MINUTES

Trinity County Board of Education
Regular Board Meeting
November 17, 2021

WHERE HELD:	Due to the COVID pandemic, this meeting was held via conference calls and Zoom
MEMBERS PARTICIPATING:	Randy Spencer, Area I (by Zoom from 201 Memorial Drive Weaverville, CA 96093 – Granite Room) Michelle Myers, Area II (by Zoom from 30891 State Hwy 3 Weaverville, CA 96093) Sally Aldinger, Area III (by Zoom from 36 Landacre Rd. Hayfork, CA 96041) Steve Canale, Area V (by Zoom from 13361 Mad River Rd Mad River, CA 95552)
COUNTY OFFICE:	Sarah Supahan, Trinity County Superintendent of Schools (by Zoom from 201 Memorial Drive Weaverville, CA 96093) Gretchen Deichler, Assistant Superintendent of Business Services (by Zoom from 201 Memorial Drive Weaverville, CA 96093) Fabio Robles, Deputy Superintendent (by Zoom 201 Memorial Drive Weaverville, CA 96093) Dawn MacLaren, Secretary/Receptionist (by Zoom from 201 Memorial Drive Weaverville, CA 96093)
PUBLIC:	Josh Cozine, Trinity Journal
ABSENT:	Melissa Nielsen, Area IV

1.0 Formal Opening

1.1 Call to Order
Steve Canale called the meeting to order at 1:01 p.m.

1.2 Additions or Changes to Agenda

2.0 Public Communication: Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to 5 minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

There was no public participation.

4.1

3.0 Accept Open Session Agenda

MOTION: Motion was made by Sally Aldinger, with a second by Randy Spencer to accept the Open Agenda. Motion passed unanimously. Aye-3 (Aldinger, Canale, Spencer), No-0, Absent-2(Myers, Nielsen), Abstain-0.

Michelle Myers joined the meeting after the Open Session Agenda passed.

4.0 Consent Agenda

The following Consent Agenda items are considered routine by the County Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which event the item(s) will be considered, following approval of the Consent Agenda.

4.1 Minutes – October 12, 2021 Special Meeting
4.2 Minutes – October 12, 2021 Public Hearing Regular Board Meeting
4.3 Warrants – October 2021
4.4 Payroll – October 2021
4.5 BP 0420.42 Renewal of County Charter Schools- Second Reading
4.6 BP 0420.43 Revocation of County Charter Schools – Second Reading
4.7 BP 2121 Superintendent's Contract –Second Reading
4.8 BP/AR 5125 Student Records – Second Reading
4.9 BP/AR 5141.21 Administering Medication and Monitoring Health Conditions – Second Reading
4.10 BP 6186 Juvenile Court Schools –Second Reading

MOTION: Steve Canale asked the Board for objections to approving the Consent Agenda. Consent Agenda was approved by consensus of the Board. Motion passed unanimously. Aye-4 (Aldinger, Canale, Myers, Spencer), No-0, Absent-1(Nielsen), Abstain-0.

5.0 Information Items

5.1 PATH Red Ribbon Week & 2021 CA Healthy Kids Survey Results (presentation video *Drug Free Looks Like Me Video* will be on the TCOE website) http://www.tcoek12.org/index.php/programs/tobacco-use-prevention-education-tupe
5.2 BP/AR 5144.1 Suspension and Expulsion/Due Process – First Reading
5.3 BP/AR/E(1)/E(2) 1312.3 Uniform Complaint Procedures – First Reading
5.4 BP 1340 Access to District Records – First Reading
5.5 BP/AR 5145.3 Nondiscrimination/Harassment – First Reading
5.6 BP/AR 6115 Ceremonies and Observances – First Reading

Fabio Robles gave a brief summary on the Policy updates. Items 9.2 through 9.7.

5.7 Review Educator Effectiveness Block Grant 2021-26 Plan
5.8 January 2022 Regular Board Meeting Date Change to January 26, 2022
5.9 Trinity County Office Unaudited Actuals Report for Year 2020-2021. (*information to be provided separately*)

6.0 Reports

6.1 Financial Report and Oversight Update

Gretchen Deichler provided the Financial Report and Oversight Update

6.1.1 School Facilities Report from Jeff Morris

The School Facilities Report was included in the Board packet for the members to review.

6.2 Deputy Superintendent Report – includes Trinity COE and District LCAP Updates (*Back-up will be available at the meeting*), Trinity Co-Op and Trinity Teachers Newsletter Deputy Superintendent Report – includes Trinity COE and District LCAP Updates.

Fabio Robles provided his Deputy Superintendent Report and LCAP updates that the board members received prior to the meeting. Tim Nordstrom provided a copy of Trinity Co-Op, and Trinity Teachers Newsletters that were included in the Board packet for the member to review.

7.0 Correspondence

There was no correspondence

8.0 Information Items

8.1 Board to reaffirm that meeting in person would present imminent risks to the health/safety of attendees For Board Meeting scheduled for December 10, 2021 at 1:00 p.m. as per California Governor's Executive Order AB 361.(*No back-up*)

MOTION: Motion was made by Sally Aldinger, with a second by Michelle Myers to approve That meeting in person would present imminent risks to the health/safety of attendees For Board Meeting scheduled for December 10, 2021 at 1:00 p.m. as per California Governor's Executive Order AB 361. Motion passed unanimously. Motion passed unanimously. Aye- 4 (Aldinger, Canale, Myers, Spencer), No-0, Absent-1(Nielsen), Abstain-0.

8.2 Establish Annual Organizational Meeting of the Board per Ed Code 35143

MOTION: Motion was made by Michelle Myers, with a second by Randy Spencer to establish the Annual Organizational Meeting as Friday, December 10, 2020 at 1 p.m. at Trinity County Office of Education 201 Memorial Drive Weaverville, CA 96093. Motion passed unanimously. Aye-4, (Aldinger, Canale, Myers, Spencer), No-0, Absent-1 (Nielsen), Abstain-0.

8.3 Approve Resolution 21-22-08 Establishing Fund 40 for the 2021-2022 fiscal year and subsequent years, to provide for the accumulation of general fund monies for capital outlay purposes as deemed necessary.

MOTION: Motion was made by Michelle Myers, with a second by Sally Aldinger to approve Resolution 21-22-08 Establishing Fund 40 for the 2021-2022 fiscal year and subsequent years, to provide for the accumulation of general fund monies for capital outlay purposes as deemed necessary. Motion passed unanimously. Aye-4, (Aldinger, Canale, Myers, Spencer), No-0, Absent-0 (Nielsen), Abstain-0.

9.0 Superintendent's Report

9.1 Sarah Supahan shared with the board Trinity County Education "By the Numbers". Which the board members received prior to the meeting and is to be featured in the Trinity Journal.

9.2 TCOE hosted a board training for the Administrators and their board members to help districts navigate the controversial issue of the vaccine mandate.

9.3 Sarah has been speaking with Cal-Trans discussing the road conditions that persist on 299 to Burnt Ranch, in hopes of working on ways to minimize delays for school employees, as well as county employees, that service Burnt Ranch Elementary.

9.4 Good news for Coffee Creek Elementary School: After the Monument fire and the recent rainstorms that caused major flooding and debris flow through the Coffee Creek area, there were concerns of contamination of the schools well water. Various test were preformed and all came back negative for contaminants.

9.5 A new internet tower is being installed on Ironside Mountain with Velocity facilitating the project; the new tower will service Burnt Ranch Elementary and community.

9.6 Trinity County Office of Education is assisting FEMA in facilitating reimbursements for the school district affected by the Monument and River Complex fires.

9.7 Administrators from TCOE have been presenting their Report to the Community at the Trinity County Board of Supervisors meeting and to each school district at their monthly board meetings. The presentations will conclude with Trinity High School at their December board meeting.

9.8 TCOE hosted Trinity County School districts teacher's Professional Development Day at TAPAC on November 1, with Marc Bracket as the guest speaker focusing on managing mental health strategies.

9.9 President Joe Biden signed the infrastructure bill, which would approve Secure Rural School funding for another three years.

10.0 Adjournment

The meeting adjourned at 1:58 p.m. *This meeting may be tape-recorded*

Respectfully submitted,

Sarah E. Supahan, Ex-Officio Secretary

Trinity County Office of Education

ac

Register 000772 - 11/03/2021 Bank Account COUNTY - County

Payment Id		Comment					
Check # 5230866	01	Check Amt	809.55	Status	Printed	Dixon, Julia M (000503 - Emp)	
JDIXON PDDAY 2021		PD Day Food&Supplies				01. 0000. 0. 8600. 2100. 4300. 825. 2553.	809.55
Check # 5230867	01	Check Amt	301.99	Status	Printed	Amazon Capital Services, Inc (001252/1)	
13PK-XYLF-9VHQ		iphone Charger for front desk check in/out system				01. 0000. 0. 0000. 2420. 4300. 825. .	21.32
1FNL-L1RF-FHML		Calendar, Metallic Cardstock				01. 0000. 0. 0000. 7200. 4300. 825. .	18.16
1GG6-RH6Y-11C4		Health Services Supplies Biohazard Waste Bags				01. 7815. 0. 8600. 3140. 4300. 825. .	40.74
1J4Y-TD4D-JHC9		Pathways Supplies				01. 0000. 0. 8600. 3130. 4300. 825. 7813.	177.34
1JMC-4Q9Q-LPPX		Pathways Supplies				01. 0000. 0. 8600. 3130. 4300. 825. 7813.	44.43
Check # 5230868	01	Check Amt	50.00	Status	Printed	WEX Bank (000082/2)	
75143004		Fuel Sept 2021				01. 0000. 0. 0000. 8100. 4300. 825. 4300.	50.00
Check # 5230869	01	Check Amt	1,699.00	Status	Printed	Com-Pair Services (001086/1)	
3324		21/22 Com-Pair Monthly Expenses				01. 0000. 0. 8600. 7700. 5920. 825. .	1,699.00
Check # 5230870	01	Check Amt	523.91	Status	Printed	Cornerstone Auto & Tire (000473/1)	
9816730		New Tire Installation				01. 0000. 0. 0000. 8100. 5600. 825. .	523.91
Check # 5230871	01	Check Amt	724.76	Status	Printed	Independent Business Forms (000173/1)	
40634		AP WARRANTS				01. 0000. 0. 8600. 7200. 4300. 825. .	724.76
Check # 5230872	01	Check Amt	515.75	Status	Printed	Jeffrey W. Morris (001313/1)	
JMORRIS CASH		CASH 2021 Fall Conference				01. 0000. 0. 8600. 7200. 5200. 825. .	515.75
Check # 5230873	01	Check Amt	593.00	Status	Printed	John W. Kizziar, DDS, INC (001234/1)	
PV 04292021		Trinity Smiles PV 4/29/21				01. 0033. 0. 8600. 3140. 5800. 825. .	533.00
TB 09292021		Trinity Smiles TB 9/29/21				01. 0033. 0. 8600. 3140. 5800. 825. .	60.00
Check # 5230874	01	Check Amt	192.52	Status	Printed	Lingo (001302/1)	
608807707		Long Distance Oct 21				01. 0000. 0. 0000. 8100. 5920. 825. .	192.52
Check # 5230875	01	Check Amt	305.50	Status	Printed	NCS Pearson, Inc. (000275/3)	
16345303		Aimsweb+ 21-22 Subscription				01. 9600. 0. 8600. 2100. 5800. 825. .	305.50
Check # 5230876	01	Check Amt	159.98	Status	Printed	Pitney Bowes PURCHASE POWER (000278/6)	
8000-9090-1071-5535		21/22 Postage and lease				01. 0000. 0. 0000. 7200. 5910. 825. .	159.98
Check # 5230877	01	Check Amt	4,200.00	Status	Printed	ProCare Therapy (001345/1)	
20239974		Behavioral Specialist 10/18-10/23				01. 3216. 0. 8600. 3120. 5800. 825. .	4,200.00
Check # 5230878	01	Check Amt	1,128.76	Status	Printed	Redding Printing Company, Inc (000290/1)	
16482		Envelopes-Updated Logo				01. 0000. 0. 0000. 7200. 4300. 825. .	1,128.76
Check # 5230879	01	Check Amt	62.26	Status	Printed	SHI (001200/2)	
B14297762		FYS-Chrome Licenses				01. 0000. 0. 0000. 2420. 5800. 825. .	62.26
Check # 5230880	01	Check Amt	1,300.60	Status	Printed	Synapse Technologies Inc (001246/1)	
1555		Laserfiche Licenses				01. 0000. 0. 0000. 2420. 5800. 825. .	1,300.60

