49300-49307	School safety patrols
Ed. Code 49407	Liability for treatment
Ed. Code 49408	Student emergency information
Ed. Code 49409	Athletic events; physicians and surgeons; emergency medical care; immunity
Ed. Code 49417	Automated external defibrillators
Ed. Code 49429.5	County office of education coordination of agreements between districts and charter schools; rapid deployment of qualified mental health professionals and other key school personnel
Ed. Code 49470	Medical and hospital services for athletic program
Ed. Code 49471	Medical and hospital services not provided or available
Ed. Code 49472	Medical and hospital services for students~~Medical and hospital services for pupils~~
Ed. Code 49474	Ambulance services
Ed. Code 51202	Instruction in personal and public health and safety
Fam. Code 6550-6552	Caregivers
H&S Code 1797.196	Automated external defibrillators; immunity from civil liability
H&S Code 1797.200	Emergency medical services agency
H&S Code 1799.102	Personal liability immunity
H&S Code 19305-19310	Trauma kits

Management Resources	**Description**
Website	CSBA District and County Office of Education Legal Services
Website	American Heart Association
Website	American Red Cross
Website	California Department of Health Care Services

Cross References

Code	**Description**

3515.3	District Police/Security Department
3515.3	District Police/Security Department
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3580	District Records
3580	District Records
4119.43	Universal Precautions
4119.43	Universal Precautions
4158	Employee Security
4158	Employee Security
4219.43	Universal Precautions
4219.43	Universal Precautions
4231	Staff Development
4258	Employee Security
4258	Employee Security
4319.43	Universal Precautions
4319.43	Universal Precautions
4358	Employee Security
4358	Employee Security
5021	Noncustodial Parents
5030	Student Wellness
5111.1	District Residency
5111.1	District Residency
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions

5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.23	Asthma Management
5141.23	Asthma Management
5141.27	Food Allergies/Special Dietary Needs
5141.27	Food Allergies/Special Dietary Needs
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5141.6	School Health Services
5141.6	School Health Services
5142	Safety
5142	Safety
5143	Insurance
5143	Insurance
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5148	Child Care And Development
5148	Child Care And Development
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6145.2	Athletic Competition
6145.2	Athletic Competition
6159.3	Appointment Of Surrogate Parent For Special Education Students
6159.3	Appointment Of Surrogate Parent For Special Education Students
6163.2	Animals At School
6163.2	Animals At School
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families

Regulation 5141: Health Care And Emergencies

Status: ADOPTED

Original Adopted Date: 11/01/2005 **| Last Revised Date:** ~~12~~9/01/~~2015~~2025 **| Last Reviewed Date:** ~~12~~09/01/~~2015~~2025

CSBA NOTE: The following administrative regulation is optional and may be revised to reflect district practice.

Emergency Contact Information

~~CSBA NOTE: The following section may be revised to reflect district practice.~~

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~~, if applicable~~
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.

CSBA NOTE: Pursuant to Education Code 49407, the district may not be held liable for the reasonable treatment of a student during regular school hours if the parent/guardian cannot be

reached, unless the parent/guardian has previously filed a written objection to any medical treatment other than first aid.

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.

CSBA NOTE: Family Code 6550 provides authorization for a caregiver 18 years of age or older who has signed a caregiver's affidavit to enroll a minor in school and to consent to school-related medical care on behalf of the minor when the minor is residing with the caregiver. A sample caregiver's affidavit can be found in Family Code 6552. ~~See also~~ Also see AR 5111.1 - District Residency.

Pursuant to Family Code 6550, any person who provides medical care in good-faith reliance on a caregiver's affidavit is not subject to criminal or civil liability or professional disciplinary action for such reliance unless ~~he/she~~ the individual providing medical care has actual knowledge of facts contrary to those stated on the affidavit.

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

~~CSBA NOTE: The following optional section is for use by districts that choose to place automated external defibrillators (AEDs) in school facilities.~~

~~SB 658 (Ch. 264, Statutes of 2015) amended Health and Safety Code 1797.196 to require notification of the local emergency medical services agency regarding the existence, location, and type of AED acquired. Pursuant to Health and Safety Code 1797.200, the local emergency medical services agency is designated by each county and may be the county health department, another agency that the county has established or contracted with, or a joint powers agency.~~

~~Education Code 49417 and Health and Safety Code 1797.196 clarify that the district or district employee will not be liable for civil damages resulting from any act or omission in the rendering of emergency care or treatment provided the employee complies with the requirements of Health and Safety Code 1797.196 and does not act with gross negligence or willful or wanton misconduct by~~

~~using, attempting to use, or maliciously failing to use an AED to render emergency care or treatment.~~

CSBA NOTE: The following optional section is for use by districts that choose to place automated external defibrillators (AEDs) in school facilities. For information regarding requirements for AEDs for districts that offer interscholastic athletic programs, see AR 6145.2 – Athletic Competition.

Pursuant to Health and Safety Code 1797.196, when an AED is placed in a school, the district is required to, among other requirements, notify the local emergency medical services agency regarding the existence, location, and type of AED acquired. Pursuant to Health and Safety Code 1797.200, the local emergency medical services agency is designated by each county and may be the county health department, another agency that the county has established or contracted with, or a joint powers agency.

Pursuant to Education Code 49417 and Health and Safety Code 1797.196, the district or a district employee will not be liable for civil damages resulting from any act or omission in the rendering of emergency care or treatment provided the employee complies with the requirements of Health and Safety Code 1797.196 and does not act with gross negligence or willful or wanton misconduct by using, attempting to use, or maliciously failing to use an AED to render emergency care or treatment.

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 ~~maintained~~: (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.

~~CSBA NOTE: Health and Safety Code 1797.196, as amended by SB 658 (Ch. 264, Statutes of 2015), requires that the principal annually provide school employees the information specified below. It also requires that instructions on how to use the AED be in no less than 14-point type and posted next to every AED.~~

~~As amended, Health and Safety Code 1797.196 repeals a requirement for completion of a training course and no longer requires principals to designate the trained employees who are available to respond to an emergency that may involve the use of an AED.~~

CSBA NOTE: Health and Safety Code 1797.196 requires that the principal annually provide school employees the information specified below. Additionally, Health and Safety Code 1797.196 requires that instructions on how to use the AED be in no less than 14-point type and posted next to every 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)

~~CSBA NOTE: SB 658 (Ch. 264, Statutes of 2015) amended Health and Safety Code 1797.196 to reduce the inspection requirements from once every 30 days to once every 90 days.~~

~~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)

CSBA NOTE: Pursuant to Health and Safety Code 1797.196, as amended by AB 3262 (Ch. 19, Statutes of 2024), when an AED is placed in a school serving students in grades 6-12, the principal is required to, at least annually, notify students as to the location of all AED units on the campus. The following is for districts that serve students in grades 6-12 and may be modified to reflect the grade levels served.

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

CSBA NOTE: Pursuant to Health and Safety Code 19310, school buildings with an occupancy of 200 or more that are constructed on or after January 1, 2023, or are constructed prior to January 1, 2023, and modified or renovated as specified, are required to acquire trauma kits as described below. A district that complies with Health and Safety Code 19310 is not liable for civil damages resulting from the failure, improper operation, or malfunction of equipment or materials within a properly stocked trauma kit.

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)

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

State	Description
8 CCR 5193	Bloodborne pathogens
Civ. Code 1714.21	Defibrillators; CPR; immunity from civil liability
Ed. Code 32040-32044	First aid equipment: field trips
Ed. Code 49300-49307	School safety patrols
Ed. Code 49407	Liability for treatment

Ed. Code 49408	Student emergency information
Ed. Code 49409	Athletic events; physicians and surgeons; emergency medical care; immunity
Ed. Code 49417	Automated external defibrillators
Ed. Code 49429.5	County office of education coordination of agreements between districts and charter schools; rapid deployment of qualified mental health professionals and other key school personnel
Ed. Code 49470	Medical and hospital services for athletic program
Ed. Code 49471	Medical and hospital services not provided or available
Ed. Code 49472	Medical and hospital services for students~~Medical and hospital services for pupils~~
Ed. Code 49474	Ambulance services
Ed. Code 51202	Instruction in personal and public health and safety
Fam. Code 6550-6552	Caregivers
H&S Code 1797.196	Automated external defibrillators; immunity from civil liability
H&S Code 1797.200	Emergency medical services agency
H&S Code 1799.102	Personal liability immunity
H&S Code 19305-19310	Trauma kits

Management Resources	**Description**
Website	CSBA District and County Office of Education Legal Services
Website	American Heart Association
Website	American Red Cross
Website	California Department of Health Care Services

Cross References

Code	**Description**
3515.3	District Police/Security Department
3515.3	District Police/Security Department
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3530	Risk Management/Insurance

3530	Risk Management/Insurance
3580	District Records
3580	District Records
4119.43	Universal Precautions
4119.43	Universal Precautions
4158	Employee Security
4158	Employee Security
4219.43	Universal Precautions
4219.43	Universal Precautions
4231	Staff Development
4258	Employee Security
4258	Employee Security
4319.43	Universal Precautions
4319.43	Universal Precautions
4358	Employee Security
4358	Employee Security
5021	Noncustodial Parents
5030	Student Wellness
5111.1	District Residency
5111.1	District Residency
5131.6	Alcohol And Other Drugs
5131.6	Alcohol And Other Drugs
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.23	Asthma Management
5141.23	Asthma Management
5141.27	Food Allergies/Special Dietary Needs

5141.27	Food Allergies/Special Dietary Needs
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5141.6	School Health Services
5141.6	School Health Services
5142	Safety
5142	Safety
5143	Insurance
5143	Insurance
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5148	Child Care And Development
5148	Child Care And Development
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6145.2	Athletic Competition
6145.2	Athletic Competition
6159.3	Appointment Of Surrogate Parent For Special Education Students
6159.3	Appointment Of Surrogate Parent For Special Education Students
6163.2	Animals At School
6163.2	Animals At School
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families

Policy 5141.4: Child Abuse Prevention And Reporting

Status: ADOPTED

Original Adopted Date: 07/01/2002 **| Last Revised Date:** ~~06~~09/01/~~2021~~2025 **| Last Reviewed Date:** ~~06~~09/01/~~2021~~2025

CSBA NOTE: The following optional policy may be revised to reflect district practice.

Pursuant to Education Code 44691, as amended by AB 1913 (Ch. 814, Statutes of 2024), the California Department of Education (CDE) is required to develop and disseminate information to all districts regarding the prevention, detection, and reporting of child abuse, including sexual abuse of children on district property, by district staff, or in district-sponsored programs. Education Code 44691 also requires CDE to provide guidance on the responsibilities of mandated reporters. See CDE's website for information and resources.

SchoolSafety.gov is an interagency website created by the U.S. Department of Homeland Security, U.S. Department of Education, U.S. Department of Justice, and U.S. Department of Health and Human Services to provide districts with actionable recommendations to create safe and supportive learning environments for students, including information about how to prevent, identify, and respond to child exploitation.

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

Child Abuse Prevention

~~CSBA NOTE: The following optional section may be revised to reflect district practice.~~

The district's instructional program may provide age-appropriate and culturally sensitive child abuse prevention curriculum which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse.

~~CSBA NOTE: The following paragraph is optional. Education Code 51900.6 authorizes districts to provide age-appropriate instruction in sexual abuse and sexual assault awareness and prevention in grades K-12, provided that students are allowed to be excused from such instruction upon the written request of their parents/guardians. It also requires the State Board of Education and~~

~~Superintendent of Public Instruction to consider addressing these issues in the next revision of the state health education content standards and curriculum framework.~~

CSBA NOTE: Education Code 51900.6 authorizes districts to provide age-appropriate instruction in sexual abuse and sexual assault awareness and prevention in grades kindergarten-12, provided that students are allowed to be excused from such instruction upon the written request of their parents/guardians.

Pursuant to Education Code 33546.2, as added by AB 2932 (Ch. 118, Statutes of 2024), the Instructional Quality Commission is required to consider incorporating into the health curriculum framework, content on sextortion, which means a threat to use sexual or intimate images or videos, however obtained, to compel another person to produce sexual or intimate images or videos, engage in sexual acts, or provide anything of value.