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 11/1/2021, Ending Check Date = 11/30/2021, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

H.2

Register 000772 - 11/03/2021 Bank Account COUNTY - County

Payment Id		Comment					
Check # 5230881	01	Check Amt	345.00	Status Printed	Trinity Co. Sheriff's Dept. (000393/2)		
LIVESCAN Q1 21-22		21-22 Fingerprint Fees Q1 2021			01. 0000. 0. 8600. 7200. 5840. 825.	.	345.00
Check # 5230882	01	Check Amt	655.52	Status Printed	Trinity PUD (000399/2)		
16243 OCT 21		21/22 monthly electricity Oct 21			01. 0000. 0. 0000. 8100. 5510. 825.	.	559.57
16244 OCT 21		Electricity Oct 21			01. 0000. 0. 0000. 8100. 5510. 825.	.	95.95
Check # 5230883	01	Check Amt	61.31	Status Printed	NAPA Weaverville Auto Parts (000423/2)		
382955		Cab filter			01. 0000. 0. 0000. 8100. 4300. 825.	.	22.51
382989		Parts multiple vehicles			01. 0000. 0. 0000. 8100. 4300. 825.	.	11.35
383001		21/22 NAPA Auto Parts Cab Filter			01. 0000. 0. 0000. 8100. 4300. 825.	.	27.45
Check # 5230884	01	Check Amt	79.05	Status Printed	WPS Publishing (001024/1)		
WPS-415684		SRS-2 School age auto score form			01. 6500. 0. 5001. 3120. 4300. 826.	. 650	79.05

Number of Items 19 **13,708.46** **Totals for Register 000772**

2022 FUND-OBJ Expense Summary / Register 000772

01-4300	3,155.42	
01-5200	515.75	
01-5510	655.52	
01-5600	523.91	
01-5800	6,461.36	
01-5840	345.00	
01-5910	159.98	
01-5920	1,891.52	
01-9110*		13,708.46-
Totals for Register 000772	**13,708.46**	**13,708.46-**

* denotes System Generated entry

Net change to Cash 9110 **13,708.46-Credit**

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ESCAPE ONLINE

Register 000773 - 11/10/2021 Bank Account COUNTY - County

Payment Id		Comment					
Check # 5231019	01	Check Amt	131.16	Status	Printed	Rebelo, Stephanie S (000421 - Emp)	
SREBELOREIMBURSE		Food Cert/Nurse Equip				01. 0000. 0. 8600. 4900. 5800. 825. 0301.	74.00
						01. 0000. 0. 8600. 4900. 5800. 825. 0311.	10.00
						01. 7815. 0. 8600. 3140. 4400. 825. .	47.16
Check # 5231020	01	Check Amt	18.00	Status	Printed	Accu-Print (001226/1)	
2829		21-22 Fingerprint Fees				01. 0000. 0. 8600. 7200. 5840. 825. .	18.00
Check # 5231021	01	Check Amt	278.39	Status	Printed	Amazon Capital Services, Inc (001252/1)	
1VJC-VKTW-4LHR		Lumaz Oil Can				01. 0000. 0. 0000. 8100. 4300. 825. .	62.46
1W9H-KWHJ-6FFV		Universal Rolling Cart				01. 7815. 0. 8600. 3140. 4300. 825. .	204.96
1WN3-N943-TGPQ		Tabs for Records Scanning Project				01. 0000. 0. 0000. 7200. 4300. 825. .	10.97
Check # 5231022	01	Check Amt	668.43	Status	Printed	Carrel's Office Solutions (000825/2)	
AR39818		TASKalfa 6501i Nov21				01. 0000. 0. 0000. 7200. 5600. 825. 2751.	96.64
AR39820		21/22 TASKalfa 5052ci Nov				01. 0000. 0. 0000. 7200. 5600. 825. 2753.	571.79
Check # 5231023	01	Check Amt	168.00	Status	Printed	Envoy Plan Services (000548/4)	
68608		BRSED June 2021				01. 0000. 0. 0000. 7200. 5800. 825. .	7.20
68609		CHYBA June 2021				01. 0000. 0. 0000. 7200. 5800. 825. .	2.40
68610		DCESD June 2021				01. 0000. 0. 0000. 7200. 5800. 825. .	26.40
68611		JCESD June 2021				01. 0000. 0. 0000. 7200. 5800. 825. .	2.40
68612		LES June 2021				01. 0000. 0. 0000. 7200. 5800. 825. .	4.80
68613		MVUSD June 2021				01. 0000. 0. 0000. 7200. 5800. 825. .	36.00
68614		STJUSD June 2021				01. 0000. 0. 0000. 7200. 5800. 825. .	16.80
68615		TAU June 2021				01. 0000. 0. 0000. 7200. 5800. 825. .	36.00
68617		TCOE June 2021				01. 0000. 0. 0000. 7200. 5800. 825. .	36.00
Check # 5231024	14	Check Amt	3,200.00	Status	Printed	Fenton Construction Services (001377/1)	
804		CASP Inspection Services				14. 0000. 0. 0000. 8100. 5800. 825. .	3,200.00
Check # 5231025	01	Check Amt	549.95	Status	Printed	Frontier Communications (001182/1)	
010167-5NOV21		Centranet 010167-5 telephone Nov				01. 0000. 0. 0000. 8100. 5920. 825. .	549.95
Check # 5231026	01	Check Amt	50.35	Status	Printed	Frontier Communications (001182/1)	
051794-5NOV21		21/22 Business line 051794-5 expenses Nov				01. 0000. 0. 0000. 8100. 5920. 825. .	50.35
Check # 5231027	01	Check Amt	28.15	Status	Printed	Frontier Communications (001182/1)	
091196-5NOV21		Listing 091196-5 Nov				01. 0000. 0. 0000. 8100. 5920. 825. .	28.15
Check # 5231028	01	Check Amt	26.80	Status	Printed	O'Reilly Automotive, Inc. (001373/1)	
2671357NOV21		Haynes Book				01. 0000. 0. 0000. 8100. 4300. 825. .	26.80
Check # 5231029	01	Check Amt	54.08	Status	Printed	Office Depot (000261/4)	
208872996001		Office Supplies				01. 0000. 0. 0000. 7200. 4300. 825. .	54.08
Check # 5231030	01	Check Amt	1,000.00	Status	Printed	Pitney Bowes Inc RESERVE (000278/3)	

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ESCAPE ONLINE

Register 000773 - 11/10/2021 Bank Account COUNTY - County

Payment Id		Comment					
Check # 5231030	01	Check Amt	1,000.00	Status	Printed	Pitney Bowes Inc RESERVE (000278/3) - continued	
NOVE2021 RESERVE		21/22 Postage and lease RESERVE Funds				01. 0000. 0. 0000. 7200. 5910. 825. .	1,000.00
Check # 5231031	01	Check Amt	36,687.50	Status	Printed	Qualtrics, LLC (001376/1)	
301220		Qualtrics Cloud - Nov 2021 - Nov 2024				01. 5814. 0. 8600. 3130. 5800. 825. .	36,687.50
Check # 5231032	01	Check Amt	65.77	Status	Printed	School Nurse Supply (001047/1)	
0858897-IN		School Nurse Supplies Specula/otoscope				01. 0000. 0. 8600. 3140. 4300. 825. .	65.77
Check # 5231033	01	Check Amt	646.00	Status	Printed	State Of Cal Dept Of Justice (000353/1)	
542132		21-22 Fingerprint Fees October 21				01. 0000. 0. 8600. 7200. 5840. 825. .	646.00
Check # 5231034	01	Check Amt	4,850.00	Status	Printed	Synapse Technologies Inc (001246/1)	
15491		21-22 Synapse LaserFiche Project				01. 7815. 0. 8600. 3140. 5800. 825. .	1,975.00
						01. 7815. 0. 8600. 7200. 5800. 825. .	1,975.00
15492		21-22 Synapse LF COVID19 Positive Test				01. 7815. 0. 8600. 3140. 5800. 825. .	450.00
						01. 7815. 0. 8600. 7200. 5800. 825. .	450.00
Check # 5231035	01	Check Amt	475.45	Status	Printed	Trinity Co. Solid Waste (000394/1)	
20012NOV21		solid waste fees Nov 21				01. 0000. 0. 0000. 8100. 5550. 825. .	475.45
Check # 5231036	01	Check Amt	541.60	Status	Printed	Trinity Journal (000396/1)	
00000884		21/22 Advertising Expenses				01. 0000. 0. 0000. 7200. 5810. 825. .	541.60
Check # 5231037	01	Check Amt	140.19	Status	Printed	NAPA Weaverville Auto Parts (000423/2)	
383425		Battery				01. 0000. 0. 0000. 8100. 4300. 825. .	159.50
383446		21/22 NAPA Auto Parts Core deposit				01. 0000. 0. 0000. 8100. 4300. 825. .	19.31-
Check # 5231038	01	Check Amt	28.00	Status	Printed	Weaverville CSD (000424/1)	
10839NOV21		water service Nov 21				01. 0000. 0. 0000. 8100. 5560. 825. .	28.00
Check # 5231039	01	Check Amt	28.00	Status	Printed	Weaverville Sanitary District (000426/1)	
1926NOV21		sewer service Nov				01. 0000. 0. 0000. 8100. 5550. 825. .	28.00
Number of Items		21	49,635.82			Totals for Register 000773	