The district's program also may include age-appropriate ~~curriculum~~instruction in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

CSBA NOTE: Pursuant to Education Code 33133.5, posters notifying students of the appropriate telephone number to call to report child abuse or neglect are available on ~~the California Department of Education's web site~~ CDE's website in five languages. Education Code 33133.5 encourages districts to post the appropriate ~~version or versions~~ version(s) of the poster in an area of the school where students frequently congregate.

The Superintendent or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)

CSBA NOTE: The following paragraph is for use by districts that serve students in grades 7-12. Education Code 215.5 requires districts that issue or reissue student identification cards to have the telephone number of the National Domestic Violence Hotline (1-800-799-7233) and other specified information printed on either side of student identification cards. For additional information required to be printed on student identification cards, see BP 5142 – Safety.

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5)

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

CSBA NOTE: The Child Abuse and Neglect Reporting Act (Penal Code 11164-11174.3) identifies persons who are mandated to report known or suspected child abuse or neglect and establishes procedures for filing a report; see the accompanying administrative regulation.

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

Procedures for reporting child abuse, as specified in Penal Code 11164-11174.3, shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

CSBA NOTE: Education Code 44252 requires that teachers applying to the Commission on Teacher Credentialing for a new credential or a renewal of their credential read and sign a statement that they understand the duties imposed on them as mandated reporters pursuant to Penal Code 11164-11174.3.

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

CSBA NOTE: Education Code 44691 and Penal Code 11165.7 require districts to annually train their employees regarding the duties of mandated reporters; see the accompanying administrative regulation. However, pursuant to Penal Code 11165.7, a lack of training does not excuse any mandated reporter from the duty to report suspected child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)

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Policy Reference Disclaimer:
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State	Description
5 CCR 3200-3205	Special education compliance complaints
Code of Civil Procedure 340.1	Damages suffered as result of childhood sexual abuse
Ed. Code 215.5	Student identification cards; inclusion of safety hotlines
Ed. Code 32280-32289.5	School safety plans
Ed. Code 33133.5	Posters of telephone number for students to report child abuse or neglect
Ed. Code 33195	Heritage schools; mandated reporters
Ed. Code 33308.1	Guidelines on procedure for filing child abuse complaints
Ed. Code 33546.2	Health framework for California public schools; sextortion
Ed. Code 44252	Teacher credentialing

Ed. Code 44691	Staff development in the detection of child abuse and neglect
Ed. Code 44807	Teachers' duty concerning conduct of students
Ed. Code 48906	Notification when student released to peace officer
Ed. Code 48987	Dissemination of reporting guidelines to parents
Ed. Code 49001	Prohibition of corporal punishment
Ed. Code 51220.5	Parenting skills education
Ed. Code 51900.6	Sexual abuse and sexual assault awareness and prevention instruction
Pen. Code 11164-11174.3	Child Abuse and Neglect Reporting Act
Pen. Code 152.3	Duty to report murder, rape, or lewd or lascivious act
Pen. Code 273a	Willfully causing unjustifiable pain or mental suffering of child; endangering life or health
Pen. Code 286	Crime of sodomy
Pen. Code 288	Crime of oral copulation
Pen. Code 288	Definition of lewd or lascivious act requiring reporting
Pen. Code 289	Crime of sexual penetration
Pen. Code 311-312.7	Obscene matter
Pen. Code 801.8	Failure to report an incident known or reasonably suspected by a mandated reporter to be sexual assault, child abuse, or severe neglect
W&I Code 15630-15637	Dependent adult abuse reporting
W&I Code 16509.1	Treatment of children by spiritual means through prayer; neglect

Federal	**Description**
42 USC 11434a	McKinney-Vento Homeless Assistance Act; definitions

Management Resources	**Description**
California Department of Education Publication	Health Education Framework for California Public Schools, Kindergarten Through Grade Twelve, May 2019
California Department of Education Publication	Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008
Court Decision	Camreta v. Greene (2011) 131 S.Ct. 2020
CSBA Publication	Why Schools Hold the Promise for Adolescent Mental Health, Governance Brief, May 2019

Website	CSBA District and County Office of Education Legal Services
Website	California Department of Social Services, Information Resources Guide
Website	California Department of Education, Child Abuse Prevention Training and Resources
Website	U.S. Department of Health and Human Services, Child Welfare Information Gateway
Website	California Attorney General's Office, Suspected Child Abuse Report Form
Website	SchoolSafety.gov, Child Exploitation (https://www.schoolsafety.gov/child-exploitation)

Cross References

Code	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1240	Volunteer Assistance
1240	Volunteer Assistance
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1400	Relations Between Other Governmental Agencies And The Schools
3320	Claims And Actions Against The District
3515.3	District Police/Security Department
3515.3	District Police/Security Department
4112.6	Personnel Files
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications

4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4119.23	Unauthorized Release Of Confidential/Privileged Information
4127	Temporary Athletic Team Coaches
4127	Temporary Athletic Team Coaches
4131	Staff Development
4212.6	Personnel Files
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4227	Temporary Athletic Team Coaches
4227	Temporary Athletic Team Coaches
4231	Staff Development
4312.6	Personnel Files
4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4317.7	Employment Status Reports
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
4327	Temporary Athletic Team Coaches
4327	Temporary Athletic Team Coaches
4331	Staff Development
5131	Conduct
5131.7	Weapons And Dangerous Instruments
5131.7	Weapons And Dangerous Instruments
5141.5	Mental Health

5141.52	Suicide Prevention
5141.52	Suicide Prevention
5141.6	School Health Services
5141.6	School Health Services
5142	Safety
5142	Safety
5144	Discipline
5144	Discipline
5145.11	Questioning And Apprehension By Law Enforcement
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.71	Title IX Sexual Harassment Complaint Procedures
5145.71-E(1)	Title IX Sexual Harassment Complaint Procedures
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6143	Courses Of Study
6143	Courses Of Study
6145.2	Athletic Competition
6145.2	Athletic Competition
6159.4	Behavioral Interventions For Special Education Students
6164.2	Guidance/Counseling Services
6164.5	Student Success Teams

Regulation 5141.4: Child Abuse Prevention And Reporting

Status: ADOPTED

Original Adopted Date: 11/01/2010 **| Last Revised Date:** ~~06~~09/01/~~2021~~2025 **| Last Reviewed Date:** ~~06~~09/01/~~2021~~2025

~~CSBA NOTE: Pursuant to Education Code 44691, the California Department of Education (CDE) is required to disseminate information to all school districts regarding the detection and reporting of child abuse and to provide guidance on the responsibilities of mandated reporters. See CDE's web site for information and resources.~~

CSBA NOTE: The following optional administrative regulation may be revised to reflect district practice.

Pursuant to Education Code 44691, as amended by AB 1913 (Ch. 814, Statutes of 2024), the California Department of Education (CDE) is required to develop and disseminate information to all districts regarding the prevention, detection, and reporting of child abuse, including sexual abuse of children on district property, by district staff, or in district-sponsored programs. Education Code 44691 also requires CDE to provide guidance on the responsibilities of mandated reporters. See CDE's website for information and resources.

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

   CSBA NOTE: Pursuant to Penal Code 11165.1, "sexual exploitation" includes conduct involving matter depicting a minor engaged in obscene acts in violation of Penal Code 311.2 which, as amended by AB 1831 (Ch. 926, Statutes of 2024), was expanded to include matter that is digitally altered or generated by the use of artificial intelligence.]

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)

CSBA NOTE: Education Code 44807 provides that physical control of a student under the conditions specified in item #3 below is not subject to criminal prosecution or penalties.

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 ~~school~~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)

CSBA NOTE: Pursuant to Penal Code 11165.~~15, the fact that a child is homeless 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~~2, "general neglect~~.~~

~~1. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)~~

~~CSBA NOTE: The following definition of "mandated reporters"~~" does not ~~list non-school persons (e.g., physicians, clergy members) who are also mandated to report suspected child abuse or neglect and may be revised to reflect additional positions applicable to the district as specified in Penal Code 11165.7.~~

~~Penal Code 11165.7 clarifies that volunteers whose duties require direct contact with and supervision of children are not mandated reporters. However, the law encourages volunteers to obtain training in the identification and reporting of child abuse and neglect and to report known or suspected incidents of child abuse or neglect.~~include Items #1-2 below.]

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

CSBA NOTE: The following definition of "mandated reporters" does not list non-school persons (e.g., physicians, clergy members) who are also mandated to report suspected child abuse or neglect and may be revised to reflect additional positions applicable to the district as specified in Penal Code 11165.7.

Penal Code 11165.7 clarifies that volunteers whose duties require direct contact with and supervision of children are not mandated reporters. However, the law encourages volunteers to obtain training in the identification and reporting of child abuse and neglect and to report known or suspected incidents of child abuse or neglect. For more information about requirements for volunteers, see BP/AR 1240 – Volunteer Assistance.

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

~~CSBA NOTE: Penal Code 11166 specifies that a mandated reporter has a duty to report when acting in a professional capacity or within the scope of employment. When a mandated reporter is acting in a private capacity, like other private citizens, making a report is discretionary.~~

CSBA NOTE: Penal Code 11166 specifies that a mandated reporter has a duty to report when acting in a professional capacity or within the scope of employment. When a mandated reporter is acting in a private capacity, like other private citizens, making a report is discretionary. Pursuant to Penal Code 801.8, prosecution for the failure of a mandated reporter to report an incident under Penal Code 11166 known or reasonably suspected by the mandated reporter to be sexual assault, may be filed at any time within five years from the date of occurrence of such offense. Additionally, pursuant to Penal Code 801.8, prosecution for the failure of a mandated reporter to report an incident under Penal Code 11166 known or reasonably suspected by the mandated reporter to be child abuse or severe neglect may be filed within one year of the discovery of the offense, but in no case later than four years after the commission of the offense.

~~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)

CSBA NOTE: Pursuant to Penal Code 152.3, it is a misdemeanor, with specified exceptions, for a witness to not report a murder, rape, or lewd or lascivious act as defined in Penal Code 288 where the victim is under age 14 years of age. Persons who fail to report such offenses may be subject to a fine and/or imprisonment.

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 ~~14~~ shall notify a peace officer. (Penal Code 152.3~~, 288~~

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)

CSBA NOTE: Penal Code 11166.01 provides that it is a crime, punishable by a fine and/or imprisonment, for a supervisor or administrator to knowingly inhibit or impede a mandated reporter from making a report.

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

CSBA NOTE: Penal Code 11165.9 specifies the agencies that are authorized to receive reports of suspected child abuse and neglect, as detailed in the following paragraph. The agency must accept a report even if it lacks subject matter or geographical jurisdiction to investigate the case; the agency is then responsible for referring the case to an agency with proper jurisdiction.

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 ~~school~~ 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)

CSBA NOTE: It is recommended that the district's administrative regulation include the name, address, and phone number of the appropriate agencies in its area to whom reports should be made.

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

_____
(name of appropriate agency)

_____
(address)

_____
(phone number)

~~CSBA NOTE: The following paragraph is optional.~~

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)

CSBA NOTE: Pursuant to Penal Code 11168, the California Department of Justice (DOJ) form ~~shall~~ , which is available on DOJ's website, is required to be distributed by the police department, sheriff's department, county probation department, or county welfare department, as appropriate. ~~and is available on the DOJ's web site.~~ It may also be made available at the district office or school site. ~~The following optional paragraph should be revised to reflect district practice.~~

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.

CSBA NOTE: Penal Code 11167 requires the mandated reporter's name when reporting known or suspected child abuse. However, the reporter's name and the report are confidential and are only disclosed in limited circumstances provided by law.

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)

CSBA NOTE: Item #3 below is optional and may be revised to reflect district practice. Pursuant to Penal Code 11166, ~~school~~ districts may establish internal reporting procedures encouraging employees to notify supervisors and administrators of reports that are made. These internal procedures must not inhibit or impede immediate and direct reporting by employees to appropriate agencies, direct an employee to allow the employee's supervisor to file or process a mandated report under any circumstances, or require any employee to disclose the employee's identity to the employer.

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)

CSBA NOTE: Education Code 44691 requires school districts to use the online training module provided by the California Department of Social Services (CDSS), available on the CDSS ~~web site~~' website. However, if the online training module is not used, the Superintendent or designee is required to report to CDE regarding the training being used in its place.

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)

CSBA NOTE: Pursuant to Education Code 44691 ~~requires~~, as amended by AB 1913, districts ~~to develop a process by which all persons~~are required to ~~receive~~provide annual training ~~must provide proof of receiving~~on the prevention of abuse, including sexual abuse, of children on district property, by district staff, or in district-sponsored programs.

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)

CSBA NOTE: Education Code 44691 requires districts to develop a process by which all persons required to receive training provide proof of receiving the training, such as the use of a sign-in sheet or submission of a certificate of completion. The following paragraph may be revised to reflect district practice.

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

~~CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Education Code 44691 encourages districts to provide training to all school employees, at least once every three years, on the prevention of child abuse on school grounds, by school personnel, or in school-sponsored programs. Pursuant to Education Code 44691, CDE's web site includes best practices for prevention of abuse and links to training resources.~~

~~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

CSBA NOTE: Penal Code 11174.3 authorizes a representative from CDSS or another government agency investigating suspected child abuse or neglect to interview a student during school hours, on school grounds, concerning a report of child abuse or neglect that occurred at home or in an out-of-home care facility. However, there is no clear guidance regarding the procedures to be followed if a social worker is accompanied by law enforcement. ~~In Greene v. Camreta, the 9th Circuit Court of Appeals had ruled that, absent exigent circumstances, a social worker and sheriff could not question a student in school without obtaining a warrant, court order, or parent/guardian consent. Subsequently, that ruling was vacated by the U.S. Supreme Court on appeal (Camreta v. Greene) since the case was then moot. Districts should proceed with caution and consult legal counsel as necessary.~~ It is recommended that districts with questions about student interviews during school hours consult CSBA's District and County Office of Education Legal Services or district legal counsel as necessary.

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

CSBA NOTE: Education Code 48987 requires the district, upon request, to disseminate guidelines adopted by CDE advising parents/guardians of procedures for filing child abuse complaints. Such sample guidelines are available on CDE's web site.

Claims against the district for childhood sexual assault are governed by the timelines and procedures specified in Code of Civil Procedure 340.1; see AR 3320 - Claims and Actions Against the District.

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.

~~CSBA NOTE: 5 CCR 3201, as added by Register 2020, No. 21, authorizes parents/guardians of special education students to file a complaint with CDE as provided in the following paragraph. CDE does not investigate allegations of child abuse or neglect, but may investigate conditions that may involve physical safety concerns as such concerns interfere with the provision of a free appropriate public education.~~

CSBA NOTE: 5 CCR 3201 authorizes parents/guardians of special education students to file a complaint with CDE as provided in the following paragraph. CDE does not investigate allegations of

child abuse or neglect, but may investigate conditions that may involve physical safety concerns as such concerns interfere with the provision of a free appropriate public education.

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. ~~The~~Additionally, the district ~~also~~ 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.

CSBA NOTE: The remainder of this section is optional and should be deleted by districts that do not provide these additional notifications.

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)

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State	Description
5 CCR 3200-3205	Special education compliance complaints
Code of Civil Procedure 340.1	Damages suffered as result of childhood sexual abuse
Ed. Code 215.5	Student identification cards; inclusion of safety hotlines
Ed. Code 32280-32289.5	School safety plans
Ed. Code 33133.5	Posters of telephone number for students to report child abuse or neglect
Ed. Code 33195	Heritage schools; mandated reporters
Ed. Code 33308.1	Guidelines on procedure for filing child abuse complaints
Ed. Code 33546.2	Health framework for California public schools; sextortion
Ed. Code 44252	Teacher credentialing
Ed. Code 44691	Staff development in the detection of child abuse and neglect
Ed. Code 44807	Teachers' duty concerning conduct of students
Ed. Code 48906	Notification when student released to peace officer
Ed. Code 48987	Dissemination of reporting guidelines to parents
Ed. Code 49001	Prohibition of corporal punishment
Ed. Code 51220.5	Parenting skills education
Ed. Code 51900.6	Sexual abuse and sexual assault awareness and prevention instruction
Pen. Code 11164-11174.3	Child Abuse and Neglect Reporting Act
Pen. Code 152.3	Duty to report murder, rape, or lewd or lascivious act
Pen. Code 273a	Willfully causing unjustifiable pain or mental suffering of child; endangering life or health
Pen. Code 286	Crime of sodomy
Pen. Code 288	Crime of oral copulation
Pen. Code 288	Definition of lewd or lascivious act requiring reporting
Pen. Code 289	Crime of sexual penetration
Pen. Code 311-312.7	Obscene matter

Penal Code 801.8	Failure to report an incident known or reasonably suspected by a mandated reporter to be sexual assault, child abuse, or severe neglect
W&I Code 15630-15637	Dependent adult abuse reporting
W&I Code 16509.1	Treatment of children by spiritual means through prayer; neglect

Federal	**Description**
42 USC 11434a	McKinney-Vento Homeless Assistance Act; definitions

Management Resources	**Description**
California Department of Education Publication	Health Education Framework for California Public Schools, Kindergarten Through Grade Twelve, May 2019
California Department of Education Publication	Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008
Court Decision	Camreta v. Greene (2011) 131 S.Ct. 2020
CSBA Publication	Why Schools Hold the Promise for Adolescent Mental Health, Governance Brief, May 2019
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Social Services, Information Resources Guide
Website	California Department of Education, Child Abuse Prevention Training and Resources
Website	U.S. Department of Health and Human Services, Child Welfare Information Gateway
Website	California Attorney General's Office, Suspected Child Abuse Report Form
Website	SchoolSafety.gov, Child Exploitation (https://www.schoolsafety.gov/child-exploitation)

Cross References

Code	**Description**
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1240	Volunteer Assistance
1240	Volunteer Assistance

1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1400	Relations Between Other Governmental Agencies And The Schools
3320	Claims And Actions Against The District
3515.3	District Police/Security Department
3515.3	District Police/Security Department
4112.6	Personnel Files
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4119.23	Unauthorized Release Of Confidential/Privileged Information
4127	Temporary Athletic Team Coaches
4127	Temporary Athletic Team Coaches
4131	Staff Development
4212.6	Personnel Files
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4219.23	Unauthorized Release Of Confidential/Privileged Information
4227	Temporary Athletic Team Coaches
4227	Temporary Athletic Team Coaches
4231	Staff Development
4312.6	Personnel Files

4312.9	Employee Notifications
4312.9-E(1)	Employee Notifications
4317.7	Employment Status Reports
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4319.23	Unauthorized Release Of Confidential/Privileged Information
4327	Temporary Athletic Team Coaches
4327	Temporary Athletic Team Coaches
4331	Staff Development
5131	Conduct
5131.7	Weapons And Dangerous Instruments
5131.7	Weapons And Dangerous Instruments
5141.5	Mental Health
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5141.6	School Health Services
5141.6	School Health Services
5142	Safety
5142	Safety
5144	Discipline
5144	Discipline
5145.11	Questioning And Apprehension By Law Enforcement
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.71	Title IX Sexual Harassment Complaint Procedures

5145.71-E(1)	Title IX Sexual Harassment Complaint Procedures
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6143	Courses Of Study
6143	Courses Of Study
6145.2	Athletic Competition
6145.2	Athletic Competition
6159.4	Behavioral Interventions For Special Education Students
6164.2	Guidance/Counseling Services
6164.5	Student Success Teams
6164.5	Student Success Teams

Policy 5142: Safety

Status: ADOPTED

Original Adopted Date: 11/01/2002 **| Last Revised Date:** ~~12~~09/01/~~2022~~2025 **| Last Reviewed Date:** ~~12~~09/01/~~2022~~2025

CSBA NOTE: The following optional policy ~~should be modified~~ may be revised to reflect district practice.

Under the California Tort Claims Act (Government Code 810-996.6), a district may be held liable for personal injuries caused by dangerous conditions on school property and for its employees' failure to use reasonable care to prevent foreseeable injuries resulting from school activities. The court in *Dailey v. Los Angeles Unified School District* held that, within the scope of their employment, school staff must exercise the degree of care "which a person of ordinary prudence, charged with (comparable) duties, would exercise under the same circumstances." In J.H. v. Los Angeles Unified School District, the court held that the district had a duty to use ordinary care in supervising the after-school program

With regard to athletic activities, the court in Kahn v. East Side Union High School District held that schools have no legal duty to eliminate risks inherent in the activity itself because students are deemed to assume those risks by participating in the activity. However, schools do have a duty to exercise due care not to increase the risks over and above those inherent in the sport.

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.

CSBA NOTE: 6 USC 665k, established the Federal Clearinghouse on School Safety Evidence-Based Practices to serve as a federal resource to identify and publish online evidence-based practices and recommendations to improve school safety.~~as added by the Luke and Alex School Safety Act of 2022 (P.L. 117-159), requires the creation of a Federal Clearinghouse on School Safety Evidence-Based Practices to serve as a federal resource to identify and publish online evidence-based practices and recommendations to improve school safety.~~

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

CSBA NOTE: ~~The following section is optional.~~ School crossing guards may be employed by the Governing Board pursuant to Education Code 45450-45451 and by cities and counties pursuant to Vehicle Code 42200 and 42201. Education Code 49300 authorizes the Board to establish a student safety patrol at any district school for the purpose of assisting students in safely crossing streets. See the accompanying administrative regulation for requirements pertaining to safety patrols.

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**~~

~~CSBA NOTE: The following section is for use by districts that serve students in grades 7-12.~~

~~Education Code 215.5 requires districts that issue student identification cards to have printed on either side of the card the telephone number of the National Suicide Prevention Lifeline (1-800-273-8255) and the National Domestic Violence Hotline (1-800-799-7233), and allows to have printed on the card the Crisis Text Line (texting HOME to 741741) and/or a local suicide prevention hotline telephone number.~~

~~If, as of January 1, 2020, the district has a supply of unissued student identification cards that do not comply with the above requirements, the cards may be issued until the supply is depleted.Student identification cards of students in grades 7-12 shall have printed on them safety information, including the following: (Education Code 215.5)~~

~~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~~

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State	Description
5 CCR 14030	Preliminary procedure, planning and approval of school facilities
5 CCR 14103	Authority of the driver
5 CCR 202	Exclusion of students with a contagious disease
5 CCR 350	Fees not permitted
5 CCR 5552	Playground supervision
5 CCR 5570	When school shall be open and teachers present
5 CCR 570-576	School safety patrols
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17365-17374	Field Act; fitness for occupancy; liability of board members
Ed. Code 17670	Shade structures
Ed. Code 215.5	Student identification cards; safety information
Ed. Code 32001	Fire alarms and drills
Ed. Code 32020	School gates; entrances for emergency vehicles
Ed. Code 32030-32034	Eye safety
Ed. Code 32040	Duty to equip school with first aid kit
Ed. Code 32225-32226	Communications devices in classrooms
Ed. Code 32240-32245	Lead-Safe Schools Protection Act
Ed. Code 32250-32254	CDE School Safety and Security Resource Unit
Ed. Code 32280-32289.5	School safety plans
Ed. Code 35179.6	School-sponsored on-campus event in or around swimming pool
Ed. Code 38134	Use of school property
Ed. Code 44807	Teachers' duty concerning conduct of students
Ed. Code 44808	Exemption from liability when students are not on school property
Ed. Code 44808.5	Permission for high school students to leave school grounds; notice