2022 FUND-OBJ Expense Summary / Register 000773

01-4300	565.23
01-4400	47.16
01-5550	503.45
01-5560	28.00
01-5600	668.43
01-5800	41,789.50
01-5810	541.60

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 11/1/2021, Ending Check Date = 11/30/2021, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Register 000773 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000773 (continued)

01-5840	664.00	
01-5910	1,000.00	
01-5920	628.45	
01-9110*		46,435.82-
Totals for Fund 01	**46,435.82**	**46,435.82-**
14-5800	3,200.00	
14-9110*		3,200.00-
Totals for Fund 14	**3,200.00**	**3,200.00-**
Totals for Register 000773	**49,635.82**	**49,635.82-**

* denotes System Generated entry

Net change to Cash 9110 **49,635.82-Credit**

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Register 000774 - 11/17/2021 — Bank Account COUNTY - County

Payment Id		Comment						
Check # 5231190	01	Check Amt	69.99	Status	Printed	Rebelo, Stephanie S (000421 - Emp)		
ADOBE ACRO S REBELO		SRebeloAdobeAcro				01. 0000. 0. 0000. 2420. 5800. 825.	.	69.99
Check # 5231191	01	Check Amt	52.64	Status	Printed	Bunce, MaryAnn (000488 - Emp)		
MBUNCEMILEAGE1		COVID Testing Mileage				01. 7815. 0. 8600. 3140. 5200. 825.	.	52.64
Check # 5231192	01	Check Amt	174.85	Status	Printed	Hayes, Rachel D (000494 - Emp)		
RHAYESMILEAGE		BTS meeting Mileage				01. 0000. 0. 8600. 7200. 5200. 825.	.	132.16
RHAYESPHONENOV		Phone reimbursement 30%				01. 0000. 0. 0000. 8100. 5920. 825.	.	42.69
Check # 5231193	11	Check Amt	482.38	Status	Printed	Palmer, Jason (000501 - Emp)		
JPALMER11152021		Love&Logic meals				11. 6391. 0. 4110. 1000. 4300. 825.	.	482.38
Check # 5231194	01	Check Amt	47.82	Status	Printed	Burger, Erin E (000502 - Emp)		
NOVAUCTIONPRIZE		RISE Nov Auction Prizes				01. 0245. 0. 3500. 1000. 4300. 829.	.	47.82
Check # 5231195	01	Check Amt	80.19	Status	Printed	Green, Travis J (000514 - Emp)		
TGREENMILEAGE		COVID Testing Mileage				01. 7815. 0. 8600. 3140. 5200. 825.	.	80.19
Check # 5231196	01	Check Amt	1,005.85	Status	Printed	Anthony Rebelo (001245/1)		
AREBELOSELPA		A. Rebleo SELPA San Diego				01. 6500. 0. 5050. 2200. 5200. 826.	. 650	1,005.85
Check # 5231197	01	Check Amt	7,693.70	Status	Printed	PresenceLearning, Inc (000925/5)		
INV46709		21/22 Speech Services Sept 21				01. 6500. 0. 5760. 3150. 5800. 826.	. 651	7,693.70
Check # 5231198	01	Check Amt	4,200.00	Status	Printed	ProCare Therapy (001345/1)		
20252124		Behavioral Specialist 11/1-11/5				01. 3216. 0. 8600. 3120. 5800. 825.	.	4,200.00
Check # 5231199	01	Check Amt	174.80	Status	Printed	Trinity Co Building & Grounds (001029/1)		
AUDITORIUM X 2 DAYS		Veterans Hall Fee				01. 0000. 0. 0000. 7200. 5600. 825.	.	174.80
Check # 5231200	01	Check Amt	350.00	Status	Printed	Trinity Co Building & Grounds (001029/1)		
VETHALL DEPOSIT		Veterans Hall Deposit				01. 0000. 0. 0000. 7200. 5600. 825.	.	350.00
Number of Items		**11**	**14,332.22**			**Totals for Register 000774**		

2022 FUND-OBJ Expense Summary / Register 000774

01-4300	47.82	
01-5200	1,270.84	
01-5600	524.80	
01-5800	11,963.69	
01-5920	42.69	
01-9110*		13,849.84-
Totals for Fund 01	**13,849.84**	**13,849.84-**
11-4300	482.38	

Selection: Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 11/1/2021, Ending Check Date = 11/30/2021, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Register 000774 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000774 (continued)

11-9110*		482.38-
Totals for Fund 11	**482.38**	**482.38-**
Totals for Register 000774	**14,332.22**	**14,332.22-**

* denotes System Generated entry

Net change to Cash 9110 **14,332.22-Credit**

Register 000775 - 11/19/2021 — Bank Account COUNTY - County

Payment Id		Comment					
Check # 5231277	01	Check Amt	96.81	Status Printed	Amy Curry (000022/1)		
CURRY DEC 2021		Curry Dec 2021		01.	. . . . 9580. . .		96.81
Check # 5231278	01	Check Amt	24.00	Status Printed	Cigna (001344/1)		
16502570101-122021		Retiree Curry Cigna		01.	. . . . 9580. . .		24.00
Check # 5231279	01	Check Amt	491.47	Status Printed	Pitney Bowes Inc RESERVE (000278/3)		
5535 NOV 21		21/22 Postage and lease Nov		01.	0000. 0. 0000. 7200. 5910. 825. .		491.47
Check # 5231280	01	Check Amt	847.03	Status Printed	SISC III-COBRA (001346/1)		
119278-122021		Retiree Coon SISC Cobra Dec 2021		01.	. . . . 9580. . .		847.03
Check # 5231281	01	Check Amt	97.28	Status Printed	SISC III-COBRA (001346/1)		
162241-122021		Retiree Curry SISC Cobra Dec 2021		01.	. . . . 9580. . .		97.28
Check # 5231282	01	Check Amt	1,479.38	Status Printed	SISC III-COBRA (001346/1)		
9994-122021		Retiree Deantoni SISC Cobra Dec 2021		01.	. . . . 9580. . .		1,479.38
Check # 5231283	01	Check Amt	3,970.32	Status Printed	Shasta-Trinity Schools Den (000329/3)		
TCOE DEC2021STSIG-D		TCOE Dec 2021 STSIG Dental Premiums		01.	. . . . 9580. . .		3,970.32
Check # 5231284	01	Check Amt	42,627.00	Status Printed	Shasta-Trinity Schools Med (000330/3)		
TCOE DEC2021STSIG-M		TCOE Dec 2021 STSIG Medical Premiums		01.	. . . . 9580. . .		42,627.00
Check # 5231285	01	Check Amt	1,215.00	Status Printed	Shasta-Trinity Schools Vis (000331/3)		
TCOE DEC2021STSIG-V		TCOE Dec 2021 STSIG Vision Premiums		01.	. . . . 9580. . .		1,215.00
Check # 5231286	01	Check Amt	399.18	Status Printed	UnitedHealthcare (001343/1)		
318485807-1-122021		Retiree Curry United Healthcare		01.	. . . . 9580. . .		399.18
Check # 5231287	01	Check Amt	30.10	Status Printed	WellCare (001342/1)		
30872823-122021		Retiree Curry Wellcare		01.	. . . . 9580. . .		30.10
Number of Items		**11**	**51,277.57**	**Totals for Register 000775**			

2022 FUND-OBJ Expense Summary / Register 000775

01-5910	491.47	
01-9110*		51,277.57-
01-9580	50,786.10	
Totals for Register 000775	**51,277.57**	**51,277.57-**

* denotes System Generated entry

Net change to Cash 9110 **51,277.57-Credit**

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 11/1/2021, Ending Check Date = 11/30/2021, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Bank Account COUNTY - County

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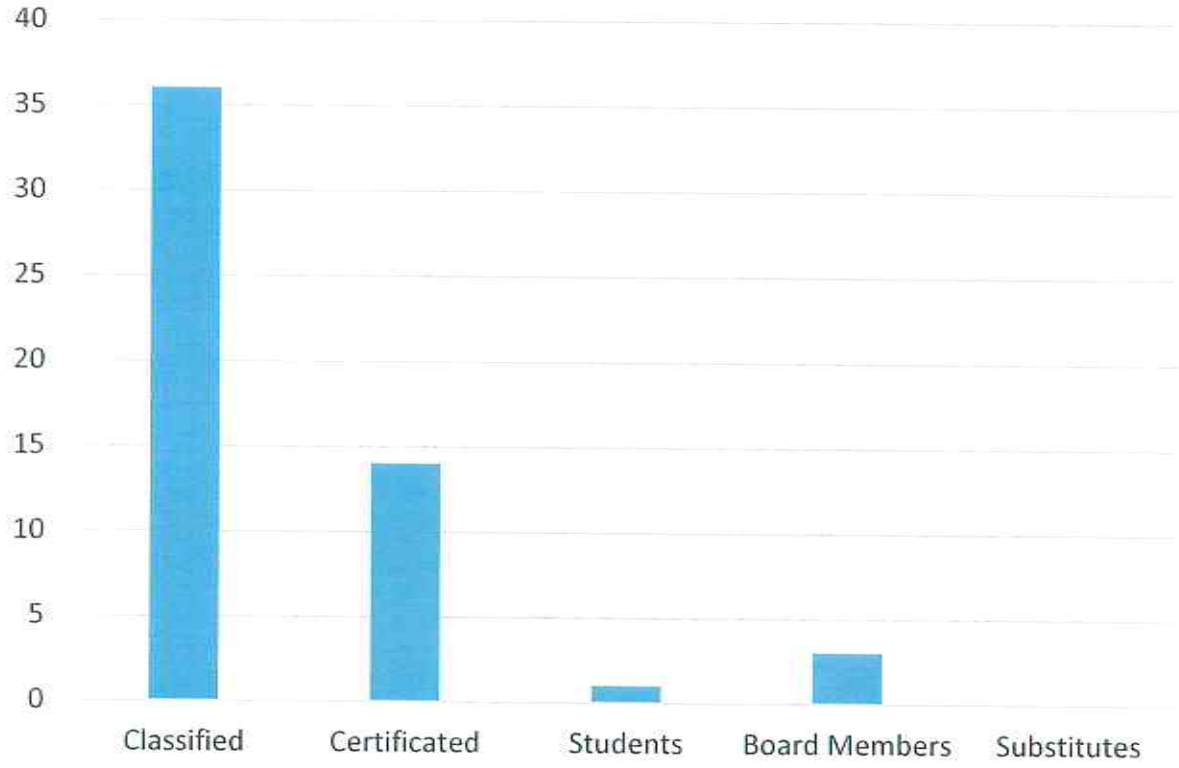
Bank Account COUNTY - County