Ed. Code 45450-45451	Crossing guards
Ed. Code 48900	Grounds for suspension or expulsion
Ed. Code 49300-49307	School safety patrols
Ed. Code 49330-49335	Injurious objects
Ed. Code 49341	Hazardous materials in school science laboratories
Ed. Code 49390-49395	Homicide threats
Ed. Code 51140	Water safety
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51860	Time and facilities for bicycle and scooter safety instruction
Ed. Code 8482-8484.65	After School Education and Safety Program
Gov. Code 810-996.6	California Tort Claims Act
H&S Code 115725-115735	Playground safety
H&S Code 115775-115800	Wooden playground equipment
H&S Code 116046	Issuance of best practices guidelines for K-12 pool safety
Pen. Code 245.6	Hazing
Pub. Res. Code 5411	Purchase of playground equipment usable by persons with disabilities
Streets and Highways Code 894	Statewide safety and training programs; electric bicycles
Veh. Code 21100	Rules and regulations; crossing guards
Veh. Code 21212	Use of helmets
Veh. Code 42200	Fines and forfeitures; disposition by cities
Veh. Code 42201	Fines and forfeitures; disposition by counties
Vehicle Code 21201	Rules for operation of bicycle on roadway

Federal	**Description**
6 USC 665k	Federal Clearinghouse on School Safety Evidence-Based Practices

Management Resources	**Description**
American Society for Testing and Materials Pub.	ASTM F1 1487-21, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use (https://www.astm.org/f1487-21.html)
California Department of Education Publication	Science Safety Handbook for California Public Schools, 2014

Court Decision	Knight v. Jewett (1992) 3 Cal.4th 296
Court Decision	Lane v. City of Sacramento (2010) 183 Cal.App.4th. 1337
Court Decision	J.H. v. Los Angeles Unified School District (2010) 183 Cal.App.4th 123
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Court Decision	Dailey v. Los Angeles Unified School District (1970) 2 Cal.3d 741
Court Decision	Hoyem v. Manhattan Beach City School District (1978) 22 Cal.3d 508
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State of California Publication	Protecting Californians From Extreme Heat: A State Action Plan to Build Community Resilience, April 2022 (https://resources.ca.gov/-/media/CNRA-Website/Files/Initiatives/Climate-Resilience/2022-Final-Extreme-Heat-Action-Plan.pdf)
U.S. Consumer Product Safety Comm Publication	~~Public Playground Safety Handbook, 2010~~Public Playground Safety Handbook, 2015 (https://www.cpsc.gov/s3fs-public/325.pdf)
Website	U.S. Department of Homeland Security, Fusion Centers
Website	California State Threat Assessment System
Website	Online e-bike safety and training program (https://www.calbike.org/new-e-bike-training-resources-come-online/)
Website	CSBA District and County Office of Education Legal Services
Website	National Recreation and Park Association, Certified Playground Safety Inspector Certification
Website	~~U.S. Department of Education, Safe Schools~~U.S. Department of Education, School Safety and Security (https://www.ed.gov/teaching-and-administration/safe-learning-environments/school-safety-and-security)
Website	American Society for Testing and Materials
Website	U.S. Consumer Product Safety Commission

Website	California Department of Education, Safe Schools
Website	U.S. Environmental Protection Agency
Website	California Department of Public Health
Website	California Office of Emergency Services
Website	Centers for Disease Control and Prevention
Website	CSBA
Website	Schoolsafety.gov (https://www.schoolsafety.gov/about)
Website	Vulnerable Road Users (https://www.chp.ca.gov/Programs-Services/Services-Information/Bike-and-Ped-Safety)

Cross References

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1250	Visitors/Outsiders
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3515	Campus Security
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3515.21	Unmanned Aircraft Systems (Drones)
3515.5	Sex Offender Notification
3515.5	Sex Offender Notification
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
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3530	Risk Management/Insurance
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4119.42	Exposure Control Plan For Bloodborne Pathogens
4119.42	Exposure Control Plan For Bloodborne Pathogens
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6145.2	Athletic Competition
6153	School-Sponsored Trips
6153	School-Sponsored Trips
6163.2	Animals At School

6163.2	Animals At School
7110	Facilities Master Plan

Regulation 5142: Safety

Status: ADOPTED

Original Adopted Date: 07/01/2006 **| Last Revised Date:** ~~12~~09/01/~~2022~~2025 **| Last Reviewed Date:** ~~12~~09/01/~~2022~~2025

CSBA NOTE: The following optional administrative regulation may be revised to reflect district practice~~.~~

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

CSBA NOTE: ~~The following optional section may be revised to reflect district practice.~~ For information related to release of students during an emergency, see AR 3516 - Emergencies and Disaster Preparedness Plan.

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

CSBA NOTE: ~~The following optional section may be revised to reflect district practice.~~

Pursuant to 5 CCR 5570, teachers are required to be present at their rooms and admit students not less than 30 minutes before school starts unless otherwise provided by rule of the Governing Board. The district's collective bargaining agreement may include supervision of students. The following

paragraph may be revised to maintain consistency with the district's collective bargaining agreement and/or district practice.

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before 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.

CSBA NOTE: Education Code 49393~~, as added by SB 906 (Ch. 144, Statutes of 2022),~~ requires the reporting of potential homicidal acts related to school or a school activity, as described below.

Districts are encouraged to consult with the California Office of Emergency Services (OES) and utilize resources such as the State Threat Assessment System and Regional Fusion Centers to help assess potential threats. For more information see OES' ~~web site.~~ website.

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 of 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

~~CSBA NOTE: The following section is optional.~~
CSBA NOTE: The following section is for use by districts that serve students in grades 7-12.

Education Code 215.5, as amended by SB 1063 (Ch. 642, Statutes of 2024), requires districts that issue student identification cards to have printed on either side of the card the telephone number of the 988 Suicide and Crisis Lifeline and the National Domestic Violence Hotline (1-800-799-7233), and allows to have printed on the card a quick response (QR) code that links to the county's mental health resources website.

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)

Student Safety Patrols

A school safety patrol shall be composed of students of the school selected by the principal or designee and shall be allowed to serve only with written consent of the students and ~~their~~the student's parents/guardians. Patrol members shall be at least 10 years ~~old~~of age and in the fifth grade. (Education Code 49302; 5 CCR 571)

School safety patrols shall be used only at those locations where the nature of traffic will permit their safe operation. The locations where school safety patrols are used should be determined jointly with the local law enforcement agency. (5 CCR 572)

Patrol members shall be under the supervision and control of the principal or designee and shall receive training in proper procedures, including, but not limited to, the operations specified in 5 CCR 573-574. Whenever on duty, patrol members shall wear the standard uniform required by 5 CCR 576.

Playground Safety

CSBA NOTE: Health and Safety Code 115725 defines "playground" to include fall zones, surface materials, access ramps, and all areas within and including the designated enclosure and barriers.

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

~~**Activities with Safety Risks**~~

CSBA NOTE: The State of California's, "Protecting Californians From Extreme Heat: A State Action Plan to Build Community Resilience," warns of the dangers extreme heat can pose to children and encourages investing resource in protecting children from extreme heat.

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

~~CSBANOTE: The following optional section lists activities that might be prohibited by the district because of high risk to student safety and should be revised to reflect district practice.~~

~~Pursuant to Government Code 831.7, public entities, including districts, are not liable to participants in a hazardous recreational activity, those who assist participants, or spectators for any damage to person or property arising out of the hazardous recreational activity when the person knew or reasonably should have known that the hazardous recreational activity created a substantial risk of injury and was voluntarily in the place of risk or having the ability to leave but failed to do so. Government Code 831.7 defines a "hazardous recreational activity" as a recreational activity conducted on school grounds that creates a substantial risk of injury, as distinguished from a minor, trivial, or insignificant risk of injury. The list below includes, but is not limited to, some of the hazardous recreational activities listed in Government Code 831.7. Prior to authorizing such activities, it is recommended that districts consult with their insurance carrier or joint powers authority or, for those who self-insure, with CSBA District and County Offices of Education Legal Services or district legal counsel. See BP/AR 3530 - Risk Management/Insurance.~~

CSBA NOTE: The following optional section lists activities to be prohibited by the district because of high risk to student safety and should be revised to reflect district practice.

Pursuant to Government Code 831.7, public entities, including districts, are not liable to participants in a hazardous recreational activity, those who assist participants, or spectators for any damage to person or property arising out of the hazardous recreational activity when the person knew or reasonably should have known that the hazardous recreational activity created a substantial risk of injury and was voluntarily in the place of risk or having the ability to leave but

failed to do so. Government Code 831.7 defines a "hazardous recreational activity" as a recreational activity conducted on school grounds that creates a substantial risk of injury, as distinguished from a minor, trivial, or insignificant risk of injury. The list below includes, but is not limited to, some of the hazardous recreational activities listed in Government Code 831.7. Prior to authorizing such activities, it is recommended that districts consult with their insurance carrier or joint powers authority or, for those who self-insure, with CSBA's District and County Offices of Education Legal Services or district legal counsel. See BP/AR 3530 - Risk Management/Insurance.

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

CSBA NOTE: ~~The following paragraph is optional.~~ Vehicle Code 21201 establishes requirements for bicycles on roadways in regard to brakes, handlebars, size, and illumination when operated during darkness. Districts may want to provide such information to students and parents/guardians.

To enable the district to provide students safety instruction related to using electric, motorized, or nonmotorized bicycles and scooters, Education Code 51860, ~~as amended by AB 2028 (Ch. 116, Statutes of 2022),~~ authorizes the Board to assist local law enforcement, nonprofit associations or organizations specified in Education Code 38134, such as the Girls Scouts, Boys Scouts, and parent-teacher associations, and public agencies that provide such safety instruction, in providing safety instruction to district students.

Additionally, pursuant to Streets and Highways Code 894, ~~as added by AB 1946 (Ch. 147, Statutes of 2022), requires the Department of~~ the California Highway Patrol ~~to~~ has develop and post on its web site, ~~by September 1, 2023,~~ statewide safety and training programs for users of electric bicycles, including, but not limited to, general electric bicycle riding safety, emergency maneuver skills, rules of the road, and laws pertaining to electric bicycles.

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 ~~any such~~a bicycle, scooter, skateboard, or roller skates ~~at~~to school shall wear a properly fitted and fastened bicycle helmet.

Events In or Around a Swimming Pool

~~CSBA NOTE: The following section is optional. Any district that chooses to sponsor or host an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool is required to comply with the following paragraph, pursuant to Education Code 35179.6, as amended by SB 722 (Ch. 679, Statutes of 2021).~~

CSBA NOTE: Pursuant to Education Code 35179.6, any district that chooses to sponsor or host an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool is required to comply with the following paragraph.

Pursuant to Education Code 51140, a local, state, or national drowning or injury prevention organization affiliated with one or more drowning prevention organizations may provide informational materials, in electronic or hardcopy form, to a public school regarding specified water safety topics. Upon receipt of such information the district may provide such information to parents/guardians at the time students enroll at the school and at the beginning of the school year.

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

CSBA NOTE: The following optional section reflects the Legislature's intent as stated in Education Code 49341, and the California Department of Education, "Science Safety Handbook for Public Schools."

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

~~CSBA NOTE: The following optional section may be revised to reflect district practice.~~

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

~~CSBA NOTE: Education Code 32031 addresses circumstances under which eye protection devices must be used.~~

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

~~CSBA NOTE: The following optional section may be revised to reflect district practice.~~

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.

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

State	Description
5 CCR 14030	Preliminary procedure, planning and approval of school facilities
5 CCR 14103	Authority of the driver
5 CCR 202	Exclusion of students with a contagious disease
5 CCR 350	Fees not permitted
5 CCR 5552	Playground supervision
5 CCR 5570	When school shall be open and teachers present
5 CCR 570-576	School safety patrols
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17365-17374	Field Act; fitness for occupancy; liability of board members
Ed. Code 17670	Shade structures
Ed. Code 215.5	Student identification cards; safety information
Ed. Code 32001	Fire alarms and drills
Ed. Code 32020	School gates; entrances for emergency vehicles
Ed. Code 32030-32034	Eye safety
Ed. Code 32040	Duty to equip school with first aid kit

Ed. Code 32225-32226	Communications devices in classrooms
Ed. Code 32240-32245	Lead-Safe Schools Protection Act
Ed. Code 32250-32254	CDE School Safety and Security Resource Unit
Ed. Code 32280-32289.5	School safety plans
Ed. Code 35179.6	School-sponsored on-campus event in or around swimming pool
Ed. Code 38134	Use of school property
Ed. Code 44807	Teachers' duty concerning conduct of students
Ed. Code 44808	Exemption from liability when students are not on school property
Ed. Code 44808.5	Permission for high school students to leave school grounds; notice
Ed. Code 45450-45451	Crossing guards
Ed. Code 48900	Grounds for suspension or expulsion
Ed. Code 49300-49307	School safety patrols
Ed. Code 49330-49335	Injurious objects
Ed. Code 49341	Hazardous materials in school science laboratories
Ed. Code 49390-49395	Homicide threats
Ed. Code 51140	Water safety
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 51860	Time and facilities for bicycle and scooter safety instruction
Ed. Code 8482-8484.65	After School Education and Safety Program
Gov. Code 810-996.6	California Tort Claims Act
H&S Code 115725-115735	Playground safety
H&S Code 115775-115800	Wooden playground equipment
H&S Code 116046	Issuance of best practices guidelines for K-12 pool safety
Pen. Code 245.6	Hazing
Pub. Res. Code 5411	Purchase of playground equipment usable by persons with disabilities
Streets and Highways Code 894	Statewide safety and training programs; electric bicycles
Veh. Code 21100	Rules and regulations; crossing guards

Veh. Code 21212	Use of helmets
Veh. Code 42200	Fines and forfeitures; disposition by cities
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7110	Facilities Master Plan

Policy 6141.4: International Baccalaureate Program

Status: ADOPTED

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

CSBA NOTE: The following optional policy is for use by districts that have received authorization from the International Baccalaureate Organization (IBO) in Geneva, Switzerland to offer one or more International Baccalaureate (IB) programs at the elementary, middle school, and/or high school level and may be revised to reflect district practice. IB courses and examinations are governed and monitored by the IBO. The Primary Years Program is for elementary school age students and is a schoolwide program. The Middle Years Program is a five-year program beginning in grade 6. The IB Diploma and Career-related Programs are for high school students who participate in IB courses and take IB examinations. Such students may receive college credit for those courses when allowed by the postsecondary institution.

For additional information about the requirements for all IB programs, see ~~the International Baccalaureate Organization's web site.~~ IBO's website.

To encourage district students to challenge themselves academically, develop intercultural understanding and respect, and be more competitive when applying for admission to postsecondary institutions, the district shall offer opportunities for students to participate in the International Baccalaureate (IB) program. The Superintendent or designee shall provide a challenging, cross-disciplinary curriculum that provides the knowledge, concepts, skills, attitudes, and action that district students need to equip them for successful lives. The district's IB program shall provide structured, purposeful inquiry that engages students in their own learning.

The Superintendent or designee shall ensure that district students of all ability levels are offered the opportunity to participate in the program if it is available at their school.

CSBA NOTE: Pursuant to Education Code 48980.6, as added by AB 1796 (Ch. 143, Statutes of 2024), the district is required, at the beginning of each school year, to notify the parent/guardian(s) of students admitted or advancing to grades 7-12 of any IB courses offered by the district. The following paragraph may be modified to reflect the grade levels served by the district.

At the beginning of each school year, the Superintendent or designee shall notify the parent/guardian(s) of students in grades 7-12 of any dual enrollment or IB courses offered by the district. (Education Code 48980.6)

~~The~~ In order to construct a rigorous and challenging curriculum, the Superintendent or designee shall ensure that teachers and administrators are engaged in the planning process for the IB program ~~to construct a rigorous and challenging curriculum. He/she.~~ The Superintendent or designee shall coordinate implementation of the IB program with any other advanced learning

opportunities offered by the district.

The Superintendent or designee shall provide staff development and support to teachers of IB courses. Such professional development may include, but is not limited to, mentoring for prospective teachers of IB courses, opportunities for teachers to obtain information on the curriculum of specific courses through online workshops, webinars, blended learning and e-learning resources, and opportunities for district staff to share course syllabi and teaching practices.

IB Diploma Program or IB Career-related Program

~~CSBA NOTE: The following optional section is for districts that maintain one or more high schools that offer the IB Diploma Program pursuant to Education Code 52920-52922 and/or the IB Career-related Program and may be revised to reflect district practice. The district may also develop an administrative regulation to provide~~ further ~~details about the district's program and the requirements that students must fulfill in order to successfully complete the program.~~

~~The IB Diploma Program provides high school students with a balanced education, facilitates geographic and cultural mobility, and promotes international understanding through a shared academic experience in a comprehensive and rigorous two-year program.~~

~~The IB program has recently added the IB Career-related Program for high school students pursuing vocational or career and technical education (CTE). In this two-year program, students take fewer IB courses but still meet other diploma-level requirements and complete a final project related to their vocational or CTE field.~~

CSBA NOTE: The following optional section is for districts that maintain one or more high schools that offer the IB Diploma Program pursuant to Education Code 52920-52922 and/or the IB Career-related Program and may be revised to reflect district practice. The district may also develop an administrative regulation to provide further details about the district's program and the requirements for students to successfully complete the program.

The IB Diploma Program provides high school students with a balanced education, facilitates geographic and cultural mobility, and promotes international understanding through a shared academic experience in a comprehensive and rigorous two-year program.

The district's IB Diploma Program shall offer a comprehensive~~, rigorous two-year program for students.~~ curriculum made up of six subject groups that broadens students' educational experience and challenges students to apply their knowledge and skills. To earn the IB diploma, students shall~~:~~ meet the criteria outlined by IBO, including the following:

1. ~~Complete~~Completing a specific, intensive, balanced liberal arts course of study

2. ~~Pass~~Passing examinations in six curricular areas, including language and literature, language acquisition, individuals and societies, sciences, mathematics, and the arts

3. ~~Demonstrate~~ Demonstrating an understanding of the theory of knowledge through an ~~oral presentation~~exhibition and extended essay on an externally assessed, independent research project

4. ~~Demonstrate~~ Demonstrating the concepts of creativity, ~~action~~activity, and service through ~~involvement in a minimum of 150 hours of artistic activities, physical activities~~project that challenges students to show initiative, demonstrate perseverance, and ~~community service~~develop skills such as collaboration, problem solving, and decision making

CSBA NOTE: The IB program also includes the IB Career-related Program for high school students pursuing vocational or career and technical education (CTE). The IB Career-related Program includes a three-part framework that comprises the study of at least two Diploma Program courses alongside the Career-related Program core and a career-related study.

The district shall offer a two-year, rigorous IB Career-related Program to high school students pursuing vocational or career and technical education (CTE). Students participating in the IB Career-related Program shall take a minimum of two IB courses and meet other diploma-level requirements, including performing community service and completing a final project related to their vocational or CTE field.

As necessary, the Superintendent or designee may adjust the number of courses taken and hours of community service performed by students depending on the IB program in which they are participating.

The Superintendent or designee shall develop support systems to encourage students to participate in IB courses and take IB course examinations. Support systems may include, but are not limited to, resource centers, programs to recognize student accomplishments, and parent/guardian involvement through an IB parent/guardian organization group. ~~In addition~~Additionally, the Superintendent or designee may explore partnerships with colleges and universities to encourage students to pursue postsecondary education.

~~The Superintendent or designee shall notify parents/guardians of the availability of funds for this purpose and shall provide information on how students may apply for funding.~~

CSBA NOTE: The following optional two paragraphs are for use by districts that receive federal funding distributed by the California Department of Education (CDE) pursuant to 20 USC 6534, or choose to use district funds, to assist economically disadvantaged students in paying the cost of IB examination fees. Students eligible for assistance through federal funds are those whose family income does not exceed 185 percent of the federal poverty level. A student who is eligible for the free and reduced-price meal program qualifies for fee assistance.

According to ~~the CDE's Frequently Asked Questions,~~information available on ~~its web site, in~~CDE's website, the district will be reimbursed for exam fees subject to availability of funds. In order to apply to receive funding assistance, districts ~~must~~are required to annually submit an application to ~~the~~ CDE which includes the number of income-eligible students and the number of tests taken by each income-eligible student~~.~~ .

To the extent feasible, the district shall reduce the cost of IB examination fees for eligible low-income students. The Superintendent or designee shall notify parent(s)/guardian(s) of the availability of funds for this purpose and shall provide information on how students may apply for funding.

The Superintendent or designee shall annually apply to the California Department of Education for federal funds to support the reimbursement of fees for low-income students. ~~In addition~~Additionally, the Superintendent or designee may recommend the use of district funds, when available and appropriate, to provide additional support for the fee assistance program.

~~CSBA NOTE: Education Code 52060 requires that the district's local control and accountability plan include annual goals, aligned with specified state priorities, to be achieved for all students and for each numerically significant subgroup as defined in Education Code 52052. Pursuant to Education Code 52060, one measure of the state priority of student achievement is the percentage of students who have passed an Advanced Placement examination with a score of 3 or higher. At its discretion, the district's measures of student achievement could also include the percentage of all students and of each numerically significant student subgroup who pass IB examinations. See AR 0460 - Local Control and Accountability Plan.~~

~~Pursuant to Education Code 52052, as amended by AB 104 (Ch. 13, Statutes of 2015), a numerically significant subgroup includes ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup (or at least 15 foster youth or homeless students) in the school or district. For schools or districts with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction with approval by the State Board of Education.~~

~~SB 416 (Ch. 538, Statutes of 2015) repealed Education Code 52921 which had required submission of certain program data to the CDE.~~

CSBA NOTE: Education Code 52060 requires that the district's local control and accountability plan include annual goals, aligned with specified state priorities, to be achieved for all students and for each numerically significant subgroup as defined in Education Code 52052. Pursuant to Education Code 52060, one measure of the state priority of student achievement is the percentage of students who have passed an Advanced Placement examination with a score of 3 or higher. At its discretion, the district's measures of student achievement could also include the percentage of all students and of each numerically significant student subgroup who pass IB examinations. See AR 0460 - Local Control and Accountability Plan.

Pursuant to Education Code 52052, a numerically significant subgroup includes ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and students experiencing homelessness, when there are at least

30 students in the subgroup (or at least 15 foster youth or students experiencing homelessness) in the school or district. For schools or districts with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction with approval by the State Board of Education.

The Superintendent or designee shall regularly report to the Governing Board regarding the number of students participating in the IB program and, as applicable, the percentage of participating students who pass the IB examination in each curricular area. Such reports shall include the participation and outcomes of numerically significant student subgroups as defined in Education Code 52052.

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

State	Description
Ed. Code 48980.6	Notification of IB courses offered
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52920-52922	International Baccalaureate Diploma program

Federal	Description
20 USC 6534	Advanced Placement exam fee program

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services
Website	College Board
Website	Great Schools
Website	International Baccalaureate
Website	U.S. Department of Education
Website	CSBA
Website	California Department of Education

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0415	Equity

0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
3100	Budget
3100	Budget
3260	Fees And Charges
3260	Fees And Charges
4111	Recruitment And Selection
4113	Assignment
4113	Assignment
4131	Staff Development
4211	Recruitment And Selection
4311	Recruitment And Selection
5126	Awards For Achievement
5126	Awards For Achievement
~~5145.6~~	~~Parent/Guardian~~ ~~Notifications~~
~~5145.6-E(1)~~	~~Parent/Guardian~~ ~~Notifications~~
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6141.5	Advanced Placement
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.4	Service Learning/Community Service Classes
6142.6	Visual And Performing Arts Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction

6143	Courses Of Study
6143	Courses Of Study
6164.2	Guidance/Counseling Services
6164.5	Student Success Teams
6164.5	Student Success Teams
6171	Title I Programs
6171	Title I Programs
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6172.1	Concurrent Enrollment In College Classes
6172.1	Concurrent Enrollment In College Classes
6178	Career Technical Education
6178	Career Technical Education
6178.1	Work-Based Learning
6178.1	Work-Based Learning
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice

Policy 6178.1: Work-Based Learning

Status: ADOPTED

Original Adopted Date: 03/01/2008 **| Last Revised Date:** ~~05~~09/01/~~2017~~2025 **| Last Reviewed Date:** ~~05~~09/01/~~2017~~2025

~~CSBA NOTE: The following optional policy is for use by districts maintaining middle and/or high schools and should be revised to reflect district practice.~~

~~Under the state plan for career technical education (CTE), each district receiving funds under the Strengthening Career and Technical Education for the 21st Century Act (20 USC 2301-2414) is required to include specified components in its CTE program, including practical application and experience through actual or simulated work-based learning assignments. Other districts may offer work-based learning opportunities at their discretion. Also see BP/AR 6178 - Career Technical Education.~~

CSBA NOTE: The following optional policy is for use by districts maintaining middle and/or high schools and should be revised to reflect district practice.