Number of Items	62	128,954.07	Totals for Org 309 - Trinity County Office of Education

Trinity County Office of Education

11/1/2021 - 11/30/2021



Employee Salaries= $274,701.80

District Liabilities= $114,504.01

Total Payroll= $389,205.81

4.3

SUSPENSION AND EXPULSION/DUE PROCESS

The County Board desires to provide County Office students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The County Board shall develop rules and regulations setting the standards of behavior expected of County Office students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school activity or school attendance occurring within any County Office school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

County Office staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities. **On-Campus Suspension**

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the County Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Authority to Expel

A student may be expelled only by the County Board. (Education Code 48918(j))

As required by law, the County Superintendent or principal shall recommend expulsion and the County Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, the County Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the County Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a County Board meeting.

The County Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

Due Process

The County Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The County Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

Maintenance and Monitoring of Outcome Data

The County Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the County Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the County Board annually and to the California Department of Education when so required.

In presenting the report to the County Board, the County Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the County Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the County Office is meeting its goals for improving school climate as specified in its local control and accountability plan.

(12/14) 3/20

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

SUSPENSION AND EXPULSION/DUE PROCESS

Definitions

Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the County Board for students of the same grade level

2. Referral to a certificated employee designated by the principal to advise students

3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows and in the sections "Additional Grounds for Suspension and Expulsion: Grades 4-12" and
"Additional Grounds for Suspension and Expulsion: Grades 9-12" below:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))

7. Stole or attempted to steal school property or private property (Education Code 48900(g))

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except

that this restriction shall not prohibit a student from using or possessing prescription products (Education Code 48900(h))

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Knowingly received stolen school property or private property (Education Code 48900(l))
12. Possessed an imitation firearm (Education Code 48900(m))

    Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))
13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))
    Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))
17. Engaged in an act of bullying (Education Code 48900(r))

    Bullying means any severe or pervasive physical or verbal act or conduct, including communications made

    in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to self or property; cause the student to experience a substantially detrimental effect on physical or mental health; or cause the student to experience substantial interferences with academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

    Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in the section "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

    Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

    Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))

    a. A message, text, sound, video, or image

b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of the student's age, or for a person of the student's age and disability. (Education Code 48900(r))

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))

19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)
A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of $1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 4-12

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that the student:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)
Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics.(Education Code 233; Penal Code 422.55)

3. Intentionally engaged in harassment, threats, or intimidation against County Office personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

Additional Grounds for Suspension and Expulsion: Grades 9-12

Any student in grades 9-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

Suspension from Class by a Teacher

A teacher may suspend a student from class for the remainder of the day and the following day for any of the acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above or for disruption or willful defiance at any grade level, including grades K-8. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, the student shall be appropriately supervised during the class periods from which the student has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which the student was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Suspension by County Superintendent, Principal or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The County Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the County Board policy under "Authority to Expel" for which a recommendation of expulsion is required. (Education Code 48915(c))

The County Superintendent, principal, or designee may impose a suspension for a first offense if it is determined that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the County Superintendent or principal has determined that other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the County Superintendent, principal, or designee shall document the other means of correction used and retain the documentation in the student's record. (Education Code 48900.5)

Length of Suspension

The County Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, the student may be suspended for not more than 30 school days in a school year. The County Office may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the County Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against the student, and shall be given the opportunity to present the student's version and evidence. (Education Code 48911)
   This conference may be omitted if the County Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives the right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the County Superintendent or designee. (Education Code 48911)

3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)
   This notice shall state the specific offense committed by the student. (Education Code 48900.8)

   In addition, the notice may state the date and time when the student may return to school.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)
   If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. Extension of Suspension: If the County Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the County Superintendent or designee may, in writing, extend the suspension until such time as the County Board has made a decision, provided the following requirements are followed: (Education Code 48911)
   a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
   b. The County Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)
   c. If the student involved is a foster youth, the County Superintendent or designee shall notify the County Office liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)
   d. If the student involved is a homeless child or youth, the County Superintendent or designee shall notify the County Office liaison for homeless students. (Education Code 48918.1)

In lieu of or in addition to suspending a student, the County Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct the behavior and keep the student in school.

Suspension by the Board

The County Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12" above and within the limits specified under "Suspension by County Superintendent, Principal, or Designee" above. (Education Code 48912)

The County Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the County Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information that would violate a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

The County Board shall provide the student and parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session.(Education Code 35146, 48912)

On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting the student's teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

Superintendent or Principal's Authority to Recommend Expulsion

Unless the County Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, the County Superintendent or principal shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for
   (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated

cannabis, or (b) the student's possession of over-the-counter medication or other medication prescribed by a physician

4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the County Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the County Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the County Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the County Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the County Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of County Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an expellable offense, the County Superintendent, principal, or designee shall offer the student and parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of the right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and parent/guardian shall be effective upon approval by the County Board.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness.(Education Code 48918.5)

Whenever the County Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, the County Superintendent or designee shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of the right to: (Education Code 48918.5)

1. Receive five days' notice of the scheduled testimony at the hearing

2. Have up to two adult support persons present at the hearing at the time the witness testifies
3. Have a closed hearing during the time the witness testifies

Whenever any allegation of sexual assault or sexual battery is made, the County Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of County Office disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the County Office to any other County Office in which the student seeks enrollment This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).
5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser
   Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.
   Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.
6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students

If the student facing expulsion is a foster student, the County Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the County Superintendent or designee shall also send notice of the hearing to the County Office liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding Education Code 35145, the County Board shall conduct a hearing to consider the

expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the County Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the County Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to testify in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. Subpoenas: Before commencing a student expulsion hearing, the County Board may issue subpoenas, at the request of either the student or the County Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the County Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))
   Any objection raised by the student or the County Superintendent or designee to the issuance of subpoenas may be considered by the County Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))
   If the County Board determines, or if the hearing officer or administrative panel finds and submits to the County Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))
4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the County Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12" above. (Education Code 48918(h))

   Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

   In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
   a. Any complaining witness shall be given five days' notice before being called to testify.
   b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not

limited to, a parent/guardian or legal counsel, present during the testimony.

c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.

d. The person presiding over the hearing may remove a support person who is disrupting the hearing.

e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.

f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/ guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the County Office shall provide a nonthreatening environment.

   i. The County Office shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

   ii. At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.

   iii. The person conducting the hearing may:

      A. Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness

      B. Limit the time for taking the testimony of a complaining witness to normal school hours, if there is no good cause to take the testimony during other hours

      C. Permit one of the support persons to accompany the complaining witness to the witness stand

6. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from school, unless the student requests in writing that the decision be postponed.(Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the County Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The County Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the County Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the County Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the County Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's

parent/guardian. Before the student's placement decision is made by the student's parent/guardian, the County Superintendent or designee shall consult with the parent/guardian and County Office staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the County Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The County Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the County Board may order. (Education Code 48918(f))

In accordance with County Board policy, the hearing officer or administrative panel may recommend that the County Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the County Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the County Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or open session by the County Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the County Board in public. (Education Code 48918(j))

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the County Board shall set a date when the student shall be reviewed for readmission to a school within the County Office. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in the section "Authority to Expel" in the accompanying County Board policy, this date shall be one year from the date the expulsion occurred, except that the County Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the County Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the County Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The County Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above

   under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," or "Additional Grounds for Suspension and Expulsion: Grades 9-12" (Education Code 48900.8)

2. The fact that a description of readmission procedures will be made available to the student and parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion
(Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new County Office in which the student seeks to enroll of the student's status with the expelling County Office, pursuant to Education Code 48915.1 (Education Code 48918)

Decision to Suspend Expulsion Order

In accordance with County Board policy, when deciding whether to suspend the enforcement of an expulsion order, the County Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The County Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the County Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," or "Additional Grounds for Suspension and Expulsion: Grades 9-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the County Board shall reinstate the student in a County Office school. Upon reinstatement, the County Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The County Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new County Office in which the student seeks to enroll of the student's status with the expelling County Office, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the County Office simultaneously with the filing of the notice of appeal with the County Board, the County Office shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance, or of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate county or County Office law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Placement During Expulsion

The County Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Readmission After Expulsion

Prior to the date set by the County Board for the student's readmission:

1. The County Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the County Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The County Superintendent or designee shall transmit to the County Board a recommendation regarding readmission. The County Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the County Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.

4. The County Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other County Office students or employees. (Education Code 48916)

5. If the County Board denies the readmission of a student, the County Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.

6. The County Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the County Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school County Office. (Education Code 48916)

No student shall be denied readmission into the County Office based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The County Office shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The County Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this County Office. (Education Code 48915.1)

(12/14) 3/20

UNIFORM COMPLAINT PROCEDURES

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

Complaints Subject to UCP

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

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8498)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content, when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in County Office programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)

17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School safety plans (Education Code 32280-32289)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8235-8239.1)
23. State preschool health and safety issues in license-exempt programs (Education Code 8235.5)
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the County Superintendent of Public Instruction or designee deems appropriate

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

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

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

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

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

Non-UCP Complaints

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

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

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)

3. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the County Office in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including

the right to file the complaint with the California Department of Fair Employment and Housing.

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

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

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

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

(5/17) 12/20

UNIFORM COMPLAINT PROCEDURES

Except as the County Board may otherwise specifically provide in other County Office policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in the accompanying County Board policy.

Compliance Officers

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

County Superintendent or Designee

201 Memorial Drive

Weaverville, CA 96093-1256

(530) 623-2861

ssupahan@tcoek12.org

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

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

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

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

Notifications

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

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

The notice shall include:

1. A statement that the County Office is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying County Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the County Office will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the County Office, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying County Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

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

The County Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's

policy, regulation, forms, and notices concerning the UCP.

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

Filing of Complaints

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

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

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

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

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any

complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

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

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

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

Investigation of Complaint

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

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

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

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

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

Timeline for Investigation Report

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

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

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

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

Investigation Report

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

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

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

In consultation with County Office legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, and bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, the investigation report shall also include a notice to the complainant that:

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

Corrective Actions

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

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

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

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

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

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

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

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

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the County Office shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State County Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

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

Appeals to the California Department of Education

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

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The County Office failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the district's investigation report are not supported by substantial evidence.
4. The legal conclusion in the district's investigation report is inconsistent with the law.
5. In a case in which the County Office found noncompliance, the corrective actions fail to provide a proper remedy.

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

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

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

Health and Safety Complaints in License-Exempt Preschool Programs

Any complaint regarding health or safety issues in a license-exempt CSPP program shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the County Office notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the County Superintendent or designee may download and post a notice available from the CDE web site. (Education Code 8235.5; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8235.5; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the County Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the County Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8235.5; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8235.5; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the County Superintendent or designee. (Education Code 8235.5; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves a limited-English-proficient student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the County Board at a regularly scheduled meeting and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the County Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8235.5; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the County Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the County Board at a regularly scheduled County Board meeting and to the County

County Superintendent of Schools. (5 CCR 4693)

(5/17) 6/21

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

UNIFORM COMPLAINT PROCEDURES

Note: Education Code 8235.5 requires that the following notice be posted in each classroom with a license-exempt California State Preschool Program (CSPP) (Education Code 8235-8239.1). The notice must include the health and safety requirements that apply to such CSPP programs pursuant to Health and Safety Code 1596.7925, which may be the subject of a complaint under the uniform complaint procedures.

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

Note: Education Code 8235.5 requires that the notice include the location to obtain a complaint form and provides that posting a notice downloadable from the California Department of Education's web site will satisfy this requirement. The law does not require that complaint forms be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: http://www.cde.ca.gov/re/cp/uc.

However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

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UNIFORM COMPLAINT PROCEDURES

Note: Pursuant to Education Code 8235.5, uniform complaint procedures should be used for complaints alleging that a license-exempt California State Preschool Program (CSPP) does not comply with any of the health and safety requirements specified in Health and Safety Code 1596.7925.

PRESCHOOL COMPLAINT FORM: UNIFORM COMPLAINT PROCEDURES

Education Code 8235.5 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ❑ Yes ❑ No

Contact information: (if response is requested)
Name: _____
Address: _____
Phone number: Day: _____ Evening: _____
E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:
School name/address: _____
Room number/name of room/location of facility: _____

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

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

❑ The preschool does not have outdoor shade that is safe and in good repair.

❑ Drinking water is not accessible and/or readily available throughout the day.

❑ The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.

❑ Restroom facilities are not available only for preschoolers and kindergartners.

UNIFORM COMPLAINT PROCEDURES(*continued*)

- ☐ The preschool program does not provide visual supervision of children at all times.
- ☐ Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.
- ☐ Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

_____
_____
_____
_____
_____
_____

Note: Education Code 8235.5 requires complaints identified above to be filed with the preschool administrator or designee. Districts should specify the names and/or locations in the spaces below.

Please file this complaint at the following location:

_____
(preschool administrator or designee)

_____
(address)

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

_____ _____
(Signature) (Date)

5/20

ACCESS TO COUNTY OFFICE RECORDS

The County Board recognizes the right of members of the public to have access to public records of the County Office. The County Office shall provide any person reasonable access to the public records of the schools and County Office during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

In response to a public records request, the County Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a County Office-provided device or account or through an employee's or County Board member's personal device or account.

The County Office may charge for copies of public records or other materials requested by individuals or groups, unless they are using their own personal equipment to reproduce the record. The charge shall be based on actual costs of duplication, as determined by the County Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of County Office records, members of the public granted access shall examine records in the presence of a County Office staff member.

(1/99) 5/20

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

4.6

NONDISCRIMINATION/HARASSMENT

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

The County Office is committed to providing a safe school environment that allows all students equal access to opportunities in academic and other educational support programs, services, and activities. Unlawful discrimination against a student in any County Office school, program, or activity, including discriminatory harassment, intimidation, and bullying, is prohibited. Any form of retaliation against an individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination is also prohibited.

Unlawful discrimination may result from physical, verbal, nonverbal, or written conduct against a student based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or the student's association with a person or group with one or more of these actual or perceived characteristics. Unlawful discrimination also occurs when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in any County Office school, program, or activity, or the provision or receipt of educational benefits or services, such as prohibiting a student from enrolling in a class or course on the basis of the student's sex.

When, as permitted by law, the County Office maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, students may choose to access facilities and participate in such programs and activities consistent with their gender identity. In addition, students may choose to participate in accordance with their gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. Each student's gender identity shall be the gender asserted by the student. Transgender and gender-nonconforming students shall be afforded the same rights, benefits, and protections as all County Office students.

Complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying or retaliation may be filed in accordance with the COE's uniform complaint procedures (UCP) pursuant to BP 1312.3 - Uniform Complaint Procedures. For complaints of sexual harassment, it is the responsibility of the COE's Title IX Coordinator to determine whether the complaint should be addressed through UCP or, if the alleged conduct meets the federal definition of sexual harassment pursuant to 34 CFR 106.30, the complaint procedures established in 34 CFR 106.44-106.45. Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action shall be taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, or bullying, or retaliation in violation of law or County Office policy or procedures shall be subject to appropriate consequence or discipline,

NONDISCRIMINATION/HARASSMENT*(continued)*

which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4.

Antidiscrimination Measures

The County Board hereby incorporates by reference the policies, procedures, and measures implemented by the County Office to prevent or address unlawful discrimination in County Office schools, programs, and activities, including, but not limited to, the following:

1. Designation of a coordinator/compliance officer to handle complaints alleging unlawful discrimination
2. Publicizing of the COE's nondiscrimination policies and complaint procedures
3. Posting of the COE's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the COEs web site in a manner that is easily accessible to parents/guardians and students
(Education Code 234.6)
4. Posting of the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the COE's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
5. Posting of information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status as required pursuant to Education Code 221.61, and a link to the Title IX information included on the California Department of Education's (CDE) web site, in a prominent location on the COE's web site in a manner that is easily accessible to parents/guardians and students
(Education Code 221.6, 221.61, 234.6)
6. Posting of a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the COE's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)
7. Provision of training and information about the COE's nondiscrimination policies and complaint procedures, including information related to state and federal laws pertaining to the rights of transgender and gender-nonconforming students, to students, parents/guardians, County Office employees, and others as applicable
8. Establishment of a complaint process that ensures a prompt and fair resolution of complaints
9. Provision of annual notification required by law
10. Maintenance of student records in accordance with law

    When a former student presents government-issued documentation of a name and/or gender change, the student's records shall be updated accordingly. (Education Code 49062.5)

(1/19) 8/20

NONDISCRIMINATION/HARASSMENT

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 -Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Human Resources Director
201 Memorial Drive
Weaverville, CA 96093
(5300 623-2861
melanie@tcoek12.org

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Post in a prominent location on the district web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.6, 221.61, 234.6)
    a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
    b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)

NONDISCRIMINATION/HARASSMENT*(continued)*

c. A description of how to file a complaint of noncompliance under Title IX, which shall include:

i. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations

ii. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site

iii. A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office

ci. A link to the Title IX information included on the California Department of Education's (CDE) web site

5. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)
6. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.
7. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.
8. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.
   If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.
9. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students.
10. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
11. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

NONDISCRIMINATION/HARASSMENT*(continued)*

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment
5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that the student knew was not true

Process for Initiating and Responding to Complaints

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.
(Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, the principal or compliance officer shall notify the student or parent/guardian of the right to file a formal complaint in accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

Transgender and Gender-Nonconforming Students

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity is different from the gender assigned at birth.

NONDISCRIMINATION/HARASSMENT(*continued*)

The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity
2. Disciplining or disparaging a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to the student's gender identity
4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
6. Using gender-specific slurs
7. Physically assaulting a student motivated by hostility toward the student because of the student's gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) or Title IX sexual harassment procedures (AR 5145.71), as applicable, shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is the student's private information and the district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless the employee is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to the student's status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.
   As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.
2. Determining a Student's Gender Identity: The compliance officer shall accept the student's assertion of gender identity and begin to treat the student consistent with that gender identity unless district personnel present a

credible and supportable basis for believing that the student's assertion is for an improper purpose.

3. Addressing a Student's Transition Needs: The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as a transgender or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. Accessibility to Sex-Segregated Facilities, Programs, and Activities: When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. When a student presents government-issued documentation of a name and/or gender change or submits a request for a name and/or gender change through the process specified in Education Code 49070, the district shall update the student's records. (Education Code 49062.5, 49070)

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site.

(9/16) 7/20

CEREMONIES AND OBSERVANCES

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

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

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

(10/94) 5/20

CEREMONIES AND OBSERVANCES

Holidays

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

New Year's Day - January 1

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

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

Washington Day - Third Monday in February

Memorial Day - Last Monday in May

Independence Day - July 4

Labor Day - First Monday in September

Veterans Day - November 11

Thanksgiving Day - The Thursday in November designated by the President

Christmas Day - December 25

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

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

Commemorative Exercises

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

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

Dr. Martin Luther King, Jr. Day - The Friday before the day schools are closed for this holiday Abraham Lincoln's Birthday - The school day before the day schools are closed for this holiday Susan B. Anthony Day - February 15

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

Black American Day - March 5

Conservation, Bird, and Arbor Day - March 7

Classified Employee Week - Third week in May

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

Patriotic Exercises

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

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

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

A student may choose not to participate in the flag salute or Pledge of Allegiance for personal reasons.