Under the state plan for career technical education (CTE), each district receiving funds under the Strengthening Career and Technical Education for the 21st Century Act (20 USC 2301-2414) is required to include specified components in its CTE program, including practical application and experience through actual or simulated work-based learning assignments. Districts not receiving such funds may offer work-based learning opportunities at their discretion. See BP/AR 6178 - Career Technical Education.

The U.S. Department of Labor's July 2025, "Training and Employment Guidance Letter No. 10-23, Change 2," directs entities, including districts, that receive specified grants including Workforce Innovation and Opportunity Act (WIOA) youth programs such as YouthBuild, to update policies and procedures to ensure that participants served by WIOA and related programs are legally authorized to work in the United States. The Guidance Letter directs grantees to provide only participant-level services to individuals with valid work authorization. Additionally, the Guidance states that grantees are required to retain proof of a participant's authorization to work in the United States. It is recommended that districts with questions about work authorization consult CSBA's District and County Offices of Education Legal Services or district legal counsel.

The Governing Board desires to ~~facilitate~~improve student educational outcomes and successes and support student workforce preparedness by facilitating work-based learning opportunities which link classroom learning with real-world experiences. The district's work-based learning program shall be designed to teach students the skills, attitudes, and knowledge necessary for successful employment and to reinforce mastery of both academic and career technical education (CTE) standards.

CSBA NOTE: The following list should be revised to reflect the program(s) offered by the district. Education Code 51760.1 authorizes districts, county offices of education, regional occupational centers/programs, and partnership academies to provide work-based learning opportunities which may include, but are not limited to, work experience education (WEE), community classrooms or cooperative CTE programs, and job shadowing experiences, as described in items #1-3 below. See the accompanying administrative regulation for legal requirements pertaining to these programs. ~~In addition,~~ Additionally, although not specified in state law, items #4-8 below provide other examples of work-based learning opportunities cited in the state's CTE curriculum framework. ~~and the California Department of Education (CDE) publication Multiple Pathways to Student Success: Envisioning the New California High School, available on WestEd's web site.~~

The district's work-based learning program may offer opportunities for paid and/or unpaid work experiences, including, but not limited to:

1. Work experience education as defined in Education Code 51764

2. Cooperative CTE or community classrooms as defined in Education Code 52372.1

3. Job shadowing experience as defined in Education Code 51769

4. Student internships

5. Apprenticeships

6. Service learning

7. Employment in social/civic or school-based enterprises

8. Technology-based or other simulated work experiences

The Superintendent or designee may provide students employment opportunities with public and private employers in areas within or outside the district, including in any contiguous state. (Education Code 51768)

~~CSBA NOTE: The following paragraph is optional.~~

The Board may elect to pay wages to students participating in a work-based learning program, but shall not make payments to or for private employers except for students with disabilities who are participating in work experience education programs funded by the state for such students. (Education Code 51768)

CSBA NOTE: Pursuant to 5 CCR 10070, the district is required to submit a secondary district plan to the California Department of Education CDE along with its WEE program application. Additionally, 5 CCR 10070 ~~also~~ requires the district to submit evidence, such as meeting minutes, that the Governing Board has approved the district plan ~~(e.g., meeting minutes).~~ The following paragraph ensures the Board's involvement when any work-based learning program requires CDE or other state agency approval.

Any district plan for work-based learning shall be submitted to the Board for approval. When required, the plan shall be submitted to the California Department of Education or other state agency or official.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Education Code 51760.1 encourages districts to work with any local workforce investment board youth councils and workforce investment boards established by Education Code 51760.2 to coordinate work-based learning opportunities and facilitate regional planning. Districts that receive funding to provide CTE programs pursuant to Education Code 52055.770 may include in such programs a work-based learning component. For information regarding CTE, see BP/AR 6178– Career Technical Education.

The Superintendent or designee ~~shall involve local~~may collaborate with businesses ~~or business~~, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers in planning and implementing work-based learning opportunities that support the district's vision and goals for student learning and local workforce development efforts. ~~He/she also may work with postsecondary institutions, community organizations, and others to identify opportunities for work-based learning.~~

~~CSBA NOTE: Districts that offer WEE programs are required by 5 CCR 10070-10071 to develop a written training agreement with each employer with specified components and assurances. 5 CCR 10087 and 10108 require the development of a training agreement and individual student training plans for community classrooms and cooperative CTE programs. Districts that do not offer these specific programs may delete or revise the following paragraph.~~

CSBA NOTE: Pursuant to Education Code 48980.5, as added by AB 2179 (Ch. 62, Statutes of 2024), the district is required to, at the beginning of the first semester or quarter of the regular school term, notify parents/guardians of students in grades 11-12 about local apprenticeship and pre-apprenticeship programs, as specified. If a district maintains a website, then the district is required to make the Division of Apprenticeship Standards' database accessible through a direct link on its website.

At the beginning of the first semester or quarter of the regular school term, the Superintendent or designee shall notify parents/guardians of students in grades 11-12 about local apprenticeship and pre-apprenticeship programs and make the Division of Apprenticeship Standards' database accessible through a direct link on the district's website. (Education Code 48980.5)

CSBA NOTE: Pursuant to Labor Code 3074.2, districts are encouraged to host apprenticeship fairs that are focused on local apprenticeship programs and CTE opportunities, in the style of college and career fairs. For more information regarding college and career fairs, including notice requirements, see BP 6178 - Career Technical Education.

In accordance with Board Policy 6178 - Career Technical Education, the district may provide students with opportunities to explore, make career choices, and seek appropriate instruction and training to support those choices, by hosting locally focused apprenticeship and/or career technical education fair events.

CSBA NOTE: Pursuant to Education Code 49110.5, all public high schools are required to observe, during the week that includes April 28, "Workplace Readiness Week," by providing information to students on their rights as workers, including specified topics. For additional information on "Workplace Readiness Week," see BP 6142.94 – History-Social Science Instruction.

As specified in Board Policy 6142.94 - History-Social Science Instruction, the district shall annually observe "Workplace Readiness Week." (Education Code 49110.5)

CSBA NOTE: Districts that offer WEE programs are required by 5 CCR 10070-10071 to develop a written training agreement with each employer with specified components and assurances. 5 CCR 10087 and 10108 require the development of a training agreement and individual student training plans for community classrooms and cooperative CTE programs. Districts that do not offer these specific programs may delete or revise the following paragraph.

When required by law, the Superintendent or designee shall develop a written training agreement with the employer that describes the conditions and requirements to be met by all parties and shall develop an individual training plan for each student which outlines the objectives or competencies that the student is expected to accomplish at the work site. (5 CCR 10070-10071, 10087, 10108)

To ensure appropriate guidance and supervision of participating students and maximize the educational benefit from placement in any work-based learning program, district staff shall coordinate with the workplace supervisors or mentors.

CSBA NOTE: Education Code 49160 prohibits any person, firm, or corporation from employing a minor under age 18 without a work permit issued by the proper education authority, with specified exceptions. See BP/AR 5113.2 - Work Permits. Work permits are not required for unpaid work-based learning opportunities. Districts that offer only unpaid programs should delete the following paragraph.

A minor student shall be allowed employment through a paid work-based learning program only if ~~he/she~~the student has been issued a work permit, in accordance with law, Board policy, and administrative regulation. (Education Code 49113, 49160)

All laws or rules applicable to minors in employment relationships shall be applicable to students enrolled in work-based learning programs. (Education Code 51763)

CSBA NOTE: ~~The following optional paragraph may be revised to reflect district practice.~~ According to the CDE's Work Experience Education Guide, students participating in a paid work-based learning program ~~must~~ are required to be covered by their employer for workers' compensation insurance pursuant to Education Code 51769. Students participating in an unpaid work-based learning program ~~must~~ are required to be covered by the district's insurance, unless the employer elects to provide such coverage.

~~In addition,~~ Additionally, Education Code 35208 requires districts to insure against liability. Pursuant to Education Code 51760, the Board may choose to purchase liability insurance for students participating in work-based learning programs off school grounds or may require such students to purchase insurance and pass on all or a portion of the costs to the district, at the discretion of the Board. It is recommended that districts with questions about obtaining liability and/or workers' compensation insurance for students participating in work-based learning programs consult the district's risk manager or legal counsel, or CSBA's District and County Office of Education Legal Services.

The Superintendent or designee shall ensure that any student participating in a work-based learning program off school grounds is covered under the employer's or district's insurance, as applicable, in the event the student is injured.

CSBA NOTE: 5 CCR 10075 requires a WEE teacher-coordinator to possess a valid preliminary, professional clear, or life credential or other nonintern teaching credential that authorizes the teacher to teach in California K-12 schools~~.~~ , have two years of occupational experience outside the field of education, and have knowledge of the educational purposes, standards, laws, and rules and regulations applicable to WEE. Pursuant to 5 CCR 10080 and 10100, teachers of community classrooms and cooperative CTE programs ~~must~~ are required to be certificated CTE teachers.

The Superintendent or designee shall ensure that any teacher-coordinator of a work-based learning program possesses the appropriate experience and credential issued by the Commission on Teacher Credentialing. (5 CCR 10075, 10080, 10100)

The Superintendent or designee shall maintain records related to each student's participation in the district's work-based learning program, including, but not limited to, the student's individualized training plan, employment hours and job site, work permit if applicable, the employer's report of student's attendance and job performance, the teacher-coordinator's consultations and observations, and reports of the student's grade and credits earned.

CSBA NOTE: The following optional paragraph may be revised to reflect indicators agreed upon by the Board and Superintendent for evaluating program effectiveness.

The Superintendent or designee shall periodically report to the Board regarding program implementation and effectiveness, including, but not limited to, rates of student participation in work-based learning programs and assessment results of participating students.

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Policy Reference Disclaimer:
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State	Description
5 CCR 10070-10075	Work experience education

5 CCR 10080-10092	Community classrooms
5 CCR 10100-10111	Cooperative vocational education
5 CCR 1635	Credit for work experience education
Ed. Code 35208	Liability insurance
Ed. Code 46144	Minimum school day for work experience program
Ed. Code 46147	Exception for minimum day; students in last semester or quarter of grade 12
Ed. Code 46300	Method of computing average daily attendance
Ed. Code 48402	Enrollment in continuation education; minors not regularly employed
Ed. Code 48980.5	Notification of apprenticeship and pre-apprenticeship programs
Ed. Code 49110-49119	Permits to work
Ed. Code 49160	Permits to work; duties of employer
Ed. Code 51760-51769.5	Work experience education
Ed. Code 52055.770	Quality Education Investment Act of 2006
Ed. Code 52300-52462	Career technical education
Ed. Code 52372.1	Community classrooms and cooperative career technical education programs
Ed. Code 54690-54697	Partnership academies
Ed. Code 56026	Individual with exceptional needs; definition
Lab. Code 1285-1312	Employment of minors
Lab. Code 1391-1394	Working hours for minors
Lab. Code 3070-3099.5	Apprenticeships
Lab. Code 3200-6002	Workers' compensation and insurance

Federal	**Description**
20 USC 2301-2414	Strengthening Career and Technical Education for the 21st Century Act
29 CFR 570.35a	Work experience programs

Management Resources	**Description**
CA Department of Industrial Relations Publication	Child Labor Laws, 2013 (https://www.dir.ca.gov/dlse/childlaborlawpamphlet.pdf)