Display of Flag

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

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

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

1. For 30 days from the death of the President or a former President
2. For 10 days from the death of the Vice President, the Chief Justice or a retired Chief Justice, or the Speaker of the House of Representatives
3. From the day of death until interment of an Associate Justice of the Supreme Court, a secretary of an executive or military department, former Vice President, or the Governor of a state
4. On the day of death and the following day for a Member of Congress
5. On Memorial Day, until noon only
6. On Peace Officers Memorial Day (May 15), unless it falls on Armed Forces Day
7. Upon a proclamation from the Governor in the event of the death of a present or former official of the state government or a member of the Armed Forces from the state who has died while serving on active duty
8. On other occasions by order of the President and in accordance with presidential instructions or orders

(11/99) 5/20

Trinity County
OFFICE OF
EDUCATION

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DATE: December 3, 2021
TO: TCOE Board Members
FROM: Gretchen Deichler, Assistant Superintendent of Business Services
RE: December 10, 2021 Board Meeting Update

Item 5.1 Financial Report – Based on 2021-22 Adopted Budget

1. The Fiscal report provides financial information from November 1 - 30, 2021 (5/12 of the year).
   a. **$6,371,679 Revenues & $49,526 Transfers In/Contributions** - A total of $1,143,984 or 17.95% of all budgeted revenues have been received to date equal to approximately
      a. 29.35% of budgeted LCFF
      b. 3.88% of federal
      c. 12.66% of state
      d. 7.34% of local revenues
      e. 0% of transfers in from other funds
   b. **$6,404,181 Expenditures & $4,750 Transfers Out** – A total of $2,202,700 or 34.39% of budgeted expenditures have occurred to date equal to approximately
      a. 39.39% of budgeted salaries and benefits
      b. 54.89% of supplies
      c. 40.43% services and operations
      d. Over % capital outlay – This budget item for the van that was purchased will be added at First Interim.
      e. 7.79% transfers out to districts/other transfers – The transfer of the remaining Northstate Together fund balance to The Watershed Center will be included at First Interim
      f. 0% transfers out to other funds
      g. 0% of support costs
   c. **$1,492,938 July 1, 2021 Beginning fund balance**

d. **$1,505,211 June 30, 2022 Ending fund balance**
e. **$187,770 General Fund cash balance 11-30-2021**

2. The Fiscal report below is for the R.I.S.E. Academy and provides financial information through November 30, 2021 (5/12 of the year). Here is the summary of the RISE for this month.
   f. **$278,857 Revenues + $37,127 Contribution*** - A total of $0 of all budgeted revenues have been received to date.
      a. 0% of budgeted LCFF
      b. 0% of federal
      c. 0% of state
      d. 0% of local revenues
      e. 0% *contribution is equal to billback reduction for district expenditures.
   g. **$315,984 Expenditures** – A total of $106,967 or 33.85% of budgeted expenditures have occurred to date equal to approximately
      a. 34.37% of budgeted salaries and benefits
      b. 14.76% of supplies
      c. 39.34% services and operations
      d. 0% capital outlay
      e. 0% of transfers out
      f. 0% of support costs
   h. **$0 July 1, 2020 Beginning fund balance**
   i. **$0 June 30, 2021 Ending fund balance**
   j. **The 2021-22 Billback Calculations for Each RISE Academy Classroom Estimate as of First Interim.** Due to enrollment and average daily attendance projections declining since the adopted budget the billback to the participating districts has increased. Details will be reviewed in the First Interim presentation:

RISE K – 6 CLASSROOM ASSUMPTIONS

2021-22	Grades K - 6 Classroom	Per ADA Rate	TRINITY COUNTY COMMUNITY SCHOOL (RISE) BILLBACK CALCULATION	Grades K - 6 Classroom	COE - RISE	Trinity Alps	Mountain Valley	Other School
COE code = 01.0245.0.3500.xxxx.xxxx.829.xxxx.099			TCOE Community School (RISE) Expenditures	A	$ 168,489	$ 168,489	$ -	$ -
COE code = 01.0245.0.3500.9200.8711.829.xxx			TCOE Community School (RISE) Revenue	B	$ 142	$ 142	$ -	$ -
District code = 01.0000.0.0000.3500.7142 and 01.0000.0.0000.0000.8011.xxx.xxxx			District LCFF Revenue	C	$ 21,355	$ 21,355	$ -	$ -
District code = 01.0000.0.0000.3500.7142 and 01.0000.0.0000.0000.8011.xxx.xxxx			District Other Revenue	D	$ 3,643	$ 3,643	$ -	$ -
			Underfunded	E=A-B-C-D	$ 138,299	$ 138,299	$ -	$ -
			District Expenditure Billback Offset	F	$ 18,018	$ 18,018	$ -	$ -
District code = 01.0000.0.3500.9200.7142 COE code = 01.0245.0.3500.9200.8711.829.xxx			Net Billback Estimate	G=E-F	$ 120,281	$ 120,281	$ -	$ -
Student generated district revenue + billback			Total Transfer from District via Object 7142		$ 145,279	$ 145,279	$ -	$ -
			Value of TCOE Indirect Cost not Charged	5.60%	$ 9,036	$ 9,036	$ -	$ -

Enrollment Assumptions	TOTAL	COE - RISE	Trinity Alps	Mountain Valley	Other School
Total District Fall 1 - District of Residence	3		3	0	0
Total District of Residence P3 ADA	2.25		2.25	0.00	0.00
Total COE Fall 1 EC2574c	0	0			
Total COE P3 ADA	0.00	0.00			

Funding Per ADA	COE - RISE	Trinity Alps	Mountain Valley	Other School
All Grades per ADA	$ 21,229.72			
Grades 9 - 12 per ADA		$ 13,300	$ 15,107	
Grades 7 - 8 per ADA		$ 11,454	$ 12,973	$ -
Grades 4 - 6 per ADA		$ 11,173		$ -
Grades K - 3 per ADA		$ 12,005		$ -

RISE 7 – 12 CLASSROOM ASSUMPTIONS

2021-22	Grades 7 - 12 Classroom	Per ADA Rate	TRINITY COUNTY COMMUNITY SCHOOL (RISE) BILLBACK CALCULATION	Grades 7 - 12 Classroom	COE - RISE	Trinity Alps	Mountain Valley	Other School
COE code = 01.0245.0.3500.xxxx.xxxx.829.xxxx.099			TCOE Community School (RISE) Expenditures	A	$ 166,756	$ 138,963	$ 27,793	$ -
COE code = 01.0245.0.3500.9200.8711.829.xxx			TCOE Community School (RISE) Revenue	B	$ 29,918	$ 24,932	$ 4,986	$ -
District code = 01.0000.0.0000.3500.7142 and 01.0000.0.0000.0000.8011.xxx.xxxx			District LCFF Revenue	C	$ 32,085	$ 32,085	$ -	$ -
District code = 01.0000.0.0000.3500.7142 and 01.0000.0.0000.0000.8011.xxx.xxxx			District Other Revenue	D	$ 4,903	$ 4,903	$ -	$ -
			Underfunded	E=A-B-C-D	$ 99,849	$ 77,043	$ 22,806	$ -
			District Expenditure Billback Offset	F	$ 18,018	$ 18,018	$ -	$ -
District code = 01.0000.0.3500.9200.7142 COE code = 01.0245.0.3500.9200.8711.829.xxx			Net Billback Estimate	G=E-F	$ 81,832	$ 59,025	$ 22,806	$ -
Student generated district revenue + billback			Total Transfer from District via Object 7142		$ 118,620	$ 96,013	$ 22,806	$ -
			Value of TCOE Indirect Cost not Charged	5.60%	$ 9,282	$ 7,735	$ 1,547	

Enrollment Assumptions	TOTAL	COE - RISE	Trinity Alps	Mountain Valley	Other School
Total District Fall 1 - District of Residence	4		4	0	0
Total District of Residence P3 ADA	3.00		3.00	0.00	0.00
Total COE Fall 1 EC2574c	3	3			
Total COE P3 ADA	2.25	2.25			

Funding Per ADA	COE - RISE	Trinity Alps	Mountain Valley	Other School
All Grades per ADA	$ 21,229.72			
Grades 9 - 12 per ADA		$ 13,300	$ 15,238	
Grades 7 - 8 per ADA		$ 11,454	$ 13,104	
Grades 4 - 6 per ADA		$ 11,173		
Grades K - 3 per ADA		$ 12,004		

k. **The 2021-22 Billback Calculations for Each RISE Academy Classroom Estimate as of Adopted Budget:**

TRINITY COUNTY COMMUNITY SCHOOL (RISE) BILLBACK CALCULATION	Grades K - 6 Classroom	COE - RISE	Trinity Alps	Mountain Valley	Other School
TCOE Community School (RISE) Expenditures	A	$ 130,298	$ 130,298	$ -	$ -
TCOE Community School (RISE) Revenue	B	$ 20,246	$ 20,246	$ -	$ -
District LCFF Revenue	C	$ 73,418	$ 73,418	$ -	$ -
District Other Revenue	D	$ 12,355	$ 12,355	$ -	$ -
Underfunded	E=A-B-C-D	$ 24,280	$ 24,280	$ -	$ -
District Expenditure Billback Offset	F	$ 18,018	$ 18,018	$ -	$ -
Net Billback Estimate	G =E-F	**$ 6,263**	**$ 6,263**	**$ -**	**$ -**

TRINITY COUNTY COMMUNITY SCHOOL (RISE) BILLBACK CALCULATION	Grades 7 - 12 Classroom	COE - RISE	Trinity Alps	Mountain Valley
TCOE Community School (RISE) Expenditures	A	$ 185,685	$ 154,737	$ 30,947
TCOE Community School (RISE) Revenue	B	$ 44,948	$ 37,457	$ 7,491
District LCFF Revenue	C	$ 67,283	$ 57,543	$ 9,740
District Other Revenue	D	$ 10,115	$ 8,761	$ 1,354
Underfunded	E=A-B-C-D	$ 63,339	$ 50,976	$ 12,363
District Expenditure Billback Offset	F	$ 18,018	$ 18,018	$ -
Net Billback Estimate	G =E-F	**$ 45,321**	**$ 32,958**	**$ 12,363**

3. **Update from various statewide meetings will be provided at the board meeting.**

4. **Item 5.1 Oversight Update**
   a. **Cash Monitoring**
      i. Cash monitoring for TCOE and districts has increased due to the use of federal, state and/or local funds that are expended first and reimbursed later. In the past, temporary transfers have been needed when the first installment of property taxes from the Trinity County

Auditor's office have been delayed. Last year the taxes were received timely.

b. **2021-22 First Interim Financial Reports** are in process by all the school districts and the charter school. The documents are due to our office by December 16, 2021. As part of our oversight responsibility these will be reviewed and letters will be sent to the districts by the end of January. A recap of the results will be shared in the February financial report.

5. **Item 7.4 2021-22 First Interim Financial Report** will be presented and transmitted to CDE on or before December 16, 2021.

Fund 01 - General Fund

Fiscal Year 2021/22 Through November 2021

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	Revenue Limit/Current Yr	64,105.00	64,105.00		64,105.00	
	Total LCFF Revenue Sources	**64,105.00**	**64,105.00**	**.00**	**64,105.00**	
Other Local Revenue						
8711	Tuition/TCCS	214,752.00	214,752.00		214,752.00	
	Total Other Local Revenue	**214,752.00**	**214,752.00**	**.00**	**214,752.00**	
	Total Year To Date Revenues	**278,857.00**	**278,857.00**	**.00**	**278,857.00**	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teachers Salary	129,995.00	129,995.00	84,220.50	49,566.07	3,791.57-	38.13
1110	Teachers Sal/Subst	2,600.00	2,600.00			2,600.00	
1300	Cert Superv & Admin	12,000.00	12,000.00			12,000.00	
	Total Certificated Salaries	**144,595.00**	**144,595.00**	**84,220.50**	**49,566.07**	**10,808.43**	**34.28**
Classified Salaries							
2100	Instructional Aides	32,511.00	32,511.00	32,799.76	20,361.81	20,650.57-	62.63
2110	Instructional Aides/Subst	3,512.00	3,512.00			3,512.00	
	Total Classified Salaries	**36,023.00**	**36,023.00**	**32,799.76**	**20,361.81**	**17,138.57-**	**56.52**
Employee Benefits							
3101	STRS/Cert	24,466.00	24,466.00	14,250.11	8,324.34	1,891.55	34.02
3202	PERS/Class	8,253.00	8,253.00	7,514.43	4,606.47	3,867.90-	55.82
3301	OASDI/Cert	2,097.00	2,097.00	1,168.79	692.92	235.29	33.04
3302	OASDI/Class	2,756.00	2,756.00	2,394.42	1,494.49	1,132.91-	54.23
3401	Health & Welfare/Cert	31,930.00	31,930.00	14,682.01	7,162.94	10,085.05	22.43
3402	Health&Welfare/Class	25,634.00	25,634.00	4,131.96	2,361.12	19,140.92	9.21
3501	SUI/Cert	1,779.00	1,779.00	421.12	247.84	1,110.04	13.93
3502	SUI/Class	443.00	443.00	163.94	101.78	177.28	22.98
3601	Workers Comp/Cert	2,414.00	2,414.00	1,406.51	827.76	179.73	34.29
3602	Workers Comp/Class	601.00	601.00	547.82	340.07	286.89-	56.58
3911	HSA Certificated				500.00	500.00-	NO BDGT
	Total Employee Benefits	**100,373.00**	**100,373.00**	**46,681.11**	**26,659.73**	**27,032.16**	**26.56**
Books and Supplies							
4300	Materials & Supplies	10,353.00	10,353.00	38.00	1,528.50	8,786.50	14.76

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 5, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01, Resource = 0245)

ESCAPE ONLINE

Fund 01 - General Fund

Fiscal Year 2021/22 Through November 2021

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
	Total Books and Supplies	**10,353.00**	**10,353.00**	**38.00**	**1,528.50**	**8,786.50**	**14.76**
Services and Other Operating Expenditures							
5200	Travel & Conference	4,000.00	4,000.00			4,000.00	
5400	Insurance	800.00	800.00			800.00	
5600	Rnt/Lease/Repairs	16,000.00	16,000.00			16,000.00	
5710	Transfer Of Direct Cost				.56	.56-	NO BDGT
5800	Consult Serv & Oper Exp	1,600.00	1,600.00	532.88	8,850.00	7,782.88-	553.13
5810	Advertising	100.00	100.00			100.00	
	Total Services and Other Operating Expenditures	**22,500.00**	**22,500.00**	**532.88**	**8,850.56**	**13,116.56**	**39.34**
Tuition							
7142	Excess Costs/Billback	2,140.00	2,140.00			2,140.00	
	Total Tuition	**2,140.00**	**2,140.00**	**.00**	**.00**	**2,140.00**	
	Total Year To Date Expenditures	**315,984.00**	**315,984.00**	**164,272.25**	**106,966.67**	**44,745.08**	**33.85**

Object	Description	Adopted Budget	Revised Budget	Actual	Balance	% Used
Other Financing Sources						
Contributions						
8980	Contrib From Unrestr	37,127.00	37,127.00		37,127.00	
	Total Contributions	**37,127.00**	**37,127.00**	**.00**	**37,127.00**	
	Total Year To Date Other Financing Sources	**37,127.00**	**37,127.00**	**.00**	**37,127.00**	

Fund 01 - General Fund

Fiscal Year 2021/22 Through November 2021

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash	101,646.00-	114,966.67-	216,612.67-
9290	Due From Grantor Govt	111,122.00		111,122.00
	Total Assets	**9,476.00**	**114,966.67-**	**105,490.67-**
Liabilities				
9500	Accounts Payable		8,000.00-	8,000.00-
9510	Accounts Payable/Pr Yr	8,000.00		8,000.00
9590	Due To Grantor Govt	1,476.00		1,476.00
	Total Liabilities	**9,476.00**	**8,000.00-**	**1,476.00**
	Calculated Fund Balance	**.00**	**106,966.67-**	**106,966.67-**

Fund 01 - General Fund

Fiscal Year 2021/22 Through November 2021

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	278,857.00	278,857.00			278,857.00	
B. Expenditures	315,984.00	315,984.00	164,272.25	106,966.67	44,745.08	33.85
C. Subtotal (Revenue LESS Expense)	37,127.00-	37,127.00-		106,966.67-	234,111.92	
D. Other Financing Sources and Uses						
Sources	37,127.00	37,127.00			37,127.00	
LESS Uses						
E. Net Change in Fund Balance	.00	.00		106,966.67-	271,238.92	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance						
G. Calculated Ending Balance	.00	.00		106,966.67-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

Fund 01 - General Fund

Fiscal Year 2021/22 Through November 2021

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	Revenue Limit/Current Yr	1,999,902.00	1,999,902.00	743,787.00	1,256,115.00	37.19
8012	Revenue Limit EPA	3,050.00	3,050.00	6,584.00	3,534.00-	215.87
8021	Homeowners Exemptions	7,412.00	7,412.00	2.70	7,409.30	0.04
8022	Timber Yield Tax	433.00	433.00	128.78	304.22	29.74
8041	Secured Roll Taxes	751,720.00	751,720.00	79.38	751,640.62	0.01
8042	Unsecured Roll Taxes	19,500.00	19,500.00	.52	19,499.48	0.00
8043	Prior Years Taxes	2,545.00	2,545.00	.16	2,544.84	0.01
8044	Supplemental Taxes	12,408.00	12,408.00	6.63	12,401.37	0.05
8091	Revenue Limit Transfer	25,000.00-	25,000.00-		25,000.00-	
8097	Spec Ed Taxes Trans Cssf	214,789.00-	214,789.00-		214,789.00-	
	Total LCFF Revenue Sources	**2,557,181.00**	**2,557,181.00**	**750,589.17**	**1,806,591.83**	**29.35**
Federal Revenue						
8181	Spec Ed Entitlemnt/94-142	39,948.00	39,948.00		39,948.00	
8182	Discretionary Grant	56,206.00	56,206.00		56,206.00	
8290	Other Federal Revenues	59,644.00	59,644.00	6,042.09	53,601.91	10.13
	Total Federal Revenue	**155,798.00**	**155,798.00**	**6,042.09**	**149,755.91**	**3.88**
Other State Revenues						
8311	Other State Apportionment	46,835.00	46,835.00	21,918.00	24,917.00	46.80
8550	Mandated Costs	1,592.00	1,592.00		1,592.00	
8560	State Lottery Revenue			75.79-	75.79	NO BDGT
8587	Pass-thru From State Rev	120,987.00	120,987.00		120,987.00	
8590	Other State Income	2,065,469.00	2,065,469.00	261,060.16	1,804,408.84	12.64
	Total Other State Revenues	**2,234,883.00**	**2,234,883.00**	**282,902.37**	**1,951,980.63**	**12.66**
Other Local Revenue						
8631	Sale Of Equip/Supplies			2,720.00	2,720.00-	NO BDGT
8660	Interest	4,586.00	4,586.00		4,586.00	
8677	Interagency Revenues	303,863.00	303,863.00	13,999.00	289,864.00	4.61
8697	Pass-thru rev local sources			25,000.00	25,000.00-	NO BDGT
8699	Other Local Income	225,000.00	225,000.00	62,731.50	162,268.50	27.88
8710	Excess Costs/Spec Ed	675,616.00	675,616.00		675,616.00	
8711	Tuition/TCCS	214,752.00	214,752.00		214,752.00	
	Total Other Local Revenue	**1,423,817.00**	**1,423,817.00**	**104,450.50**	**1,319,366.50**	**7.34**
	Total Year To Date Revenues	**6,371,679.00**	**6,371,679.00**	**1,143,984.13**	**5,227,694.87**	**17.95**

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 5, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