~~California Department of Education Publication~~	~~2008-2012 California State Plan for Career Technical Education, 2008~~
California Department of Education Publication	California Career Technical Education Model Curriculum Standards, 2013
California Department of Education Publication	Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007 (https://www.cde.ca.gov/ci/ct/sf/documents/cteframework.pdf)
~~California Department of Education Publication~~	~~Multiple Pathways to Student Success: Envisioning the New California High School, 2010~~
California Department of Education Publication	Work-Based Learning in California: Opportunities and Models for Expansion, 2009 (https://www2.wested.org/www-static/online_pubs/workbasedlearning.pdf)
California Department of Education Publication	Work Experience Education Guide (https://www.cde.ca.gov/ci/ct/we/documents/weeguide.doc)
U. S. Department of Labor	Training and Employment Guidance Letter, No. 10-23, Change 2, July 2025 (https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2023/TEGL%2010-23%20Change%202/TEGL%2010-23%20Change%202.pdf)
Website	CSBA District and County Office of Education Legal Services
Website	Linked Learning Alliance
Website	California Association of Work Experience Educators
Website	California Department of Education, Work Experience Education
Website	California Department of Industrial Relations
Website	WestEd
Website	CSBA
Website	Division of Apprenticeship Standards (https://www.dir.ca.gov/das/)
WestEd Publication	Work-Based Learning in California: Opportunities and Models for Expansion, 2009 (https://www2.wested.org/www-static/online_pubs/workbasedlearning.pdf)

Cross References

Code	Description
0000	Vision
0200	Goals For The School District
0500	Accountability
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1700	Relations Between Private Industry And The Schools
3530	Risk Management/Insurance
3530	Risk Management/Insurance
4112.2	Certification
4112.2	Certification
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.2	Work Permits
5113.2	Work Permits
5125	Student Records
5125	Student Records
5147	Dropout Prevention
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6112	School Day
6112	School Day
6115	Ceremonies And Observances
6115	Ceremonies And Observances

6141.4	International Baccalaureate Program
6142.4	Service Learning/Community Service Classes
6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6159	Individualized Education Program
6159	Individualized Education Program
6164.5	Student Success Teams
6164.5	Student Success Teams
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6178.2	Regional Occupational Center/Program
6184	Continuation Education
6184	Continuation Education

Regulation 6178.1: Work-Based Learning

Status: ADOPTED

Original Adopted Date: 03/01/2008 **| Last Revised Date:** ~~05~~09/01/~~2017~~2025 **| Last Reviewed Date:** ~~05~~09/01/~~2017~~2025

CSBA NOTE: The following optional administrative regulation is for use by districts maintaining middle and/or high schools that provide any of the work-based learning programs authorized by Education Code 51760.1. Pursuant to Education Code 51760.1, students participating in work-based learning programs must be afforded the same statutory and regulatory safeguards, when applicable, as students participating in work experience education (WEE) programs. The district should select the section(s) below that reflect the program(s) available in the district.

Work Experience Education

CSBA NOTE: The following optional section is for use by districts that offer a WEE program pursuant to Education Code 51760.1 and 5 CCR 10070-10075, and may be revised to reflect district practice. Although the WEE programs described in items #1-3 below may enroll students under age 16, such students may only receive credit for general WEE or career technical WEE under the limited circumstances specified in Education Code 51760.3. For further information about the operation of WEE programs, see the California Department of Education's (CDE) , "Work Experience Education Guide. "

The district's work experience education (WEE) program shall consist of one or more of the following types of unpaid and paid on-the-job experiences: (5 CCR 10071)

1. Exploratory WEE, which provides students with a combination of related classroom instruction in WEE and unpaid opportunities to observe and sample systematically a variety of conditions of work for the purpose of ascertaining their interest and suitability for the occupation they are exploring

   The length of exploratory WEE assignments may vary depending on the aptitude of the student, the occupation being explored, the facilities of the work station, and the job classification. A student may not participate in an exploratory WEE assignment if ~~he/she~~the student receives pay for like work at the same work station or similar job outside of the WEE program.

2. General WEE, which has as its purpose the application of basic skills of reading, writing, and computation and which provides students an opportunity to acquire general and specific occupational skills through a combination of supervised paid employment in any occupational field and related classroom instruction in WEE

~~CSBA NOTE: Although 5 CCR 10071 states that career technical WEE provides paid employment opportunities, the CDE's Work Experience Education Guide clarifies that career technical WEE may offer paid or unpaid work experiences.~~

3. Career technical WEE, which reinforces and extends career learning opportunities for students through a combination of related classroom instruction in WEE and supervised paid or unpaid employment in the occupation for which their career technical course in school prepares them

The student-teacher ratio in any WEE program shall not exceed 125 students per full-time equivalent certificated teacher -coordinator. (Education Code 46300)

The minimum day for students enrolled in a WEE program shall be four periods totaling at least 180 minutes in duration, unless the school or student meets one of the conditions specified in Education Code 46144 or 46147. (Education Code 46144, 46147)

CSBA NOTE: The following optional paragraph reflects ~~guidance in the CDE's Work Experience Education Guide.~~ CDE's, "Work Experience Education Guide."

A WEE program offered during the summer shall be conducted in the same time period as the regular summer school program and shall conform to all appropriate laws and regulations applicable to WEE.

CSBA NOTE: Pursuant to Education Code 51764, any WEE program ~~must~~ is required to be coordinated by district staff.

Each WEE program shall operate under the supervision of a teacher-coordinator. The teacher-coordinator shall prepare individual training plans, observe and consult with students, and make at least two on-site contacts per semester with each work supervisor ~~or~~and at least one on-site contact during summer school to evaluate student performance. (Education Code 51764; 5 CCR 10074)

Any student who is ~~age~~ 16 years of age or older and who satisfactorily completes a WEE program with a minimum of one instructional period per week of related classroom instruction or counseling by a certificated employee, in sessions scheduled intermittently throughout the semester, shall be granted up to 40 semester periods of credit for WEE within the following limits: (Education Code 51760.3; 5 CCR 1635)

1. For exploratory WEE, the student may earn 10 semester periods for each semester, with a maximum of 20 semester periods earned in two semesters~~.~~

2. For either general or career technical WEE, the student may earn 10 semester periods for each semester, with a maximum of 40 semester periods~~.~~

Any student who satisfies the above requirements but is under 16 years of age ~~16~~ may be granted credit under any of the following conditions: (Education Code 51760.3)

1. The student is enrolled in grade 11 or higher~~.~~

2. The principal certifies that the student is in need of immediate work experience education in order to pursue employment opportunities.

3. The principal certifies that, without being provided an opportunity to enroll in the WEE program, there is a high probability that the student will no longer be enrolled as a full-time student.

CSBA NOTE: Education Code 51760.3, as amended by AB 2063 (Ch. 72, Statutes of 2016), provides an additional circumstance under which students under age 16 can receive credit for satisfactory completion of a WEE program, as provided in item #4 below.

4. The student is ageat least 14 years or olderof age and the principal certifies that such credit is necessary for the student's participation in a career technical education (CTE) program.

5. The student has an individualized education program (IEP) whichthat prescribes the type of training for which participation in a WEE program is deemed appropriate.

Cooperative Career Technical Education Program/Community Classrooms

CSBA NOTE: The following optional section is for use by districts that offer a cooperative career technical education (CTE) program (5 CCR 10100-10111) and/or community classroom program (5 CCR 10080-10090) and should be modified to reflect the program(s) offered by the district. Except where noted, requirements described below apply to either program.

Both the cooperative CTE and community classroom programs require participating students to be concurrently enrolled in a course or program approved by the CDE. Pursuant to 5 CCR 10103, students in the cooperative CTE program are also required to (1) be at least age 16 unless the principal determines that the program is appropriate for a younger student due to his/her financial, motivational, or other exceptional needs; (2) be full-time students as defined; and (3) have parent/guardian consent if under age 18. to meet additional criteria specified below.

Pursuant to 5 CCR 10085 and 10106, the curriculum is required to identify how competencies necessary for employment will be taught through concurrent classroom instruction and on-the-job training experiences.

To be eligible for program participation, a student shall be concurrently enrolled in a CTE course or program approved by the California Department of Education and shall meet other criteria specified in 5 CCR 10103 as applicable.. (5 CCR 10082, 10103)

Additionally, to be eligible for participation in the cooperative CTE program, a student shall: (5 CCR 10103)

1. Be at least 16 years of age, unless the principal determines that the program is appropriate for a younger student due to the student's financial, motivational, or other exceptional needs

2. Be a full-time student, as defined

3. Have parent/guardian consent if under 18 years of age

At least one instructional period per week of formal CTE classroom instruction shall be provided to participating students. ~~Each~~ A minimum of three CTE instructional ~~period~~periods shall be ~~equivalent to a minimum of three regular classroom~~provided per week. Each of the CTE instructional periods ~~of~~shall be at least 50 minutes ~~each week.~~. (5 CCR 10085, 10106)

Teachers assigned to the program shall locate and select training stations to provide participating students with unpaid on-the-job learning experiences in the specific occupation related to the approved course or program. (5 CCR 10086, 10107)

CSBA NOTE: The district should choose one or both options below reflecting program(s) offered by the district.

OPTION 1: (Cooperative CTE Program)

Formal related vocational classroom instruction shall be concurrent and directly related to the paid on-the-job training of students and organized to ensure that each student will have sufficient number of hours of related classroom instruction and on-the-job training experience to provide the student with those competencies necessary for employment and advancement in the occupational area for which training is offered. (5 CCR 10106)

The cooperative CTE program teacher shall make at least one visitation every four weeks to each employer to ensure that the provisions of the training agreement are being met and that students are acquiring the competencies identified in their individual training plans. One out of every two visits to the training station shall include an observation of the student engaged in on-the-job training experiences. (5 CCR 10109)

OPTION 1 ENDS HERE

OPTION 2: (Community Classrooms)

Formal related concurrent vocational classroom instruction shall be based on the skills, knowledges, attitudes, and related performance levels in the occupation for which training is conducted. (5 CCR 10085)

The community classroom teacher shall make at least one visitation every three weeks to consult with the ~~work~~ supervisor or manager in accordance with 5 CCR 10088, observe students at the training station, provide instruction, and ensure that students are acquiring the competencies identified in their individual training plans. Each visitation shall include an observation of the student engaged in unpaid on-the-job training experiences. (5 CCR 10088)

OPTION 2 ENDS HERE

CSBA NOTE: The following paragraph is for use by districts offering either the cooperative CTE or community classroom program.

Students shall be granted academic credit for satisfactory completion of the program. The teacher shall be responsible for evaluating the student's performance in the CTE course and, with the assistance of the employer, the student's participation at the training station. (5 CCR 10081, 10102)

Job Shadowing

CSBA NOTE: The following optional section is for use by districts that offer job shadowing opportunities pursuant to Education Code 51769. The section may be revised to reflect district practice, including specifying the position designated by the Superintendent or designee to coordinate or manage the program. ~~The CDE's~~ CDE's, "Work Experience Education Guide," recommends that job shadowing activities be conducted under the supervision of the WEE coordinator.

The program coordinator shall identify job shadowing placements with the goal of providing students with exposure to a broad range of career options and employment settings.

The program coordinator shall supervise job shadowing activities, including the coordination of the student's and employer's schedules and consultation with the student's other teachers when necessary.

~~CSBA NOTE: Education Code 51769, as amended by AB 2063 (Ch. 72, Statutes of 2016), allows students to participate in job shadowing activities for up to 40 hours per semester, intersession, or summer school session under the conditions described below.~~

Participating students may attend job shadowing opportunities for ~~up~~three to 25 ~~hours but no less than three~~ hours in one semester, intersession, or summer school session. However, a student may be permitted to participate for up to 40 hours in one semester, intersession, or summer school session, if the principal certifies that it is necessary for the student's participation in a CTE program. (Education Code 51769)

Policy Reference UPDATE Service
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Policy Reference Disclaimer:
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State	Description
5 CCR 10070-10075	Work experience education
5 CCR 10080-10092	Community classrooms
5 CCR 10100-10111	Cooperative vocational education
5 CCR 1635	Credit for work experience education

Ed. Code 35208	Liability insurance
Ed. Code 46144	Minimum school day for work experience program
Ed. Code 46147	Exception for minimum day; students in last semester or quarter of grade 12
Ed. Code 46300	Method of computing average daily attendance
Ed. Code 48402	Enrollment in continuation education; minors not regularly employed
Ed. Code 48980.5	Notification of apprenticeship and pre-apprenticeship programs
Ed. Code 49110-49119	Permits to work
Ed. Code 49160	Permits to work; duties of employer
Ed. Code 51760-51769.5	Work experience education
Ed. Code 52055.770	Quality Education Investment Act of 2006
Ed. Code 52300-52462	Career technical education
Ed. Code 52372.1	Community classrooms and cooperative career technical education programs
Ed. Code 54690-54697	Partnership academies
Ed. Code 56026	Individual with exceptional needs; definition
Lab. Code 1285-1312	Employment of minors
Lab. Code 1391-1394	Working hours for minors
Lab. Code 3070-3099.5	Apprenticeships
Lab. Code 3200-6002	Workers' compensation and insurance

Federal	**Description**
20 USC 2301-2414	Strengthening Career and Technical Education for the 21st Century Act
29 CFR 570.35a	Work experience programs

Management Resources	**Description**
CA Department of Industrial Relations Publication	Child Labor Laws, 2013 (https://www.dir.ca.gov/dlse/childlaborlawpamphlet.pdf)
California Department of Education Publication	~~2008-2012 California State Plan for Career Technical Education,~~ ~~2008~~California State Plan for Career Technical Education, 2023 (https://www.cccco.edu/-/media/CCCCO-Website/docs/report/ccccocaliforniastateplanforcareertechnicaleducation2023v2a11y-

	00384.pdf?la=en&hash=A82858B65FD743C6A66E39B250ED07EB62275011)
California Department of Education Publication	California Career Technical Education Model Curriculum Standards, 2013
California Department of Education Publication	Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007 (https://www.cde.ca.gov/ci/ct/sf/documents/cteframework.pdf)
~~California Department of Education~~WestEd Publication	~~Multiple Pathways to Student Success: Envisioning the New California High School, 2010~~Work-Based Learning in California: Opportunities and Models for Expansion, 2009 (https://www2.wested.org/www-static/online_pubs/workbasedlearning.pdf)
California Department of Education Publication	Work Experience Education Guide (https://www.cde.ca.gov/ci/ct/we/documents/weeguide.doc)
U. S. Department of Labor	Training and Employment Guidance Letter, No. 10-23, Change 2, July 2025 (https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2023/TEGL%2010-23%20Change%202/TEGL%2010-23%20Change%202.pdf)
Website	CSBA District and County Office of Education Legal Services
Website	Linked Learning Alliance
Website	California Association of Work Experience Educators
Website	California Department of Education, Work Experience Education
Website	California Department of Industrial Relations
Website	WestEd
Website	CSBA
~~WestEd Publication~~Website	~~Work-Based Learning in California: Opportunities and Models for Expansion, 2009~~Division of Apprenticeship Standards (https://www.dir.ca.gov/das/)

Cross References

Code	Description
0000	Vision

0200	Goals For The School District
0500	Accountability
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1700	Relations Between Private Industry And The Schools
3530	Risk Management/Insurance
3530	Risk Management/Insurance
4112.2	Certification
4112.2	Certification
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.2	Work Permits
5113.2	Work Permits
5125	Student Records
5125	Student Records
5147	Dropout Prevention
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6112	School Day
6112	School Day
6115	Ceremonies And Observances
6115	Ceremonies And Observances
6141.4	International Baccalaureate Program

6142.4	Service Learning/Community Service Classes
6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
6146.11	Alternative Credits Toward Graduation
6159	Individualized Education Program
6159	Individualized Education Program
6164.5	Student Success Teams
6164.5	Student Success Teams
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6178.2	Regional Occupational Center/Program
6184	Continuation Education
6184	Continuation Education

Bylaw 9005: Governance Standards

Status: ADOPTED

Original Adopted Date: 07/01/1984 **| Last Revised Date:** ~~03~~09/01/~~2001~~2025 **| Last Reviewed Date:** ~~03~~09/01/~~2001~~2025

CSBA NOTE: ~~This~~The following optional bylaw is based on CSBA's Professional Governance Standards ~~adopted by the CSBA Delegate Assembly in November 2000~~and may be modified to reflect district practice.

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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State	Description
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35160	Authority of governing boards
Ed. Code 35164	Actions by majority vote
Gov. Code 1090	Financial interest in contract
Gov. Code 1098	Disclosure of confidential information
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 87300-87313	Conflict of interest code

Management Resources	Description
CSBA Publication	Professional Governance Standards
Website	CSBA District and County Office of Education Legal Services
Website	CSBA

Cross References

Code	Description
0000	Vision
0100	Philosophy
0200	Goals For The School District

1100	Communication With The Public
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1313	Civility
2000	Concepts And Roles
2110	Superintendent Responsibilities And Duties
2111	Superintendent Governance Standards
2140	Evaluation Of The Superintendent
9000	Role Of The Board
9010	Public Statements
9011	Disclosure Of Confidential/Privileged Information
9012	Board Member Electronic Communications
9100	Organization
9121	President
9140	Board Representatives
9200	Limits Of Board Member Authority
9220	Governing Board Elections
9220-E(1)	Governing Board Elections
9230	Orientation
9240	Board Training
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9310	Board Policies
9320	Meetings And Notices
9323	Meeting Conduct
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board
9324	Minutes And Recordings

HAPPY VALLEY UNION SCHOOL DISTRICT

ENROLLMENT HISTORY

As of November 7, 2025

For the School Year of:	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021	2021/ 2022	2022/ 2023	2023/ 2024	2024/ 2025	2025/ 2026
August	514	505	528	509	499	548	526	484	443	470	490	498	476	469
September	512	496	529	497	499	525	508	477	456	474	482	501	468	462
October	510	492	535	502	500	522	511	480	465	470	487	496	471	461
November	517	497	538	502	494	528	512	483	469	468	490	496	470	454
December	513	493	538	498	493	528	505	481	462	458	502	497	477	
January	520	498	532	503	496	530	500	491	460	462	505	500	492	
February	518	501	539	504	498	533	494	492	460	459	504	497	493	
March	520	511	536	501	503	530	494	493	462	458	502	500	502	
April	527	516	538	498	500	531	493	491	467	470	505	501	509	
May	532	512	537	499	507	541	500	490	476	464	510	495	505	
June	531	511	535	495	504	535	497	490	472	466	510	495	505	

HAPPY VALLEY UNION SCHOOL DISTRICT

ENROLLMENT HISTORY - CDS

As of November 7, 2025

For the School Year of:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/23	2023/24	2024/25	2025/26
August	4	7	8	5	4	3	5	1	2
September	5	10	9	5	3	4	5	1	2
October	7	7	10	4	6	3	7	5	3
November	7	5	10	5	4	3	7	4	5
December	8	5	8	6	4	3	4	4	5
January	10	4	6	8	5	3	4	5	
February	11	4	8	6	5	5	6	4	
March	9	6	9	6	5	3	6	5	
April	9	4	8	6	5	6	9	7	
May	9	7	8	6	7	5	9	6	
June	10	9	8	6	10	6	8	6	

Happy Valley Community Day School

2025-2026

Enrollment by Teacher and Grade

Teacher	------- K -------			------- 1 -------			------- 4 -------			------- 5 -------			------- 6 -------			--------- ALL ---------		
	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
005 Duncan	1	-	1	1	-	1	1	-	1	1	-	1	-	1	1	4	1	5
School Total:	1		1	1		1	1		1	1		1		1	1	4	1	5

HAPPY VALLEY UNION SCHOOL DISTRICT

ENROLLMENT HISTORY - ELEMENTARY

As of November 7, 2025

For the School Year of:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/24	2024/25	2025/26
August	284	263	248	237	254	252	246	251
September	279	266	205	237	245	252	245	249
October	281	263	212	229	247	242	242	248
November	282	264	215	224	246	240	239	244
December	282	266	215	223	251	239	242	
January	285 as of 1/16	275	215	222	252	245	247	
February	285	275	214	223	254	244	247	
March	284	276	216	228	246	245	249	
April	284	275	221	226	246	244	246	
May	284	274	226	226	248	239	245	
June	283	274	224	226	245	240	244	

Happy Valley Elementary School

11/07/2025
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2025-2026

Enrollment by Teacher and Grade

Teacher	------- 4 -------			------- 5 -------			------- 6 -------			------- 7 -------			------- 8 -------			--------- ALL ---------		
	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
000	-	-	-	-	-	-				-	-	-	-	-	-			
172 Baldwin 3	-	-	-	-	-	-	-	-	-	15	10	25	-	-	-	15	10	25
										-	-	-	-	-	-			
164 Goodman 19	-	-	-	11	15	26	-	-	-	-	-	-	-	-	-	11	15	26
111 Hutchison 10	-	-	-	-	-	-	8	13	21	-	-	-	-	-	-	8	13	21
120 Jackson 17	-	-	-	14	15	29	-	-	-	-	-	-	-	-	-	14	15	29
141 Keown 8	-	-	-	-	-	-	-	-	-	-	-	-	15	8	23	15	8	23
119 McDonald 21	13	9	22	-	-	-	-	-	-	-	-	-	-	-	-	13	9	22
173 Morgan 2	-	-	-	-	-	-	-	-	-	-	1	1	-	-	-	-	1	1
118 Nickens 20	18	8	26	-	-	-	-	-	-	-	-	-	-	-	-	18	8	26
113 Price 11	-	-	-	-	-	-	15	10	25	-	-	-	-	-	-	15	10	25
110 Sanford 4	-	-	-	-	-	-	-	-	-	9	15	24	-	-	-	9	15	24
153 Youman 7	-	-	-	-	-	-	-	-	-	-	-	-	14	8	22	14	8	22
School Total:	31	17	48	25	30	55	23	23	46	24	26	50	29	16	45	132	112	244

HAPPY VALLEY UNION SCHOOL DISTRICT

ENROLLMENT HISTORY - PRIMARY

As of November 7, 2025

For the School Year of:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/25	2025/26
August	207	215	198	185	216	224	231	214	208
September	213	217	205	165	216	224	232	215	213
October	210	217	207	172	212	227	235	218	210
November	216	210	209	179	215	230	235	218	205
December	218	206	207	186	210	235	234	219	
January	219	203	210	188	213	235	233	227	
February	226	205	209	191	210	231	230	227	
March	228	202	208	196	208	228	230	232	
April	238	205	208	195	211	235	229	231	
May	237	208	208	200	208	240	229	227	
June	238	205	208	200	207	239	229	227	

Happy Valley Primary School

11/07/2025
09:19 AM

2025-2026

Enrollment by Teacher and Grade

Teacher	------- TK -------			------- K -------			------- 1 -------			------- 2 -------			------- 3 -------			--------- ALL ---------		
	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
141 Collver 7	-	-	-	-	1	1	4	-	4	-	1	1	-	-	-	4	2	6
143 Cumpston 4	-	-	-	10	9	19	-	-	-	-	-	-	-	-	-	10	9	19
	-	-	-							-	-	-	-	-	-			
135 Jaramillo 6	-	-	-	-	-	-	11	7	18	-	-	-	-	-	-	11	7	18
007 Kimball 8	-	-	-	-	-	-	2	-	2	2	-	2	-	-	-	4	-	4
118 Nibert 1	5	5	10	-	-	-	-	-	-	-	-	-	-	-	-	5	5	10
121 Piazza 5	-	-	-	-	-	-	10	8	18	-	-	-	-	-	-	10	8	18
126 Roach 13	-	-	-	-	-	-	-	-	-	11	9	20	-	-	-	11	9	20
134 Salcido 16	-	-	-	-	-	-	-	-	-	-	-	-	14	11	25	14	11	25
136 Sanders 12	-	-	-	-	-	-	-	-	-	11	10	21	-	-	-	11	10	21
120 Spencer 15	-	-	-	-	-	-	-	-	-	-	-	-	13	12	25	13	12	25
132 Stacey 2	8	8	16	-	-	-	-	-	-	-	-	-	-	-	-	8	8	16
129 Stotka 3	-	-	-	11	12	23	-	-	-	-	-	-	-	-	-	11	12	23
School Total:	13	13	26	21	22	43	27	15	42	24	20	44	27	23	50	112	93	205