ESCAPE ONLINE

Fund 01 - General Fund

Fiscal Year 2021/22 Through November 2021

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teachers Salary	140,885.00	140,885.00	91,413.07	55,079.94	5,608.01-	39.10
1110	Teachers Sal/Subst	2,600.00	2,600.00			2,600.00	
1200	Cert Pupil Support	537,604.00	537,604.00	354,500.75	236,059.82	52,956.57-	43.91
1300	Cert Superv & Admin	531,461.00	531,461.00	315,197.33	239,534.36	23,270.69-	45.07
1900	Other Cert Salaries	60,757.00	60,757.00	39,604.88	23,675.29	2,523.17-	38.97
	Total Certificated Salaries	**1,273,307.00**	**1,273,307.00**	**800,716.03**	**554,349.41**	**81,758.44-**	**43.54**
Classified Salaries							
2100	Instructional Aides	90,752.00	90,752.00	58,527.28	37,346.17	5,121.45-	41.15
2110	Instructional Aides/Subst	3,512.00	3,512.00			3,512.00	
2200	Class Support Salaries	372,539.00	372,539.00	269,496.22	153,203.61	50,160.83-	41.12
2300	Class Superv & Admin	470,885.00	470,885.00	242,102.80	174,965.31	53,816.89	37.16
2400	Clerical & Office	634,609.00	634,609.00	390,531.76	263,901.89	19,824.65-	41.58
2410	Clerical & Office/Subst				2,038.73	2,038.73-	NO BDGT
2900	Other Classified Salaries	13,168.00	13,168.00	26,667.36	12,343.74	25,843.10-	93.74
	Total Classified Salaries	**1,585,465.00**	**1,585,465.00**	**987,325.42**	**643,799.45**	**45,659.87-**	**40.61**
Employee Benefits							
3101	STRS/Cert	281,240.00	281,240.00	103,929.28	69,382.29	107,928.43	24.67
3102	STRS/Class	4,352.00	4,352.00			4,352.00	
3201	PERS/Cert	55,261.00	55,261.00	33,711.09	22,203.48	653.57-	40.18
3202	PERS/Class	372,959.00	372,959.00	221,186.53	138,450.81	13,321.66	37.12
3301	OASDI/Cert	33,498.00	33,498.00	19,984.66	13,781.53	268.19-	41.14
3302	OASDI/Class	120,379.00	120,379.00	70,761.53	46,216.13	3,401.34	38.39
3401	Health & Welfare/Cert	147,485.00	147,485.00	85,602.72	53,080.09	8,802.19	35.99
3402	Health&Welfare/Class	269,589.00	269,589.00	140,779.10	86,166.60	42,643.30	31.96
3501	SUI/Cert	15,566.00	15,566.00	3,554.63	2,463.67	9,547.70	15.83
3502	SUI/Class	19,330.00	19,330.00	4,938.18	5,840.84	8,550.98	30.22
3601	Workers Comp/Cert	21,273.00	21,273.00	13,372.11	9,306.47	1,405.58-	43.75
3602	Workers Comp/Class	26,425.00	26,425.00	16,493.03	10,813.22	881.25-	40.92
3702	OPEB/Class	34,526.00	34,526.00	20,107.71	13,889.07	529.22	40.23
3901	Other Benefits/Cert				2,000.00	2,000.00-	NO BDGT
3911	HSA Certificated				500.00	500.00-	NO BDGT
3912	HSA Classified				4,000.00	4,000.00-	NO BDGT
3921	Fitness Certificated				920.00	920.00-	NO BDGT
3922	Fitness Classified			280.00	1,000.00	1,280.00-	NO BDGT
	Total Employee Benefits	**1,401,883.00**	**1,401,883.00**	**734,700.57**	**480,014.20**	**187,168.23**	**34.24**

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 5, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

ESCAPE ONLINE

Fund 01 - General Fund

Fiscal Year 2021/22 Through November 2021

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Books and Supplies							
4300	Materials & Supplies	116,997.00	116,997.00	21,760.79	22,107.62	73,128.59	18.90
4400	Non Capitalized Equipment	14,000.00	14,000.00	4,205.10	49,798.66	40,003.76-	355.70
	Total Books and Supplies	**130,997.00**	**130,997.00**	**25,965.89**	**71,906.28**	**33,124.83**	**54.89**
Services and Other Operating Expenditures							
5100	Subagreements For Service	8,433.00	8,433.00		115.38	8,317.62	1.37
5200	Travel & Conference	92,727.00	92,727.00	24,868.35	18,567.03	49,291.62	20.02
5300	Dues & Memberships	63,981.00	63,981.00	10,840.00	38,643.58	14,497.42	60.40
5400	Insurance	12,352.00	12,352.00		12,453.00	101.00-	100.82
5510	Electricity	9,600.00	9,600.00	7,028.81	2,571.19		26.78
5520	Fuel/Prop/Oil	200.00	200.00			200.00	
5550	Waste Disposal	5,596.00	5,596.00	3,607.15	2,324.85	336.00-	41.54
5560	Water	336.00	336.00	223.57	112.43		33.46
5600	Rnt/Lease/Repairs	40,050.00	40,050.00	15,369.15	7,670.40	17,010.45	19.15
5750	Trfs Dir Cost/Interfund	1,516.00-	1,516.00-		27.44-	1,488.56-	1.81
5800	Consult Serv & Oper Exp	578,710.00	578,710.00	172,246.84	244,706.76	161,756.40	42.28
5810	Advertising	2,905.00	2,905.00	1,596.70	1,303.30	5.00	44.86
5820	Audit	17,200.00	17,200.00			17,200.00	
5830	Elections	250.00	250.00			250.00	
5840	Fingerprinting	500.00	500.00		2,028.00	1,528.00-	405.60
5850	Legal Expenses	19,050.00	19,050.00		10,725.50	8,324.50	56.30
5890	Fees, Xrays, Exams	500.00	500.00		191.43	308.57	38.29
5910	Postage/shipping	4,500.00	4,500.00	1,367.87	3,138.47	6.34-	69.74
5920	Telephone	30,892.00	30,892.00	21,198.82	13,752.69	4,059.51-	44.52
	Total Services and Other Operating Expenditures	**886,266.00**	**886,266.00**	**258,347.26**	**358,276.57**	**269,642.17**	**40.43**
Capital Outlay							
6500	Equipment Replacement			1,211.05	15,000.00	16,211.05-	NO BDGT
	Total Capital Outlay	**.00**	**.00**	**1,211.05**	**15,000.00**	**16,211.05-**	**NO BDGT**
Tuition							
7142	Excess Costs/Billback	115,960.00	115,960.00			115,960.00	
	Total Tuition	**115,960.00**	**115,960.00**	**.00**	**.00**	**115,960.00**	
Other Transfers Out							
7212	Pass-thru To Coe's	120,987.00	120,987.00			120,987.00	
7281	All Other Transf To Distr	897,951.00	897,951.00		16,192.68	881,758.32	1.80
7299	All Other Transfers				63,161.10	63,161.10-	NO BDGT
	Total Other Transfers Out	**1,018,938.00**	**1,018,938.00**	**.00**	**79,353.78**	**939,584.22**	**7.79**

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 5, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

ESCAPE ONLINE

Fund 01 - General Fund

Fiscal Year 2021/22 Through November 2021

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Transfers of Indirect/direct support costs							
7350	Trfs Indirects/interfund	8,635.00-	8,635.00-			8,635.00-	
	Total Transfers of Indirect/direct support costs	**8,635.00-**	**8,635.00-**	**.00**	**.00**	**8,635.00-**	
	Total Year To Date Expenditures	**6,404,181.00**	**6,404,181.00**	**2,808,266.22**	**2,202,699.69**	**1,393,215.09**	**34.39**

Object	Description	Adopted Budget	Revised Budget	Actual	Balance	% Used
Other Financing Sources						
Other Financing Sources						
8919	Interfund Transfers In	49,526.00	49,526.00		49,526.00	
	Total Other Financing Sources	**49,526.00**	**49,526.00**	**.00**	**49,526.00**	
	Total Year To Date Other Financing Sources	**49,526.00**	**49,526.00**	**.00**	**49,526.00**	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Other Financing Uses							
Interfund Transfers Out							
7619	All Other Transfers Out	4,750.00	4,750.00			4,750.00	
	Total Interfund Transfers Out	**4,750.00**	**4,750.00**	**.00**	**.00**	**4,750.00**	
	Total Year To Date Other Financing Uses	**4,750.00**	**4,750.00**	**.00**	**.00**	**4,750.00**	

Fund 01 - General Fund

Fiscal Year 2021/22 Through November 2021

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash	661,411.93	473,642.14-	187,769.79
9130	Revolving Cash	150.00		150.00
9200	Accounts Receivable	295,943.27	207,492.38-	88,450.89
9290	Due From Grantor Govt	1,184,198.27	778,888.13-	405,310.14
9310	Due From Other Funds	51,697.05	2,020.99-	49,676.06
9320	Stores	2,669.29		2,669.29
9330	Prepaid Expenses	1,285.00		1,285.00
	Total Assets	**2,197,354.81**	**1,462,043.64-**	**735,311.17**
Liabilities				
9500	Accounts Payable		28,677.43-	28,677.43-
9510	Accounts Payable/Pr Yr	268,848.77	128,241.49-	140,607.28
9580	H&W Payable		10,486.49-	10,486.49-
9586	District Repay	297.60-		297.60-
9589	Salary Withhold		23,423.33	23,423.33
9590	Due To Grantor Govt	270,413.56	129,848.00-	140,565.56
9610	Due To Other Funds	126,098.40	126,098.40-	
9650	Deferred Revenue	39,353.60	3,399.60-	35,954.00
	Total Liabilities	**704,416.73**	**403,328.08-**	**301,088.65**
	Calculated Fund Balance	**1,492,938.08**	**1,058,715.56-**	**434,222.52**
Beginning Fund Balance				
9791	Beginning Fund Balance	1,492,938.08		1,492,938.08
	Beginning Fund Balance Proof	**.00**	**1,058,715.56-**	**1,058,715.56-**
	Change in Fund Balance - Excess Revenues (Expenditures)		**(1,058,715.56)**	

Memo Only - Ending Fund Balance Accounts

		Adopted	Revised		
Reserves					
9720	Reserve for Encumbrances			2,808,266.22	2,808,266.22
Restricted Balance					
9740	Restricted Balance	206,086.00	206,086.00		
Other Designations					
9789	Reserve for Economic Uncert	293,760.00	293,760.00		
9790	Unassigned/Unappropriated	942,856.00	1,005,365.00		
	Total Other Designations	**.00**		**.00**	**.00**

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 5, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

ESCAPE ONLINE

Fund 01 - General Fund

Fiscal Year 2021/22 Through November 2021

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	6,371,679.00	6,371,679.00		1,143,984.13	5,227,694.87	17.95
B. Expenditures	6,404,181.00	6,404,181.00	2,808,266.22	2,202,699.69	1,393,215.09	34.39
C. Subtotal (Revenue LESS Expense)	32,502.00-	32,502.00-		1,058,715.56-	3,834,479.78	
D. Other Financing Sources and Uses						
Sources	49,526.00	49,526.00			49,526.00	
LESS Uses	4,750.00	4,750.00			4,750.00	
E. Net Change in Fund Balance	12,274.00	12,274.00		1,058,715.56-	3,879,255.78	
F. Fund Balance:						
Beginning Balance (9791)	1,430,428.00	1,492,937.00		1,492,938.08		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	1,430,428.00	1,492,937.00		1,492,938.08		
G. Calculated Ending Balance	1,442,702.00	1,505,211.00		434,222.52		
*Components of Ending Fund Balance						
Legally Restricted (9740)	206,086.00	206,086.00				
Other Designations (9780)						
Undesig/Unapprop (9790)	942,856.00	1,005,365.00				
Other	293,760.00	293,760.00		2,808,266.22		